

“SAVE TREES & PROTECT ENVIRONMENT”



No.E&A(FD)7-3/2019.

GOVERNMENT OF THE PUNJAB
FINANCE DEPARTMENT

Dated Lahore, the 20th June, 2019.

To

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

Subject:- **TRAINING PROGRAMS SCHEDULE FOR THE MONTH OF JULY, 2019.**

I am directed to refer to the subject noted above and to enclose herewith a copy of letter No.SO(E-III)6-2/2019(Prov), dated. 13.06.2019 (which is self explanatory) received from the Section Officer (Estt-III), Government of the Punjab, Services & General Administration Department, (Establishment Wing), for information and further course of action (if any), enabling this office to respond to the quarter concerned.


SECTION OFFICER (E&A)

CC.

System Analyst, FD for uploading the same on official website of this Department.



32668

NO. SO (E-III) 6-2/2019 (Prov.)
GOVERNMENT OF THE PUNJAB
SERVICES & GENERAL ADMINISTRATION
DEPARTMENT
(ESTABLISHMENT WING)

042-99211713

Dated Lahore the 13th June, 2019

To,

- 1) All the Administrative Secretaries.
- 2) All the Commissioners in the Punjab.
- 3) Heads of all Wings of S&GAD.

Subject: TRAINING PROGRAMS SCHEDULE FOR THE MONTH OF JULY, 2019

The Director General, Government of Pakistan, Pakistan Manpower Institute, Ministry of Federal Education & Professional Training, Islamabad has informed that the institute has planned to organize following training programmes during the month of July, 2019.

Handwritten notes:
 19/6
 DSC (Admin)
 Circulate
 11/19/6
 SO/ESA

Sr.#.	Name of course	Duration	Course Coordinator
1.	Application of Project Management in MS Project	15-17 July, 2019	Mr. Yasser Qureshi, Assistant Director, Ph:051-9252553 yaseer.pmi@gmail.com
2.	Organizational Behavior & Change Management	22-24 July, 2019	Asif Safdar Assistant Director, Ph.051-9252551 Email.rana4mef@gmail.com
3.	Building Self Confidence & Assertiveness Skills	29-31 July, 2019	Sidra-Tul-Muntaha, Assistant Director Ph: 051-9252546 pakistanmanpowerinstitute@gmail.com

APS/B

Handwritten notes on right margin:
 20/6
 SEPA
 20/6
 2E

2. It has been requested to send 2-3 nomination(s) of suitable officers of BS-17 and above for the above-mentioned training programs. The Institute is not charging any fee for these courses. However, TA/DA and accommodation facility, if involved, will be provided to the participants by their respective organizations.

3. It is therefore, requested that departmental nominations may be sent directly to Pakistan Manpower Institute, Ministry of Federal Education and Professional Trainings, Government of Pakistan, Islamabad on the following format, after getting approval of the concerned competent authority. However, the cases of PAS/PMS/PSP officers may be sent to this department, as per following performa:

Sr.#.	Name & Designation	Name of Course Seminar	Organization	Contact No.	Email Address
1.					

2136
18-06-19



SECTION OFFICER (ESTT-III)

1863
20/6/19