

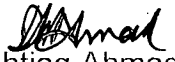
Government of Pakistan
FINANCE DIVISION
Quality Assurance – I Section
(HRM Wing)

CIRCULAR

Subject:- **03-DAY TRAINING ON "STRESS MANAGEMENT AND PERSONAL EFFECTIVENESS (04TH – 06TH SEPTEMBER, 2018) AT ISLAMABAD**

Management Services(MS) Wing, Establishment Division, Islamabad vide its letter No.7(3)/2018-19/MSW-III(Trg)SPE dated 12-07-2018, has invited nominations for the above training/workshop scheduled on **04th – 06th September, 2018** at Training Hall of Management Services Wing, Establishment Division, 4th Floor, Shaheed-e-Millat Secretariat, Islamabad. The training program has been designed for civil servants / government officers of BS-17 to BS-19.

2. Interested officers of Finance Division, in BPS-17 to 19, are requested to forward their nominations on the prescribed proforma for the subject training/workshop duly recommended by the AFS/ head of the wing concerned alongwith a brief Curriculum Vitae(one page) to QA-I Section by **31-07-2018**, positively. Prescribed Nomination Form may be downloaded from Finance Division's website.


(Ishtiaq Ahmad)
Section Officer(QA-I)
Ph: 051-9208523

All AFSs/Sr.JSs/EA/JSs/FAs/DSs/DFAs, SOs & equivalent Finance Division, Islamabad
Finance Division's U.O No.F.3(4)QA-I/2014 dated 17-07-2018

Copy to Mr. Faheem Anwar, Webmaster, EA Wing with the request to upload the circular for information on Finance Division's website.



Government of Pakistan
Cabinet Secretariat
Establishment Division
(Management Services Wing)
Islamabad

NOMINATION FORM

TRAINING ON "STRESS MANAGEMENT & PERSONAL EFFECTIVENESS"
(04th-06th September, 2018)

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 _____

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 No.:

* All fields mandatory