

Government of Pakistan  
FINANCE DIVISION  
(Quality Assurance – I Section)  
(HRM Wing)  
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**C I R C U L A R**


Subject:- **04-DAY TRAINING / WORKSHOP ON "MANAGING PUBLIC SECTOR OF PAKISTAN THROUGH PERFORMANCE APPRAISALS" (22<sup>ND</sup> -25<sup>TH</sup> APRIL, 2024)**

Establishment Division vide its O.M No. 11-1/2024-MSW-II(TRG) dated 19<sup>th</sup> February, 2024 has informed that as per Federal Rules of Business, 1973, Management Services Wing of Establishment Division provides Management Consultancy Services to the Public Sector Organizations and also trains the Government servants in order to enhance their managerial skills and capabilities.

2. In this connection, Management Services Wing of the Establishment Division, Islamabad is planning to conduct a 04-Days Training / Workshop titled "Managing Public Sector of Pakistan through Performance Appraisals" to be held at Pakistan Planning & Management Institute (PPMI), Sector H-8/1, Islamabad from 22<sup>nd</sup> to 25<sup>th</sup> April, 2024. The timing during the aforementioned training/ workshop shall be 08:30 AM till 01:30 PM every day.

3. The Training Program has been designed for Government Officers of BS-17 to BS-19. It is clarified that **fee for the subject course will not be charged from Civil Servants/Federal Government Officers.**

4. Interested Officers of Finance Division are requested to forward their nominations for the above-mentioned training duly recommended by the head of their respective wings along with signed application form to **QA-I Section by 11.03.2024.**

  
(Madiha Rafique)  
Section Officer (QA-I)

**All Officers (BS-17 to BS-19) of Finance Division, Islamabad**  
**Finance Division's u.o. No.F.3 (11) QA-I/2014 dated 23.02.2024**

Copy to:-

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



Government of Pakistan  
Cabinet Secretariat  
Establishment Division  
(Management Services Wing)  
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**NOMINATION FORM**

**04-DAY TRAINING/WORKSHOP ON**

**"MANAGING PUBLIC SECTOR OF PAKISTAN THROUGH PERFORMANCE APPRAISALS"**  
**(22<sup>nd</sup>-25<sup>th</sup> April, 2024)**

**Nominating Organization:** \_\_\_\_\_

**Address of the Nominating Organization:** \_\_\_\_\_

**Particulars of the Nominee:**

1. **Name (in Block Letters)\*:** \_\_\_\_\_

2. **Designation (With Pay Scale)\*:** \_\_\_\_\_

3. **Date of Birth (With Year)\*:** \_\_\_\_\_

4. **Address: (i) Office\*:** \_\_\_\_\_

(ii) **Residence\*:** \_\_\_\_\_

5. **Telephone: Office\*:** \_\_\_\_\_ **Res:** \_\_\_\_\_ **Cell\*:** \_\_\_\_\_

**Fax No.:** \_\_\_\_\_ **Email id\*:** \_\_\_\_\_

6. **Educational Qualification(s)\*:** \_\_\_\_\_

7. **Training Received in M.S Wing, if any** \_\_\_\_\_

8. **Date of Joining Service\*:** \_\_\_\_\_

9. **Group/Cadre/Service\*:** \_\_\_\_\_

10. **Date of Appointment to the Present Post\*:** \_\_\_\_\_

11. **Brief Description of Present Responsibilities\*:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Place:** \_\_\_\_\_

**Signature of Nominee**

**FOR OFFICIAL USE ONLY**

Reference no:

Received on:

Checked by:

Approved /Not Approved

**Signature (with name) & Stamp of**

**Nominating Authority**

**Telephone No.:**

**Fax**