

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

CIRCULAR

Subject:- **TRAINING PROGRAMS SCHEDULE FOR THE MONTH OF JANUARY, 2021**


Pakistan Manpower Institute (PMI), Ministry of Federal Education & Professional Training, Islamabad, vide letter No. WP-I (16)/2020-21/T & R dated 23-12-2020 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.	Professionalism & Ethics at Workplace	11 – 13 Jan, 2021	06-01-2021
ii.	Improving Personal Effectiveness	18 – 20 Jan, 2021	11-09-2017
iii.	Application of Project Management in MS Project	25 – 26 Jan, 2021	15-01-2021

2. These programs are organized for the managers and executives of public sector organizations. The purpose of organizing such programs is to disseminate information to the participants and enhance their Skills. Timing of the course will be from 0900 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


(Ansar Mahmood)
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 01-01-2021.

Copy to:-

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