

F. No. 2(6-1) Tg/P/15

Training Section  
Diary No. 60  
Date: 13-02-15  
Time: .....

National Productivity Organization  
Ministry of Industries and Production  
Government of Pakistan  
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Islamabad, 06 February 2015

Subject: APO - International Course(s)

The National Productivity Organization (NPO), Ministry of Industries and Production, Government of Pakistan, invites nominations for the following program(s) offered by the Asian Productivity Organization (APO), Japan.

File No. NPO/APO/1155/15, **Training of Trainers in Total Quality Management for SMEs**, 18-22 May 2015, Nadi, Fiji, 15-IN-36-GE-TRC-B (NPO Deadline 28 February 2015)

File No. NPO/APO/1156/15, **Multicounty Observational Study Mission for Higher-level Public-sector Officials on Public-sector Productivity**, 25-29 May 2015, Jakarta, Indonesia, 15-IN-25-GE-OSM-B (NPO Deadline 20 March 2015)

File No. NPO/APO/1157/15, **Workshop on Customer Satisfaction (CS) Measurement and CS Index Development for the Service Industry**, 08-12 June 2015, Taipei, Republic of China, 15-IN-32-GE-WSP-B (NPO Deadline 16 March 2015)

4) File No. NPO/APO/1158/15, **Workshop on Performance Management for the Public Sector**, 22-26 June 2015, Colombo, Sri Lanka, 15-IN-80-GE-WSP-A (NPO Deadline 27 March 2015)

5) File No. NPO/APO/1159/15, **Workshop on Advanced Energy Technologies in the Manufacturing Sector**, 01-05 June 2015, Jakarta, Indonesia, 15-IN-05-GE-WSP-B (NPO Deadline 20 March 2015)

(To download the Project Notification, APO Bio-Data Form, Nomination Letter sample and Instruction Circular please visit the following-link:

<http://www.npo.gov.pk/apo-international-programs/upcoming-apo-projects/>)

Following documents are required:

a.	APO Bio-Data Form, available on website (www.npo.gov.pk) and (www.apo-tokyo.org)	2 sets
b.	CV on plain paper including Date of Birth, Educational, Experience, and details of Foreign Training availed during the recent past.	2 sets
c.	Soft copies of bio-data (Form 'a' and 'b' above) must be sent to email address <a href="mailto:usmanadil.apo@gmail.com">usmanadil.apo@gmail.com</a>	
d.	Copy of National Identification Card (CNIC) and Passport Copy with six month validity period	1 set
e.	Approval of Competent Authority concerned	1 set

Joint Secretary (A) Office  
Diary No. 10/7  
Date: 12-20-2012

350  
12/2


Office of the Secretary  
Dy. No. 839  
Date: 11-02-2015

Member (Dev. Communication)  
Dy. No. 347  
dated 23/2/15

RIZWAN  
AS  
HASSAN NAWAZ TARAF  
Secretary  
Sd/Tony  
Mentis?  
15/2

<p>f. <u>Certificate / Letter:</u></p> <ol style="list-style-type: none"> <li>1. Funding in case of financial arrangements to be borne by participant or participating Organization. Please see Project Notification for details</li> <li>2. No other nomination of the candidate is awaited and in case of final selection participant will pay Visa Fee, Airport Taxes etc</li> <li>3. in case of selection by the APO no request for withdrawal of nomination by the candidate will be made</li> </ol> <p>(Letter Sample available on website)</p>	<p>1 set</p>
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- g. Nominating agencies are also requested to furnish clearance / NOC in the light of Cabinet Division's instructions vide their letter No. 1-4/97-MIN-II dated 31-05-1997 circulated to all Federal and Provincial Governments.
- h. All participants on return will be required to submit an evaluation report to IR Department of NPO.
- i. The final selection of nominees rest with the APO screening committee and is not challengeable.
- j. The incomplete and late nominations received after the said date will not be processed.
- k. For any inquiry and further information please contact **Mr. Usman Adil, International Relations** (Cell: 0336-5219399, Phone: 051-2823304-05, Fax. 051-2823309)
- l. Kindly send nominations/documents at National Productivity Organization (NPO), International Relations Department, 2<sup>nd</sup> Floor, STP Building, Sector F-5/1, Constitution Avenue, Islamabad, Pakistan.

  
**Rabia Jamil**  
 Head – International Relations


**MINISTRY OF PLANNING, DEVELOPMENT & REFORM**  
(Training Section)

No.2(6-1)/Trg/PD/2013

Islamabad, the 20<sup>th</sup> February, 2015

Nomination alongwith Foreign Training Proforma (8 copies) of the nominee(s) should reach this Section latest by the following dates mentioned against each:

S.No.	Subject of International courses/workshops	Deadline for NPO	Deadline for M/o, PD&R
1.	Training of Trainers in Total Quality Management for SMEs, from 18-22nd May, 2015, Nadi, Fiji.	28-02-2015	23-02-2015
2.	Training Course on Multicountry Observational Study Mission for Higher-level Public-Sector Officials on Public-Sector Productivity, from 25-29th May, 2015, Jakarta, Indonesia.	20-3-2015	02-03-2015
3.	Workshop on Customer Satisfaction(CS) Measurement and CS Index Development for the Service Industry, from 08-12th June, 2015, Taipei, Republic of China.	16-03-2015	26-02-2015
4.	Workshop on Performance Management for the Public Sector, from 22-26th June, 2015 Colombo, Sri Lanka.	27-03-2015	06-03-2015
5.	Workshop on Advanced Energy Technologies in the Manufacturing Sector, from 01-05th June, 2015, Jakarta, Indonesia.	20-03-2015	02-03-2015

  
**(Muhammad Maqsood Ali)**  
 Section Officer

Member(Dev. Communications) is requested to enter/display the subject circular on Planning Commission's website

*Mr. Mayyas*  
*JACE*  
 For m/a plan on PSE (MDE) 23/2/15