

**GOVERNMENT OF PAKISTAN
FINANCE DIVISION
HRM WING
(HR-III SECTION)**

No. F. 8-4/2017-HR-III-

Islamabad, the 10th April, 2018

MEMORANDUM

Subject: - **BASIC IT TRAINING FOR MINISTERIAL STAFF.**

S.R.O. 920(I)/2016- dated 22nd September, 2016 uniformed Recruitment Rules for the posts of UDC (BS-11 and LDC (BS-09) made compulsory the qualifying of the following courses from the National Information Technology Board (NITB), M/o Information Technology, Islamabad for promotion/initial appointment: -

Sr. No.	Designation and BPS of the Post	Additional condition for promotion/initial appointments
1	UDC (BS-11)	3 weeks basic IT Training course (including MS Office) conducted by NITB
2	LDC (BS-09)	3 weeks basic IT Training course (including MS Office) conducted by NITB

2. As a pre-condition both for promotion and initial appointment of the Ministerial posts a Circular No. 2-11/2016-HR-II- dated 7th February, 2017 was issued but despite lapse of considerable time and repeated requests the following UDC (BS-11) and LDC (BS-09) have failed to submit their nominations to the National Information Technology Board (NITB), M/o Information Technology, Islamabad with a hard copy of the same to the HR-III Section. Resultantly the meeting of DSC/DPC to consider the case of promotion cannot be conducted well in time: -

Sr No.	Name	Designation
1.	Syed Naseem Haider	UDC (BS-11)
2.	Mr. Banaras Khan	UDC (BS-11)
3.	Mr. Khalid Pervez	UDC (BS-11)
4.	Mr. Akram Baig	UDC (BS-11)
5.	Mr. Nasir Iqbal Rana	UDC (BS-11)
6.	Mr. Azhar Ali	UDC (BS-11)
7.	Raja Nazir Ahmed	UDC (BS-11)
8.	Mr. Kamran Nisar	UDC (BS-11)
9.	Miss. Fouzia Channar	UDC (BS-11)
10.	Mr. Muhammad Irfan	UDC (BS-11)
11.	Mr. Gohar Rehman	UDC (BS-11)
12.	Mr. Shahid Hussain	UDC (BS-11)
13.	Mr. Hammad Nasir	UDC (BS-11)
14.	Mr. Ahsan Zamir	UDC (BS-11)
15.	Mr. Muhammad Ikram	UDC (BS-11)
16.	Mr. Qamer Abbas	UDC (BS-11)
17.	Mr. Muhammad Dawood	UDC (BS-11)
18.	Mr. Saleem Khan	UDC (BS-11)
19.	Mr. Habib-ur-Rehman	UDC (BS-11)
20.	Mr. Muhammad Nawaz	UDC (BS-11)
21.	Mr. Muhammad Hameed Khan	UDC (BS-11)

22.	Mr. Atif Rehman	UDC (BS-11)
23.	Mr. Saeed Ahmad Memon	UDC (BS-11)
24.	Mr. Muhammad Ejaz-I	UDC (BS-11)
25.	Mr. Muhammad Shahid Yousaf	UDC (BS-11)
26.	Mr. Muhammad Khan	UDC (BS-11)
27.	Mr. Danish Iqbal	UDC (BS-11)
28.	Mr. Farhat Abbas	UDC (BS-11)
29.	Mr. Muhammad Sajid	UDC (BS-11)
30.	Mr. Rizwan Akhtar	UDC (BS-11)
31.	Mr. Kashif Khaqan Khan	UDC (BS-11)
32.	Mr. Attique-ur-Rehman	UDC (BS-11)
33.	Mr. Muhammad Abu Rehan	UDC (BS-11)
34.	Mr. Aijaz Hussain	UDC (BS-11)
35.	Miss. Sana Afzaal	UDC (BS-11)
36.	Mr. Hassan Tahir	UDC (BS-11)
37.	Miss. Um-e-Habiba	UDC (BS-11)
38.	Umar Hayat	LDC (BS-09)
39.	Muhammad Ishaq	LDC (BS-09)
40.	Amjad Javed	LDC (BS-09)
41.	Asad Noman	LDC (BS-09)
42.	Malik Farrukh Hussain	LDC (BS-09)
43.	Rafiq Uddin	LDC (BS-09)
44.	Muhammad Hashim Khan	LDC (BS-09)
45.	Muhammad Imran	LDC (BS-09)
46.	Naseer Ahmad	LDC (BS-09)
47.	Muhammad Yousuf Khan	LDC (BS-09)
48.	Babar Khan	LDC (BS-09)
49.	Tariq Majeed Tahir	LDC (BS-09)
50.	Ehsan Ullah	LDC (BS-09)
51.	Waqar Haider	LDC (BS-09)
52.	Mr. Saqib	LDC (BS-09)
53.	Zeshan Zaman	LDC (BS-09)
54.	Muhammad Asif Bilal	LDC (BS-09)
55.	Muhammad Yasin	LDC (BS-09)
56.	Warasat Ali	LDC (BS-09)
57.	Adnan Waseem	LDC (BS-09)
58.	Abdul Ghaffar	LDC (BS-09)
59.	Muhammad Irfan	LDC (BS-09)
60.	Naeem Akhtar-I	LDC (BS-09)
61.	Touseef Ahmed	LDC (BS-09)
62.	Naeem Akhtar-II	LDC (BS-09)
63.	Javed Iqbal	LDC (BS-09)
64.	Faisal Imran	LDC (BS-09)
65.	Muhammad Kashif Shahid	LDC (BS-09)
66.	Muhammad Kamran	LDC (BS-09)
67.	Zaheer Abbas	LDC (BS-09)
68.	Muhammad Kamran Rehman	LDC (BS-09)
69.	Arif Mehmood	LDC (BS-09)
70.	Zafar Iqbal	LDC (BS-09)
71.	Zakir Hussain Abbasi	LDC (BS-09)
72.	Mr. Asad Khan	LDC (BS-09)
73.	Rana Usman	LDC (BS-09)
74.	Mr. Imran Aziz	LDC (BS-09)
75.	Mr. Abid Ali	LDC (BS-09)
76.	Miss. Saima Shahzadi	LDC (BS-09)

77.	Mr. Wajid Ali Rajput	LDC (BS-09)
78.	Mr. Qaiser Hussain	LDC (BS-09)
79.	Mr. Muhammad Adnan	LDC (BS-09)
80.	Miss. Aqsa Jamal	LDC (BS-09)
81.	Miss. Sofia Shahrõon	LDC (BS-09)
82.	Mr. Mubashir Bashir	LDC (BS-09)
83.	Mr. Zia-ul-Haq	LDC (BS-09)
84.	Mst. Rubina Akhtar	LDC (BS-09)

3. The above mentioned officials are once again and finally directed that they may enrolled them with the National Information Technology Board (NITB), M/o Information Technology, Islamabad for the Basic IT Training (on line), as required under the Rules and submit the hard copies of the same to the HR-III Section failing which their name may not be considered for promotion and they will also liable to be proceeded against under the Government Servants (E & D) Rules, 1973 on account of non-adherence to the directions for an action which is mandatory under the relevant Rules.

(Abdur Razaq Bangash)
Section Officer (HR-III)

All concerned.

Copy for information to: -

- Section Officer (HR-II), Finance Division, Islamabad.
- Web Master, Finance Division, Islamabad.


Section Officer (HR-III)