

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

Subject: **FIVE DAYS TRAINING COURSE ON "OFFICE MANAGEMENT: RULES AND PROCEDURES", JULY 29- 02 AUGUST, 2024**


Akhtar Hameed Khan National Centre for Rural Development, (AKKNCRD), an Executive Department of Establishment Division, Islamabad vide letter No. 1(1)/2024-25/C/AD(T) dated 14<sup>th</sup> June, 2024 has sought nominations for "Office Management: Rules and Procedures". The major objectives of the training course are as under:-

**Objectives:-**

- To familiarize the participants with the different aspects of Office Management;
- To acquaint the participants with the overall understanding of the benefits to the Government servants regarding various rules and procedures;
- To provide a forum for sharing of experience in practical implementation and execution of rules and procedures.

2. All interested Officers (BPS-17 & above) of Finance Division are requested to furnish their nominations duly recommended by the AFS/head of the Wing concerned, to **QA-I Section by 17.7.2024** and prescribed format given below:-

Name	Designation	Department	Contact Number	Email Address
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(Aamir Habib Abbasi)  
Dy. Secretary (QA)  
Ph: 051-9208523

All Officers (BPS-17 & above), Finance Division Islamabad  
**Finance Division's U.O No.F.3 (9) QA-I/2023-24 dated 2.7.2024**

Cc to:-

- Webmaster, with the request to upload the circular on this Division's website.