

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



Islamabad, the 21st December, 2015

CIRCULAR

Subject:- **THREE-DAYS WORKSHOP ON "PERFORMANANCE MANAGEMENT FOR ORGANIZATIONAL EFFECTIVENESS & CAREER PLANNING" SCHEDULED TO BE HELD FROM 11TH TO 13TH JANUARY, 2016:**

A copy of D.O No.5/56/2015-C/MSW/Lhr dated 09-12-2015 received from the Establishment Division, MSW, Islamabad regarding 3 days workshop on "**Performance Management for Organizational Effectiveness & Career Planning**" for officers in **BPS-17 & above or equivalent** to be held from **11th to 13th January, 2016** at the Conference Room of Institute of Administrative Sciences, University of the Punjab, Lahore from 9:00 a.m to 3:00 p.m.

2. The interested officers in BPS-17 & above or equivalent of this Ministry are requested to please sent their nominations duly recommended/approved by their Senior Officers to this Section latest by **23-12-2015** for onwards submission to the Establishment Division, Islamabad. Those would be preferably appreciated who could act as Master Trainers/Resource Persons on the above mentioned subject. The detailed schedule & the nomination form of the subject workshop program are enclosed herewith.

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.


(ATAULLAH)
Director (HR&CP)

Forwarded to:-

- i. All officers in BPS-17 & above or equivalent of the Ministry of Commerce, Islamabad.
- ii. Copy to Network Administrator with the request to upload the schedule of the subject workshop as well as the nomination form on the Ministry's website.



Director General
Phone: 051-9211537
Fax: 042-99205257

No. 5/56/2015-C/MSW/Lhr
Government of Pakistan
Establishment Division
Management Services Wing

Islamabad, the 9th December, 2015

Subject:- WORKSHOP ON "PERFORMANCE MANAGEMENT FOR ORGANIZATIONAL EFFECTIVENESS & CAREER PLANNING"

Dear Mr. Secretary,

As you are aware, Management Services Wing of the Establishment Division provides a broad spectrum of Management Consultancy Services to the Public Sector Organizations and also trains the Government functionaries in Modern Management Techniques in order to enhance their managerial skills and capabilities as assigned to it under the Federal Rules of Business 1973. In line with its charter of duties, the Management Services Wing, Lahore is organizing a three day Workshop on "Performance Management for Organizational Effectiveness & Career Planning" from 11th to 13th January 2016 at Conference Room of Institute of Administrative Sciences, University of the Punjab, Lahore from 09:00 AM to 03:00 PM daily. Program of the Workshop is placed at Annex-I.

2. Importance of the subject can hardly be over emphasized as accountability for results requires an effective performance management system, and there is a consensus among management experts that "what gets measured gets managed". Thus, ability to measure the performance of government organizations lies at the core of the concept of performance management. Moreover, paradigm shift of the Government from the traditional "Annual Confidential Report" to "Key Performance Indicators based PER'S" also requires education, advocacy and awareness.

3. The Workshop has been designed for officers in BS-17 and above (or equivalent) from the Federal and Provincial Government Organizations including the Government of Azad Jammu & Kashmir (AJ&K) as well as officers from the Armed Forces of Pakistan.

AS-II
10.12

AS-II

JS(A)

11/12

MS. Salma

4/12

Dy No. 5278 Admin-1
Date: 11/12/2015

SECY. OFFICE
Diary No. 10-12-15
Date: 10-12-15

Dy No. 5615 AS-II
Dated: 10.12.2015

4. Nominations on the prescribed form (**Annex-II**) may be forwarded to **Director, Management Services Wing, 69-B, Jail Road, Lahore latest by 30th December, 2015 (Tel No.042-99205254, 99205255, Fax 042-99205257).** The form should be complete in all respects.

5. The Workshop fee is Rs.5000/- (Rupees five thousand only) per participant which is payable through cross cheque, bank draft or pay order drawn in favour of Drawing & disbursing Officer (DDO) of Management Services Wing, Establishment Division, Lahore. **However, nominees of the Organizations being paid from the Federal Consolidated Fund are exempted from the payment of the Workshop Fee.**

6. It would be appreciated if such officers are nominated for this Workshop who could subsequently act as Master Trainers/Resource Persons, on the subject. Since the number of seats are extremely limited, nominees may please be directed to report for this Workshop only after confirmation of their nominations from office of the Director, Management Services Wing, Lahore.

