

“SAVE TREES & PROTECT ENVIRONMENT”



042-99212223

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

**GOVERNMENT OF THE PUNJAB
FINANCE DEPARTMENT**

Dated Lahore, the 25th January, 2019.

To

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

Subject: **TRAINING COURSES SCHEDULE FOR THE MONTH OF FEBRUARY, 2019.**

I am directed to refer to the subject noted above and to enclose herewith a copy of circular letter No.SO(E-III) 6-3/2019, dated. 18.01.2019 (which is self explanatory) received from the Section Officer (ESTT-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. Akhtar
SECTION OFFICER (E&A)

CC.

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



NO. SO (E-III) 6-3/2019
GOVERNMENT OF THE PUNJAB
SERVICES & GENERAL ADMINISTRATION
DEPARTMENT
(ESTABLISHMENT WING)

042-99211713

Dated Lahore the 18th January, 2019

To,

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

Subject: TRAINING COURSES SCHEDULE FOR THE MONTH OF FEBRUARY, 2019

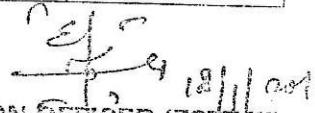
The Director, Government of Pakistan, Pakistan Manpower Institute, Ministry of Federal Education & Professional Training, Islamabad has informed that the institute has planned to organize following training programme during the month of February, 2019.

Sr.#.	Name of course	Duration	Course Coordinator
1.	Understanding Constitution of Pakistan, Rights, Legislative Process & Constitutional Jurisdiction	11-13 February, 2019	Ms. Zari, Assistant Director, Ph.051-9252552 assistantdirectorpmi@gmail.com
2.	Application of Project Management in MS Project	12-14 February, 2019	Mr. Yasser Qureshi, Assistant Director, Ph:051-9252553 yaseer.pmi@gmail.com
3.	Human Resource Mangement	18-20 February, 2019	Asif Safdar Assistant Director, Ph.051-9252551 Email.rana4mef@gmail.com
4.	Budget Preparation and Implementation in Public Sector	25-27 February, 2019	Mr. Yasser Qureshi, Assistant Director, Ph:051-9252553 yaseer.pmi@gmail.com

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.					


SECTION OFFICER (EST/III)