

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

Subject: - NOMINATIONS FOR TRAINING COURSES AT PAKISTAN INSTITUTE OF MANAGEMENT

Pakistan Institute of Management (PIM), Ministry of Industries & Production has requested, for nominations of suitable officers of Finance Division for the following training courses at Karachi, Lahore and Islamabad under the “Management Training & Development Program” for the month of July- September, 2021.

| <u>S.#</u> | <u>Course Title</u> | <u>Duration</u> | <u>Submission date to QA-I Section</u> |
|----------------|---|--------------------------------------|--|
| KARCAHI | | | |
| 1 | UNDERSTANDING PPRA RULES | 02-03 August, 2021 | 21-07-2021 |
| 2 | WORKSHOP ON STRATEGIC PLANNING | 02-04 August, 2021 | -do- |
| 3 | HR ANALYTICS | 23-24 August, 2021 | 12-08-2021 |
| 4 | DEVELOPMENT COURSE FOR SUPERVISORS (HALF DAY) | 30 Aug. to 1 st Sep. 2021 | -do- |
| 5 | WORKSHOP ON PROJECT MANAGEMENT | 30 Aug. to 3 rd Sep. 2021 | -do- |
| 6 | INTERNAL AUDITING FOR INTEGRATED MANAGEMENT SYSTEMS | 06-07 September, 2021 | 25-08-2021 |
| 7 | GENDER SENSITIZATION | 13-14 September, 2021 | 01-09-2021 |
| 8 | ANALYZING AND VISUALIZING DATA WITH POWER BI TOOLS | 20-21 September, 2021 | 09-09-2021 |
| 9 | FINANCE AND ACCOUNTING FOR NON-FINANCIAL EXECUTIVES | 20-22 September, 2021 | -do- |
| 10 | SECURITY AND DISASTER MANAGEMENT | 20-22 September, 2021 | -do- |
| LAHORE | | | |
| 1. | PRINCIPLES OF GOOD MANAGEMENT (HALF DAY) | 05-07 July, 2021 | 24-06-2021 |
| 2. | ADMINISTRATIVE PROCEDURES FOR GOVERNMENT OFFICIALS | 14-16 July, 2021 | 01-07-2021 |
| 3. | COST AND MANAGEMENT ACCOUNTING FOR NON-FINANCIAL EXECUTIVES | 26-28 July, 2021 | 15-07-2021 |
| 4. | DEVELOPING FUTURE LEADERS FOR FINANCIAL INSTITUTIONS | 02-03 August, 2021 | 21-07-2021 |
| 5. | DATA ANALYSIS TECHNIQUES FOR EFFECTIVE DECISION MAKING | 09-11 August, 2021 | -do- |
| 6. | DEVELOPING ORGANIZATIONAL POLICIES & PROCEDURES | 09-11 August, 2021 | -do- |
| 7. | CONFLICT MANAGEMENT | 06-07 September, 2021 | 25-08-2021 |

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|------------------|---|-----------------------|------------|
| 8. | STRATEGIC MANAGEMENT | 06-07 September, 2021 | -do- |
| 9 | EMOTIONAL INTELLIGENCE FOR WORKPLACE SUCCESS | 16-17 September, 2021 | 09-09-2021 |
| 10. | HUMAN RESOURCES MANAGEMENT | 20-22 September, 2021 | -do- |
| ISLAMABAD | | | |
| 1. | WORK PLACE HEALTH AND SAFETY SERVICES | 08-09 July, 2021 | 24-06-2021 |
| 2. | ADVANCE MS OFFICE | 09-11 August, 2021 | 21-07-2021 |
| 3. | CIVIL SERVANTS (APPOINTMENT, PROMOTION AND TRANSFER) | 30-31 August, 2021 | 12-08-2021 |
| 4. | COMBATING MONEY-LAUNDERING AND CRIMINAL FINANCING TERRORISM | 06-07 September, 2021 | 25-08-2021 |
| 5. | OFFICE RECORD MANAGEMENT | 08-09 September, 2021 | -do- |
| 6. | 5S HOUSE KEEPING AND KAIZEN SERVICE | 13-14 September, 2021 | 02-09-2021 |
| 7. | INTERNAL CONTROL AND INTERNAL AUDIT IN MFI's | 23-24 September, 2021 | 09-09-2021 |

2. The requisite eligibility criteria and general requirements are as under:

Eligibility Criteria:

- All officers of Finance Division **(BS-17) and above.**
- Relevance of present job responsibilities with the proposed training.

Documents Required:

- Nominations duly recommended by AFS/Head of the Wing concerned.
- Duly filled local training Proforma (copy enclosed).
- Copy of CNIC.

3. Interested officers of the Finance Division are requested to please note the following points while forwarding their nominations:

- (a) Nominations that do not fulfill the eligibility criteria will not be considered.
- (b) Nominations received after the cut-off date as mentioned by QA-I Section will not be entertained.
- (c) The required documents to be complete.



(Sania Akram Khan)
Section Officer (QA-I)

All officers (BS-17& Above) of Finance Division, Islamabad.
Finance Division's. U.O.No.3 (2)/QA-I-2014 Dated 18-06-2021

Copy to: - Webmaster, with the request to kindly upload the Circular on Finance Division's website.