

Government of Pakistan  
FINANCE DIVISION  
(HRM Wing)  
(Quality Assurance – I Section)  
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**CIRCULAR**

Subject:- **TRAINING PROGRAMS SCHEDULE FOR THE MONTH OF AUGUST, 2017**


Pakistan Manpower Institute(PMI), Ministry of Federal Education & Professional Training, Islamabad, vide letter No.WPI(16)/2017-18/TRG dated 10-07-2017 & 21-07-2017, has invited suitable nominations of officers in BPS-17 and above for the following training courses:-

S.#.	Course Name	Dates & Time	Date of Submission to QA-I Section
i)	Application of Project Management in MS Project	07 – 09 August, 2017	05-08-2017
ii)	Stress Management	15 – 17 August, 2017	10-08-2017
iii)	Team Building Skills	21 – 23 August, 2017	10-08-2017
iv)	Performance Management at Work Place Through Application	22 – 24 August, 2017	11-08-2017
v)	Microsoft Excel	28 – 30 August, 2017	17-08-2017

2. These programs are organized for the managers and executives of public sector organizations dealing with Human Resource Management. The purpose of organizing such programs is to disseminate information to the participants and enhance their Skills. Timing of the course will be from 0830 hours to 1330 hours.

3. Interested Officers of Finance Division, are requested to forward their nominations for the above-mentioned training programs duly recommended by the head of the respective Wing alongwith their one recent passport size photograph, copy of CNIC & official identity card to QA-I Section on the format as prescribed below:-

S.#	Name & Designation	Name of Course	Contact No.	Email Address

  
( Ishtiaq Ahmad' )  
Section officer (QA-I)  
Ph: 9208523

All AFSs/Sr.JSs/JSs/EA/FAs/CF&AO/DFAs/DSs/SOs & equivalent Finance Div, Ibd.  
Finance Division's U.O No.F.3(8)QA-I/2014 dated 03-08-2017.

**Copy to:-**

- i. Mr. Faheem Anwar, Webmaster, Finance Division, with the request to upload the circular on Finance Division's website.