



Government of Pakistan
Ministry of Education, Trainings and
Standards in Higher Education
Pakistan Manpower Institute

Phone (O) 9252554
Fax: 9252595
Web site. www.pmi.gov.pk
Shahrah-e-Suhrawardy
Near Zero Point
Islamabad:
Ref.No. 5 (92)/13-T&R
Dated: September 18, 2013

DIRECTOR GENERAL

SUBJECT: **TWO DAYS SEMINAR ON "EFFECTIVE LEADERSHIP"
(7th - 8th OCTOBER, 2013)**

Dear Sir/Madam,

The Pakistan Manpower Institute (PMI), is established in 1975, in pursuance of Pakistan Manpower Council. Its mandate is to advance knowledge about ways & means for Human Resource Development and Planning for better utilization of Human Resource in the country and abroad. The purpose of organizing such activities is to disseminate information to the participants and enhance their proficiency for better utilization of HR. The Institute is also involved in research activities since its inception and has completed numerous Research Studies, Research Papers and Reports related to Human Resources and Employment issues.

2. PMI has planned to organize a two days seminar on "Effective Leadership" (7th - 8th October, 2013). The objective of the course is to foster knowledge on the concept, roles and attributes of leadership in the organization to achieve its desired goals.

3. Therefore you are requested kindly to send nomination from your organizations of executive positions on the subject two days seminar. Nominees are required to bring recent passport size photograph and copy of their NIC alongwith them for the registration purpose. The seminar will be held at PMI building and **Timing of the seminar will be from 0900 to 1600 hours.**

4. The Institute is not charging any fee for this seminar, however, TA/DA & accommodation facility, if involved, will be provided to the participants by their respective organizations. Nominations for the seminar should reach PMI two days before the start date of the seminar.

4. For further information please contact **Mr. Yasser Qureshi, Deputy Director, PMI (Coordinator of the Seminar) on phone No. 9252553/9252551.** Name, Designation and Contact details (Telephone No., Fax, E-Mail Address) of nominee(s) may also please be provided for confirmation and further correspondence.

With best wishes and your personal interest in the matter will highly be appreciated.

Yours sincerely

(Signature)
(Abdul Latif Leghari)

MOST IMMEDIATE

No. 2(13)/2009-Admn-I
Government of Pakistan
Ministry of Commerce & Textile Industry
(Commerce Division)
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Islamabad, the 25th September, 2013

CIRCULAR

Copy of Pakistan Manpower Institute's letter No.5(92)/13-T&R, dated 18-09-2013 is forwarded with the request that **nomination of suitable officers along with their E-Mail Address for the two days seminar** duly approved/recommended by their respective officers may kindly be furnished to Admn-I Section latest by **01-10-2013**(Timing: 9:00 a.m to 4:00 p.m).

(Signature)
(Muhammad Umar Saleem Bhatti)
Section Officer (Admn-I)

All Officers, Ministry of Commerce, Islamabad.


By No. 3976
 Dated: 24/9/2013
 24/9/2013

No. 2(9)/2011-Admn-I
Government of Pakistan
Ministry of Commerce & Textile Industry
(Commerce Division)
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Islamabad, the 26th September, 2013

CIRCULAR

Copy of the Staff Welfare Organization, Establishment Division's letter No.SWO-1(1)/2013-2014/2322, dated 9th September, 2013 regarding "**Stipend Awards to the Children of Federal Government Employees for the Year 2013-2014**" is forwarded for information/compliance and necessary action for the officers/officials of the Ministry of Commerce & Textile Industry, Islamabad at their end. The prescribed application form could be obtained from the Regional Offices concerned of the Staff Welfare Organization as the deadline for submission of the application form to them is **24-10-2013**.


(**Muhammad Umer Saleem Bhatti**)
Section Officer (Admn-I)

All Officers/Officials, Ministry of Commerce & Textile Industry, Islamabad.

**GOVERNMENT OF PAKISTAN
ESTABLISHMENT DIVISION
STAFF WELFARE ORGANIZATION
(CH. REHMAT ALI COMMUNITY CENTRE)**

No.SWO-1(1)/2013-2014/2372

Islamabad, the 9th September, 2013

C I R C U L A R

SUBJECT: STIPEND AWARDS TO THE CHILDREN OF FEDERAL GOVERNMENT EMPLOYEES FOR THE YEAR 2013-2014.

