

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

C I R C U L A R

Subject:- **Training Programs Schedule for the Month of January, 2018**

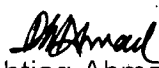
Pakistan Manpower Institute(PMI), Ministry of Federal Education & Professional Training, Islamabad, vide letter No.WP-I(16)/2017-18/T&R dated 04-12-2017, has invited suitable nominations of officers in BPS-17 and above for the following training courses:-

S.#.	Course Name	Dates & Time	Date of Submission to QA-I Section
i)	Regulatory frame work in International Supply Chain	01 – 03 January, 2018	15-12-2017
ii)	Application of Project Management in MS Project	01 – 05 January, 2018	15-12-2017
iii)	Effective Communication Skills	08 – 10 January, 2018	22-12-2017
iv)	PPRA Rules	15 – 17 January, 2018	29-12-2017
v)	Diversity Management at work place	22 – 24 January, 2018	05-01-2018
vi)	MS Excel	29 – 31 January, 2018	12-01-2018

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 13-12-2017.

Copy to:-

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