

GOVERNMENT OF PAKISTAN  
ESTABLISHMENT DIVISION  
MANAGEMENT SERVICES WING

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A.S (Dev/HRM)

No. 11-1/2024-MSW-II (TRG)

Islamabad the 19<sup>th</sup> February, 2024

OFFICE MEMORANDUM

Awais Manzoor Sumra  
Secretary

Subject: - 04-DAY TRAINING/ WORKSHOP ON "MANAGING PUBLIC SECTOR OF PAKISTAN THROUGH PERFORMANCE APPRAISALS" (22<sup>nd</sup>-25<sup>th</sup> April, 2024)

The undersigned is directed to state 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. Management Services Wing of the Establishment Division, Islamabad is planning to conduct a **04-Day 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 timings during the aforementioned training workshop shall be 08:30 AM till 01:30 PM every day.

2. 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**. However, Ministries/ Divisions/ Departments will be responsible for TA/DA, boarding & lodging, etc. of their nominated officers, as per rules.

3. The applicants of Provincial Governments/ AJK Government / Autonomous Bodies and Corporations are subject to payment of Rs. 5000/- (Rupees Five Thousand only) each in respect of Training / Workshop fee. The said fee would be drawn in advance in favour of Drawing & Disbursing Officer (DDO), Management Services Wing, Establishment Division, Islamabad through Cross Cheque / Pay Order but only after the confirmation of application(s) by MS Wing.

4. Duly filled-in & signed **Application Form** attached herewith of the applicants(s) may reach MS Wing, Establishment Division, Islamabad at the earliest but not later than **20-03-2024 (Wednesday)** during office hours through normal channels. It may also be ensured that all necessary **telephone and fax numbers (including Mobile Phone Numbers)** and **Email Identity of applicant(s), nominating agency and controlling officer** are mentioned in the covering letter for prompt communication with the concerned.

(P.T.O.)

Dev. Com. Mo. PDAS  
Diary No. 1158  
22-2-2024 23-02-2024

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File of the Secretary  
No. 5549  
20-02-24

HRM-IV Section

Office of the AS (HRM/Dev.)  
Diary No. 157  
Dated: 22-02-2024