Applications on prescribed forms are invited for stipend awards to the children of serving, retired and deceased Federal Government Employees studying in various educational institutions for the financial year, 2013-2014. The children of the Employees of Pakistan Post Office, Pak. Telecom Companies Ltd., Pakistan Railways, NADRA, MES, Autonomous / Semi-Autonomous Bodies, Banks and Corporations and those paid out of Defence Estimates are not eligible.

2. Stipends to the Children of Federal Government Employees will be awarded as detailed below:-

i)	<u>Basic Pay Scale</u>	<u>Class of Entitlement</u>	<u>Cost of Forms</u>
	BPS.1-4	From 5th Class onward	Rs.05/-
	BPS.5-16	From 6th Class onward	Rs.10/-
	BPS.17-22	From 11th Class onward	Rs.10/-
	BPS.1-22	Huffaz & Merit	Rs.10/-

ii) Cash awards to the children of Federal Government Employees who have completed *Hifz-e-Quran-e-Pak* during 2012-2013 upto the age of 20 years on 23-10-2013 duly certified by Auqaf Deptt. (Distt Khateeb)

iii) Cash awards to the children of Federal Government Employees who have obtained **80 % or above marks** in the last year Board/University's final examination in Matric, F.A./F.Sc. & B.A./B.Sc./B.Com.

3. The prescribed application forms along with rules and detailed conditions of eligibility can be obtained from the following Regional Offices of the Staff Welfare Organization up to 24-10-2013:-

S.NO.	<u>ADDRESS OF REGION</u>	<u>TELE. NO.</u>
(i)	Chief Welfare Officer, Staff Welfare Organization, Ch. Rehmat Ali Community <u>CENTRE, G-7, Markaz ISLAMABAD.</u>	051-9252929 051-9253000
(ii)	Chief Welfare Officer, Staff Welfare Organization, Adjacent to A.G's Office, <u>LAHORE.</u>	042-99211933 042-99211823


D. No. 120
 Date: 12-9-13
 (By Mr. 379)
 Date: 12/9/2013

2/17/13
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 Re-circulate
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 179
 Ms. Salma

- (iii) Chief Welfare Officer,
Staff Welfare Organization,
Block 66/A, Pak. Secretariat,
KARACHI. 021-99203312
021-99207233
- iv) Chief Welfare Officer,
Staff Welfare Organization,
Community Centre F.G.
Employees Colony, Hassan
Ghari, Shami Road,
PESHAWAR. 091-9212097
091-9212566
- (v) Chief Welfare Officer,
Staff Welfare Organization,
Staff Welfare Complex, CGS Colony,
SATELLITE TOWN, QUETTA. 081-9211166

4. Last date for the receipt of application forms (duly completed in all respect) in the Regional Office concerned is 24-10-2013. Incomplete forms and those received after due date will not be considered.

5. All Ministries/Divisions at Islamabad/Rawalpindi are requested to kindly circulate it amongst all employees including those working in attached, subordinate and Regional offices for their information.

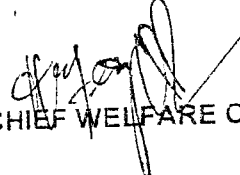

(HAFEEZ ULLAH)
CHIEF WELFARE OFFICER
TELE:9253000

To

- i) All Ministries / Divisions their attached Departments and sub-ordinate offices at Islamabad/Rawalpindi.
- ii) All regional Chief Welfare Officer's at Lahore, Peshawar, Karachi and Quetta for information with the request for wide publicity of the scheme through circulars /press releases.

Copy forwarded for information please:-

- i) S.P.S. to Secretary, Establishment Division, Islamabad.
- ii) P.S. to Senior Joint Secretary (Admn.) Establishment Division, Islamabad.
- iii) P.A to Director General, Staff Welfare Organization, Aabpara, Islamabad.
- iv) P.A. to Financial Advisor (Establishment), Finance Division, Islamabad.
- v) Deputy Secretary (Admn.), Establishment Division, Islamabad.
- vi) Deputy Financial Advisor (Establishment) Finance Division, Islamabad.
- vii) Director, (Admn & Cood) Federal Dte. of Education, Islamabad.
- viii) President, Federal Sectt., BS-I-II Employees Association, Islamabad.
- ix) President, Association for the Welfare of Retired Persons, Staff Welfare Community Centre, G-9/2, Islamabad.
- x) President, Senior Citizens Foundation of Pakistan, Islamabad


(CHIEF WELFARE OFFICER)