

Government of Pakistan  
FINANCE DIVISION  
HRM Wing  
(Quality Assurance – I Section)  
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**Subject: - NOMINATIONS FOR TRAINING COURSES AT PAKISTAN INSTITUTE OF MANAGEMENT**

Pakistan Institute of Management(PIM) Lahore, Ministry of Industries & Production vide its letter dated 22-04-2021 has requested, for nominations of suitable officers of Finance Division for the following training courses at Lahore under the “Management Training & Development Program” for the month of May–June,2021.

<u>S.#</u>	<u>Course Title</u>	<u>Duration</u>	<u>Submission date to QA-I Section</u>
<b>L A H O R E</b>			
1.	MANAGEMENT COURSE FOR JUNIOR EXECUTIVES	31 May-04 June 2021	26-05-2021
2.	INTERNAL AUDITING FOR INTEGRATED MANANGMENT SYSTEMS	14-15 June,2021	01-06-2021
3.	UNDERSTANDING PPRA RULES	-do-	-do-
4.	TRAINING NEEDS ANALYSIS	-do-	-do-
5.	DATA ANALYSIS TECHNIQUES FOR EFFECTIVE DECISION MAKING	21-23 June,2021	07-06-2021
6.	SKILLS IN ADMINISTRATION	28-29 June, 2021	14-06-2021
7.	ANALYZING AND VISUALIZING DATA WITH POWER BI TOOLS	30 June- 1 <sup>st</sup> July, 2021	14-06-2021

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 24-05-2021**

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

## LOCAL/INLAND TRAINING PROFORMA

**Note:- Form Not Filled Properly or Partially Filled forms will not be Considered.**

PERSONAL INFORMATION						
Name	Gender	Date of Birth	Domicile	NIC Number (Photocopy must be attached)	Educational Qualifications	
PROFESSIONAL INFORMATION						
Wing/Section (Name and Address)	Present Designation / Grade (BPS)	Service Group	Date of Joining Govt. Service	Date of Present Posting	Regular or Contract Appointment	Present Job Responsibilities
TRAINING INFORMATION						
List of all Trainings received previously (Name of Trainings)			Dates of Trainings Received	Nominated by	Relevance of proposed training with job responsibilities	

Present Address: \_\_\_\_\_

\_\_\_\_\_

Permanent Address: \_\_\_\_\_

\_\_\_\_\_

Contact No. (Nos.): \_\_\_\_\_

Signature of the Candidate: \_\_\_\_\_