

**MOST IMMEDIATE**

No. 2(1)/2015-Admn-I  
Government of Pakistan  
Ministry of Commerce  
(Islamabad)



Islamabad, the 27<sup>th</sup> February, 2015

**C I R C U L A R**

Subject:- **TRAINING SESSION FOR BUDGET AND IT PERSONNEL FOR THE PRODUCTION OF GREEN BOOK :**

A copy of Finance Division (Budget Wing-MTBF Section)'s O.M No.F.1 (3) MTBF/2015-16/74 dated 24-02-2015 is forwarded for information/necessary action. They are organizing a one day training session for Budget and IT Personnel for the Production of Green Book scheduled to be held on **17<sup>th</sup> March, 2015** in the National Information Technology Board, H-9 and Islamabad and will be start from **2:00 p.m to 5:00 p.m.**

2. They have invited the nominations of two personnel i.e. one Section Officer or equivalent responsible for Budget making and One Computer Operator or equivalent responsible for data entry into the system.

3. The officers of this Ministry interested to attend the subject session are requested to please send their names duly recommended by their respective officers to this Section up to **02-03-2015** for onwards submission to the Finance Division (Budget Wing-MTBF Section), Islamabad.



**(Muhammad Usman Ghani)**  
Section Officer (Admn-I)

**Forwarded to:-**

**All Concerned Officers of the Ministry of Commerce, Islamabad.**

Government of Pakistan  
Finance Division  
(Budget Wing – MTBF Section)

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No.F.1(3)/MTBF/2015-16/74

Islamabad, the 24<sup>th</sup> February, 2015.

**OFFICE MEMORANDUM**

Subject: **Training Session for Budget and IT Personnel for the Production of Green Book.**

The undersigned is directed to say that Finance Division, Budget Wing is organizing a training session for the Budget and IT personnel relating to output based budget making, data entry in Financial Management Application (FMA) and the IT Software used for the production of Green Book of the Ministries/Divisions. The Training session will be held in the National Information Technology Board, H-9, Islamabad on the date and time given below:

S.No.	Date	Time
1	17 <sup>th</sup> March, 2015	From 2:00 P.M. To 5:00 P.M.

2. Ministry/Division is requested to nominate two personnel i.e. one Section Officer or equivalent responsible for Budget making and One Computer Operator or equivalent responsible for data entry into the system so as to reach this Division by March 2, 2015.

  
(Attaullah Khattak)  
Assistant Economic Adviser (MTBF)

Joint Secretary (Admn),  
Head of the MTBF Core Team,  
Commerce Division,  
Government of Pakistan,  
Islamabad.

  
20/2  
DS (AE)

ASST  
28/2  
S.O (AE)  
26/02

Dy. No. 132/JS (Admin)  
Date: 25/2/15

Dy. No. 26/D.S (Admin)  
Date: 26-2-2015

Dy. No. 103/JS (Admin)  
Date: 27-2-2015