

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

CIRCULAR

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

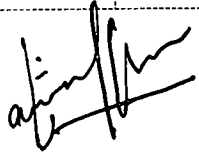
Pakistan Manpower Institute (PMI), Ministry of Federal Education & Professional Training, Islamabad, vide letter no. WP-I (16)/2020-21/T & R dated 01-03-2021 has invited suitable nominations of officers in **BPS-17 and above** for the following training course:-

S. #.	Course Name	Dates & Time	Date of Submission to QA-I Section
1.	Creating Time Efficiency & Managing Multiple Priorities	05-07 April, 2021	19-03-2021

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	Organization	Contact No.	Email Address
1.					


(Sania Akram Khan)
Section officer (QA-I)
Ph: 9208523

All Officers (BPS-17 & above), Finance Division, Islamabad.
Finance Division's U.O No.F.3 (8) QA-I/2014 dated 12-03-2021

Copy to:-

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