



042-99212223

No.E&A(FD)7-3/2018.

GOVERNMENT OF THE PUNJAB
FINANCE DEPARTMENT

Dated Lahore, the 27th August, 2018.

To

All Additional Finance Secretaries,
Government of the Punjab,
Finance Department.

Subject:| 03 DAYS TRAINING ON "STRESS MANAGEMENT AND PERSONAL EFFECTIVENESS (04TH - 06TH SEPTEMBER, 2018).

I am directed to refer to the subject noted above and to enclose herewith a copy of circular letter No.SO(E-III)6-7/2018(Prov:), dated. 09.08.2018 (which is self explanatory) received from the Section Officer (E-III), Government of the Punjab, S&GA Department, for information and further course of action (if any), enabling this office to respond to the quarter concerned.

M. A. A. A. A.
SECTION OFFICER (E&A)

NO. AND DATE EVEN

A copy is forwarded to the System Analyst, Finance Department for uploading the same on official website of this Department.

M. A. A. A. A.
SECTION OFFICER (E&A)



NO. SO (E-III) 6-7/2018 (Prov.)
 GOVERNMENT OF THE PUNJAB
 SERVICES & GENERAL ADMINISTRATION
 DEPARTMENT
 (ESTABLISHMENT WING)

Dated Lahore the 09th August, 2018

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All the Administrative Secretaries,
 Government of the Punjab.

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03-DAY TRAINING ON "STRESS MANAGEMENT AND PERSONAL EFFECTIVENESS (04TH -06TH SEPTEMBER, 2018)

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I am directed to refer to the letter No.7(3)/2018-19-MSW-III (Trg) SPE dated 12/07/2018 received from the Director, Establishment Division, Management Services Wing, Government of Pakistan, Islamabad on the subject noted above.

It is informed that the Management Services Wing, Islamabad is organizing a short term Training on "Stress Management and Personal Effectiveness" from 04th to 06th September, 2018 at Training Hall of M.S. Wing Establishment Division, 04th floor, Shaheed-i-Millat Secretariat, Islamabad for the officers of BS-17 to BS-19 from Federal Government, Provincial Governments. The organizations will be responsible for TA/DA, boarding & lodging, etc of the nominated officers, as per rules. The objective of the training is to enhance managerial skills and capabilities of the participants. The training/workshop fee is Rs. 5000/- (Rupees Five Thousand only) per participant.

It is therefore requested that nomination of PAS and PMS officers (BS-17 to BS-19), who could subsequently act as master trainers / resource persons, may be sent to this department for onward submission to the Establishment Division, Management Services Wing, Government of Pakistan, Islamabad. However, departmental nominations may be sent directly to the Establishment Division, Management Services Wing, Government of Pakistan, Islamabad. Last date of submission is 16-08-2018 (Thursday) during office hours through normal channels.

AFS (B)
Diary No. 2488
Dated 16.8.18

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NO. R&I.FD/i/18.0815/32539

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SECTION OFFICER (ESTT-III)

- The Director, Establishment Division, Management Services Wing, Government of Pakistan, Islamabad.
- PS to Secretary (Services), S&GAD.
- PA to Deputy Secretary (Estt.), S&GAD.

D/Is/ahad, 2018, Inland Training courses, Letter

SO E&A (FD)
Dy. No. 2426
Dated 20/8/18

Special Secy.
(B&R)
★ 16 AUG 2018 ★
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Deputy Secretary Admin
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★ 17 AUG 2018 ★
Dy. No. 239