

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 14-18, 2025.**

Akhtar Hameed Khan National Centre for Rural Development (AHKNCRD), an Executive Department of the Establishment Division, Islamabad vide letter F. No. 1(1)/2025-26/C/AD(T) dated 5<sup>th</sup> June, 2025 is planning to organize five days training course on “Office Management: Rules and Procedures” from July 14-18, 2025. The Major objectives of the training programme are as under:-

- 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 experiences 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 4.7.2025.**

**Note: - The Officers working in Finance Division on deputation, the employees of Finance Division returned from Deputation and Employees already availed any training during last 2 years are not eligible.**

  
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**All Officers (BPS-17 & above) of Finance Divisions, Islamabad**  
**Finance Division's U.O No.F.3 (9) QA-I/2014 dated 25.6.2025**

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