

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

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**C I R C U L A R**

Subject:- **Training Programs Schedule for the Month of February, 2018**


Pakistan Manpower Institute(PMI), Ministry of Federal Education & Professional Training, Islamabad, vide letter No.WP-I(16)/2017-18/T&R dated 01-01-2018 has invited suitable nominations of officers in BPS-17 and above for the following training courses:-

S.#.	Course Name	Dates & Time	Date of Submission to QA-I Section
i)	Application of Project Management in MS Project	12 – 16 Feb, 2018	31-01-2018
ii)	Harassment of Women at Workplace	19 – 21 Feb, 2018	31-01-2018
iii)	Auditing System in Public Sector	26 – 28 Feb, 2018	12-02-2018
iv)	MS Power Point	27 Feb – 01 Mar, 2018	12-02-2018

2. These programs are organized for the managers and executives of public sector organizations dealing with Human Resource Management. The purpose of organizing such programs is to disseminate information to the participants and enhance their Skills. Timing of the course will be from 0830 hours to 1330 hours.

3. Interested Officers of Finance Division, are requested to forward their nominations for the above-mentioned training programs duly recommended by the head of the respective Wing alongwith their one recent passport size photograph, copy of CNIC & official identity card to QA-I Section on the format as prescribed below:-

S.#	Name & Designation	Name of Course	Contact No.	Email Address

  
( Ishtiaq Ahmad )  
Section officer (QA-I)  
Ph: 9208523

All AFSs/Sr.JSs/JSs/EA/FAs/CF&AO/DFAs/DSs/SOs & equivalent Finance Div,Ibd  
Finance Division's U.O No.F.3(8)QA-I/2014 dated 09-01-2018.

**Copy to:-**

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