

Government of Pakistan  
FINANCE DIVISION  
(HRM Wing)  
(Quality Assurance – I Section)  
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**C I R C U L A R**

Subject:- **Training Programs Schedule for the Month of December, 2017**


Pakistan Manpower Institute(PMI), Ministry of Federal Education & Professional Training, Islamabad, vide letter No.WP-I(16)/2017-18/T&R dated 01-11-2017 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	11 – 13 Dec, 2017	05-12-2017
ii)	Assertiveness Skills	18 – 20 Dec, 2017	11-12-2017
iii)	Human Resource Management	26 – 28 Dec, 2017	11-12-2017

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 29-11-2017.

**Copy to:-**

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