

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



Islamabad, the 2nd April, 2014

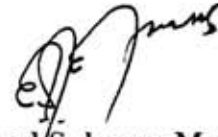
CIRCULAR

Subject:- **3-DAYS WORKSHOP ON “ GENDER MAINSTREAMING” TO BE HELD FROM 23RD TO 25TH APRIL, 2014:**

A copy of D.O No.5/53/2014-C/MSW (LHR) dated 28-03-2014 received from the Establishment Division, MSW,Lahore regarding 3 days workshop on “**Gender Mainstreaming**” for officers in BPS-17 and above to be held from **23rd to 25th April, 2014** at the Institute of Administrative Sciences, University of the Punjab, New Campus, Lahore.

2. The interested officers in BPS-17 and above of this Ministry are requested to please send their nominations duly recommended/approved by their Senior Officers to this Section latest by **07-04-2014** for onwards submission to the Establishment Division, Lahore. Moreover, the female officers participation will be given preference. The prescribed nomination form will be available on the Ministry’s website: www.commerce.gov.pk.

3. It is pertinent to mentioned here that the workshop fee is **Rs.5,000/-** per participant, however the officers who are being paid directly from the Federal Consolidated Fund are exempted from the workshop fee.



(Muhammad/Suleman Mahsud)
Section Officer (Admn-I)



DIRECTOR

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

NO. 5/53/2014-C/MSW (LHR)
Dated: 28th March, 2014

Subject: **3-DAYS WORKSHOP ON GENDER MAINSTREAMING TO BE HELD FROM 23RD APRIL, 2014 TO 25TH APRIL, 2014.**

Dear Sir,
I feel pleasure to inform you that the Establishment Division, Management Services Wing, Lahore Office plans to organize a workshop on "Gender Mainstreaming". Its details are as under:-

2. **WORKSHOP OBJECTIVE**

The core objective of the workshop is to introduce the participants to the myriad gender issues and various perspectives on the gender landscape of the country. Greater emphasis will be placed on the constructive discourse on the complex gender phenomena.

3. **CONTOURS OF THE WORKSHOP**

The main outlines of the workshop are given below:-

- Understanding Gender and Status of Women in Society
- Applying Gender Lens to Development (Gender Perspective on Development)
- Gender Discrimination and its forms
- Preventive measures for Discrimination and Harassment
- Gender Mainstreaming
- Women Empowerment in Pakistan

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, especially those having interest in gender issues. Moreover, the female officers participation will be given precedence.

NATURE, DURATION AND VENUE

- It is a non- residential 3-days workshop to be held w.e.f. 23rd April, 2014 to 25th April, 2014 in the 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.

WORKSHOP 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 (whose disbursements are made through AGPR)	-Nil-
ii	Nominees from other entities such as Provincial governments, autonomous bodies and public sector corporations & companies of Federal and Provincial governments	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 DDO, 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 **21th April, 2014 (Monday) by 4:00 PM.**

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

8. This issues with the approval of the competent authority.

Yours sincerely,


(Shahzad Ahmad Malik)

GOVERNMENT OF PAKISTAN
ESTABLISHMENT DIVISION
MANAGEMENT SERVICES WING
LAHORE

Please Attach 1
colored
photograph

3-DAYS TRAINING WORKSHOP ON GENDER MAINSTREAMING

(23rd April, 2014 – 25th April, 2014)

NOMINATION FORM

Name: _____ Date of birth: _____

Designation/pay scale: _____ CNIC No.: _____

Telephone (Office): _____ Telephone (Residence): _____

Mobile No.: _____ Fax: _____

E-mail: _____ Address (Residential): _____

Address (Office): _____

Date of entry in service: _____ Date of entry in the present pay scale: _____

Occupational group/cadre: _____ Academic qualifications: _____

Technical and professional qualification (if any): _____

Details of training already received (including foreign trainings): _____

Visits abroad (if any): _____

Office positions held during the last 3 years:

Ministry/Division/ Department/Organization	Post held	From	To

Job description of the present post:

Name of nominating Government/Organization: _____

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,

Date: _____

Signature of the Nominee