

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 OCTOBER, 2017**


Pakistan Manpower Institute(PMI), Ministry of Federal Education & Professional Training, Islamabad, vide letter No.WPI(16)/2016-17/TRG dated 31-08-2017 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) | Strategic Vision | 03 – 05 Oct, 2017 | 28-09-2017 |
| ii) | Diversity Management | 09 – 11 Oct, 2017 | 02-10-2017 |
| iii) | Application of Project Management in MS Project | 16 – 18 Oct, 2017 | 06-10-2017 |
| iv) | Effective time Management Skills | 23 – 25 Oct, 2017 | 14-10-2017 |

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)
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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 25-09-2017.

Copy to:-

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