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

No.F.2-11/2016-HR-II

Islamabad, the 05th 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 LDC (BPS-07), UDC (BPS-09) and Assistant (BPS-14), made compulsory the qualifying of the following courses from the National Information Technology Board (NITB), Ministry of Information Technology, Islamabad:-

S.No.	Designation and BPS of the post	Additional condition for promotion/initial appointment
1.	Assistant (BPS-15)	6 Weeks Basic IT Training Course (including MS Office) conducted by NITB.
2.	Upper Division Clerk (BPS-11)	3 Weeks Basic IT Training Course (including MS Office) conducted by NITB.
3.	Lower Division Clerk (BPS-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 07th February, 2017 was issued but despite lapse of considerable time and repeated requests the following Assistants failed to submit their online nominations to the National Information Technology Board (NITB), Ministry of Information Technology, Islamabad with a hard copy of the same to HR-II section:-

Sr. #	Name
1.	Mr. Ijaz Ahmed
2.	Mr. Ghulam Muhammad
3.	Syed Shahid Hasnain
4.	Syed Saeed Ahmed Shah
5.	Mr. Iftikhar Ahmad
6.	Mr. M. Zafar Iqbal
7.	Mr. Abdul Samad
8.	Mr. Zafar Habib Bhatti
9.	Ms. Saeeda Bano
10.	Mr. Sardar Khan-II
11.	Mr. Khushi Mohammad
12.	Mr. Khalid Mahmood
13.	Mr. Ahmad Ali Qasim
14.	Mr. Bakhshal Channar
15.	Mr. Ali Shah
16.	Mr. Khubab Masood
17.	Syed Sabir Hussain Shah
18.	Mr. Muhammad Farooq
19.	Mr. Abdul Ghaffar Qureshi

20.	Mr. Abdul Razzak
21.	Mr. Asif Mahmood
22.	Mr. Zahoor Ahmad Arian
23.	Mr. Izhar Khan
24.	Mr. Rizwan Ahmad
25.	Mr. Muhammad Raza
26.	Mr. Tanvir Haider Baloch
27.	Mr. Khalid Pervaiz Khan
28.	Mr. M. Shafique Farooqi
29.	Rana Liaqat Ali
30.	Mr. Muslim Khan
31.	Mr. Ghulam Nabi
32.	Mr. Anjum Hanif
33.	Mrs. Bina Iffat
34.	Mr. Saeed Akhtar Qureshi
35.	Mr. Fida Hussain
36.	Mr. Farhat Iqbal
37.	Mr. Umer bin Abdul Aziz
38.	Mr. Muhammad Kamran
39.	Mr. M. Shahbaz H. Chishti
40.	Mr. Zar Wali Shah
41.	Mr. Muhtamim Shah
42.	Mr. Qadeer Ahmad Ranjha
43.	Mr. Muhammad Naeem
44.	Mr. Iqbal Said
45.	Mr. Azfar Fahim
46.	Syed Ahmad Hassan
47.	Mr. Wasif Hussain
48.	Mr. Muhammad Aslam
49.	Mr. Muhammad Ismail
50.	Mr. Muhammad Aslam Shahid
51.	Mr. Muhammad Shahid Raza
52.	Mr. Muhammad Ijaz
53.	Syed Muhammad Mairaj
54.	Mr. Muhammad Iqbal-II
55.	Mrs. Aysha Siddiq
56.	Mr. Afsar Khan
57.	Mr. Abdul Hafeez Shah
58.	Mr. Nadeem Ahmad Khan-I
59.	Mr. Muhammad Bilal
60.	Mr. Abid Ullah Khan
61.	Mr. Maula Bakhsh Mallah
62.	Ms. Aisha Iqbal
63.	Mr. Faisal Waqar
64.	Mr. Kaleem Abbas
65.	Mr. Abbas Ali
66.	Mr. Tauqeer Mehdi Kazmi
67.	Mr. Muhammad Rizwan
68.	Mr. Imran Haider
69.	Mr. Zulfiqar Ali
70.	Mr. Dilshad Muhammad
71.	Mr. Shahban Manzoor
72.	Mr. Faisal Majeed

