

**GOVERNMENT OF PAKISTAN
ESTABLISHMENT DIVISION
MANAGEMENT SERVICES WING**

A.S (Admn/SI/ORG)

No. 11-2/2024-MSW-II (TRG)

Islamabad, the 29th April, 2024

2024/05

OFFICE MEMORANDUM

Awais Manzur Sumr
Secretary

Subject: - **04-DAY TRAINING/ WORKSHOP ON "DYNAMICS OF CHANGE MANAGEMENT IN PUBLIC SECTOR OF PAKISTAN: CHALLENGES & WAY FORWARD" (10th -13th June,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 "*Dynamics of Change Management in Public Sector of Pakistan: Challenges & Way Forward*" to be held at **Pakistan Planning & Management Institute (PPMI), Sector H-8/1, Islamabad** from **10th to 13th June, 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 will 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 **24-05-2024 (Friday)** 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.

Kamran Rehman Khan
Additional Secretary
(Admin/Org/SI/Lit)

AS (Admn)

Aijaz Ahmed Mahesa
Joint Secretary (Admin)

AS (Admn)

Muhammad Mohsin Virk
Secretary (Admn-I)

(P.T.O.)

DevCom, M/o PD&SI
Diary No. 1226 of the Secretary D.S (Admn-I) Office
Date: 06/05/2024
Diary No. 7093
Date: 02-05-2024

Joint Secretary (I) Office
Diary No. 467
Date: 02-05-2024

24/05/2024
4/10/2024
Dev. Secy

DSCA-19
SO (HRM-IV)
K & Sood
Pertains to Training session. pl.

SO (Admn)