With regards,

Yours sincerely,



(Muhammad Shahid Siddiqui)

The Secretary,
Commerce Division,
Government of Pakistan,
A Block, Pak Secretariat,
Islamabad



WORKSHOP ON

PERFORMANCE MANAGEMENT
FOR
ORGANIZATIONAL EFFECTIVENESS & CAREER PLANNING

11th to 13th January, 2016

Organized By

ESTABLISHMENT DIVISION
MANAGEMENT SERVICES WING
LAHORE

WORKSHOP ON
“PERFORMANCE MANAGEMENT FOR
ORGANIZATIONAL EFFECTIVENESS & CAREER PLANNING”
(11th to 13th January, 2016)

Program (Insha Allah)

Day-1 (January 11, 2016)	
I. Inaugural Session	
09:00 – 09:05	Tilawat aur Tarjuma
09:05 – 09:15	Introductory remarks by the Director General, MS Wing
09:15 – 09:25	Address by the Chief Guest
09:25 – 10:00	Group Photograph & Refreshments

II. Regular Program		
Module-I Enhancing Effectiveness & Accountability in the Public Sector Organizations –Strategic Intent		
Timings	Topic	Speakers
10:00 – 11:30	Performance Management for Organizational Effectiveness and Career Planning	Mr. Muhammad Naeem ul Haq , Director General NIM, Lahore
11:30 – 13:00	An Overview of Government Performance Management System	Mr. Muhammad Shahid Siddiqui , Director General, Management Services Wing
13:00 – 13:30	Refresher/Prayer break	
13:30 – 15:00	Balance Score Card as a tool of Performance Measurement	Mr. Rizwan Siddiqui

Day-2 (January 12, 2016)		
Module-II Performance Evaluation for Career Planning		
Timings	Topic	Speakers
09:00 – 10:30	The Rules/ Regulations and Instructional Framework for Performance Evaluation ➤ Assessment by the Reporting Officer and Counseling ➤ Outstanding Remarks, Adverse Remarks and Countersignature issues ➤ The PER Forms	Mr. Munir Ahmad , Former Special Secretary, Establishment Division
10:30 – 10:45	Tea Break	

Timings	Topic	Speakers
10:45 – 12:15	Job Content Analysis and Performance Evaluation	Mr. Muhammad Feroze Khan , Sr. HR Consultant
12:15 – 13:15	KPIs and the revised P.E.R	Mr. Muhammad Feroze Khan , Sr. HR Consultant
13:15 – 13:30	Refresher/ Prayer Break	
13:30 – 15:00	Modern Trends in Performance Evaluation – 360 Degree Evaluation	Prof. Dr. Ali Sajid

Day-3 (January 13, 2016)		
Timings	Topic	Speakers
09:00 – 11:00	Key Performance Indicators – The issue of Measurability	Mr. Farhan Shabbir
11:00 – 11:15	Tea Break	
11:15 – 13:15	Group Exercise on Job Content Analysis	To be conducted by Mr. Muhammad Feroze Khan , Sr. HR Consultant

Closing Ceremony	
14:00 – 14:05	Recitation from Holy Quran
14:05 – 14:15	Workshop Report by the DG, MSW
14:15 – 14:25	Views of the participants
14:25 – 14:40	Certificates Distribution
14:40 – 15:00	Address by the Chief Guest
	Lunch



Government of Pakistan
Cabinet Secretariat
Establishment Division
(Management Services Wing)
Islamabad

Annex-11

PHOTOGRAPH

NOMINATION FORM

WORKSHOP ON "PERFORMANCE MANAGEMENT FOR ORGANIZATIONAL EFFECTIVENESS & CAREER PLANNING"
(January 11-13, 2016)

Nominating organization: _____

Address of the nominating organization: _____

Particulars of the Nominee:

1. Name (Block Letters): _____

2. Designation & pay scale: _____

3. Date of birth: _____

4. Address: (i) Office _____

(ii) Residence: _____

5. Telephone: office: _____ Res: _____ Cell _____

Fax: _____ E..mail: _____

6. Educational Qualifications: _____

7. Training received (i) Local: _____

(ii) Foreign: _____

8. Date of joining service: _____

9. Occupational group/cadre: _____

10. Date of appointment to the present post: _____

11. Brief description of
Present responsibilities: _____

Date _____

Place: _____

Signature of Nominee

FOR OFFICIAL USE ONLY

Reference no:

Received on:

Checked by:

Approved /Not Approved

Signature and stamp of

Nominating Authority

Tele:

Fax: