

No. 2(17)/2011-Admn-I  
Government of Pakistan  
Ministry of Commerce



Islamabad, the 23<sup>rd</sup> November, 2012

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

A copy of letter No.5/50/2012-C/MSW(LHR) dated 15-11-2012 received from Establishment Division, MSW, Lahore regarding short training course on “**Effective Management**” for officers in BPS-17 & above from **10<sup>th</sup> to 14<sup>th</sup> December, 2012**.

2. The interested officers having sufficient knowledge & experience of working in managerial position in BPS-17 & above of this Ministry are requested to please sent their nominations/consent duly recommended/approved by their respective Senior Officers to this Section latest by **28-11-2012** for onwards submission to the Establishment Division, Lahore. The nomination form will be available on the Ministry’s website: **www.commerce.gov.pk**.

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(Maria Kazi)

Section Officer (Admn-I)

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GOVERNMENT OF PAKISTAN  
CABINET SECRETARIAT  
ESTABLISHMENT DIVISION  
MANAGEMENT SERVICES WING  
69-B, JAIL ROAD  
LAHORE

DIRECTOR

NO. 5/50/2012-C/MSW (LHR)  
Dated: 15<sup>th</sup> November, 2012

Subject: **SHORT TRAINING COURSE ON EFFECTIVE MANAGEMENT**

Dear Sir,

I feel pleasure to inform you that the Establishment Division, Management Services Wing, Lahore Office plans to organize a course on Effective Management. Its details are as under:-

2. **COURSE OBJECTIVE**

Introduce tools and techniques that make the executives more effective on their jobs and get the best performance from the given resources.

3. **TARGET AUDIENCE**

The target audience shall be the officers in BPS-17 and above from Federal Government, Provincial Governments, autonomous bodies and other public sector corporate organizations, having sufficient knowledge and experience of working in managerial position so that they can contribute meaningfully in class discussion.

4. **NATURE, DURATION AND VENUE**

- It is a non-residential 5-days course to be held w.e.f. 10<sup>th</sup> December 2012 to 14<sup>th</sup> December 2012 in the conference room/ auditorium of the Institute of Administrative Sciences, University of the Punjab, New Campus, Lahore;
- The participants from outstations are to make their own boarding and lodging arrangements.

5. **COURSE FEES**

The course fees as prescribed vide Finance Division U.O. No. 2 (25) R-4/92- dated 21.08.2007 are as follows:-

S.N.	Type of Government office	Amount of Course Fee per participant (Rs.)
i	Nominees from entities/government offices directly budgeted under the Federal Consolidated Fund	-Nil-
ii	Nominees from other entities such as Provincial government, autonomous bodies and public sector corporations & companies	5,000/-

It will be the responsibility of the sponsoring/nominating organizations falling under 5 (ii) above to submit course fees along with the nomination in the mode of crossed cheque/bank draft in favour of D/O/Deputy Director (Admin.), Establishment Division, Management Services Wing, Lahore.

6. **NOMINATION FORM & CLOSING DATE**

Nominations will be accepted on prescribed nomination form as enclosed and duly completed nomination forms should reach this office not later than **3<sup>rd</sup> December, 2012 by 4:00 PM.**

7. I would be grateful if you kindly send us a suitable number of nomination(s) as prescribed above along with payment.

8. This issues with the approval of competent authority.

Yours sincerely,

(Shahid Ahmad Malik)

The Secretary,  
Ministry of Commerce,  
Islamabad.

GOVERNMENT OF PAKISTAN  
ESTABLISHMENT DIVISION  
MANAGEMENT SERVICES WING  
LAHORE

Please Attach 1  
colored photograph

NOMINATION FORM FOR  
EFFECTIVE MANAGEMENT  
(December 10<sup>th</sup> 2012 – December 14<sup>th</sup> 2012)

1. Name \_\_\_\_\_
2. Date of birth \_\_\_\_\_
3. Designation/pay scale and  
official address \_\_\_\_\_  
\_\_\_\_\_
4. Telephone Office: \_\_\_\_\_  
Residence: \_\_\_\_\_
5. CNIC No. \_\_\_\_\_
6. Fax \_\_\_\_\_
7. E-mail \_\_\_\_\_
8. Address Residential: \_\_\_\_\_  
\_\_\_\_\_
- Permanent: \_\_\_\_\_  
\_\_\_\_\_
9. Date of entry in service \_\_\_\_\_
10. Date of entry in the present pay scale \_\_\_\_\_
11. Occupational group/cadre \_\_\_\_\_
12. Academic qualifications \_\_\_\_\_
13. Technical and professional  
qualification (if any) \_\_\_\_\_
14. Details of training already received  
including foreign trainings \_\_\_\_\_  
\_\_\_\_\_

15. Visits abroad, if any \_\_\_\_\_

16. Office positions held during the last 3 years:

Ministry/Division/ Department/Organization	Post held	From	To

17. Job description of the present post:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

18. Name of nominating Government/Organization \_\_\_\_\_  
\_\_\_\_\_

19. Check List

- i). Two Passport-size photographs
- ii). Course fee as prescribed
- iii). Each nominee officer will have to submit a resume of his own organization at the time of his joining the course which should contain the following aspects:-
  - a) Name, status, vision, mission and functions of the organization;
  - b) Organization structure & manpower position;
  - c) Systems and procedures of working;
  - d) Landmark achievements over the last 2 – 3 years;
  - e) Strengths and weaknesses; and
  - f) Areas for improvement,

\_\_\_\_\_  
Signature of the Nominee

Date: \_\_\_\_\_