73.	Ms. Samina Kausar
74.	Mr. M. Rashid Qureshi
75.	Mr. Javed Iqbal
76.	Mr. Muhammad Adnan Shafi
77.	Mr. Shabbir Ahmed
78.	Mr. Sohail Ahmed
79.	Mr. Saeed Ahmad
80.	Mr. Muhammad Farooq Sheikh
81.	Mr. Muhammad Ijaz Khan
82.	Mr. Wajid Hussain
83.	Mr. Muhammad Javed Iqbal-II
84.	Mr. Muhammad Munir-II
85.	Mr. Sheraz Hussain
86.	Mr. Shoukat Raza
87.	Mr. Munawar Ali
88.	Mst. Shahnaz Irshad
89.	Mst. Fouzia Haider
90.	Mr. Muhammad Usman
91.	Raja Abdul Rehman
92.	Mr. Akbar Qureshi
93.	Mr. Saeed Ahmad-II
94.	Syed Abid H. Shah
95.	Mr. Muhammad Imran
96.	Mr. M. Saleem Khan
97.	Mr. Sajid Javed
98.	Ms. Asma Parveen
99.	Mr. Muhammad Sadiq
100.	Mr. Abdul Rehman Sajid
101.	Mr. Shahbaz Hameed
102.	Mr. Javed Ali
103.	Mr. Muhammad Waqas Khan
104.	Mr. Rashid Riaz
105.	Mr. Sami Ullah
106.	Mr. Barkat Ullah Khan
107.	Ms. Sana Nazir
108.	Mr. Intizar Hussain Shah
109.	Mr. Arif Ali Shigri
110.	Mr. Abdul Rashid
111.	Mr. Tariq Mahmood
112.	Mr. Gulistan Afzal
113.	Mr. Muhammad Asghar
114.	Mrs. Iffat Sultana
115.	Mr. Nadir Abbass
116.	Mrs. Talat Aziz
117.	Mr. Hamayun Mushtaq
118.	Mr. Faisal Rana
119.	Mr. Aamir Riaz
120.	Mr. Ghulam Hassan
121.	Syed Nazakat Ali Shah
122.	Mr. Arshad Mahmood
123.	Mr. Abdul Malik
124.	Mr. M. Rafique Qureshi
125.	Mr. Muhammad Tayyab

126.	Mr. Muhammad Naseer
127.	Mr. Nafast Ullah Khan
128.	Mr. Arslan Ikhlag
129.	Mr. Ayaz Amjad Chatha
130.	Mrs. Nasira Batool
131.	Mr. Mehtab Ahmad
132.	Mr. Amir Shahzad
133.	Mr. Awais Pervaiz Khan
134.	Mr. Zahid Riaz
135.	Mr. Adnan Iqbal
136.	Syed Mohsin Abbas
137.	Mr. Idrees Ahmad
138.	Mr. Muhammad Naveed Fayyaz
139.	Mr. Muhammad Usman Butt
140.	Mr. Saeed Anwar
141.	Mr. Mukhtar Ahmed
142.	Mr. Rehman Ali Bajwa (on deputation)
143.	Ms. Samra Zahoor (on deputation)
144.	Rana Asad Farooq (on deputation)
145.	Mr. Bashir Ahmad (on deputation)
146.	Syed Hayat Badshah (on deputation)
147.	Mr. Muneeb Akram (on contract basis)
148.	Mr. Jawwad Hussain Zaidi (on contract basis)
149.	Mst. Ayesha Siddiqa-II (on contract basis)
150.	Mr. Muhammad Shahid Maqbool (on contract basis)

3. The above mentioned officials are once again directed that they may get themselves enrolled with the National Information Technology Board (NITB), Ministry of Information Technology, Islamabad for the Basic IT Training, as required under the Rules and submit the hard copy of the same to HR-II Section failing which they may not be considered for future promotion and they will also be liable to be proceeded against under the Government Servants (Efficiency & Discipline) Rules, 1973, on account of non-adherence to the directions for an action which is mandatory under the relevant Rules.

Abbas
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(Abdul Jabbar)
Section Officer (HR-II)

All concerned.

C.C. to:-

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

Abbas
Section Officer (HR-II)