

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



042-99212223

GOVERNMENT OF THE PUNJAB
FINANCE DEPARTMENT

Dated Lahore, the 11th October, 2018.

To

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

Subject:- 03 DAYS WORKSHOP ON "HUMAN RESOURCE MANAGEMENT".

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, dated. 04.10.2018 (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.


SECTION OFFICER (E&A)

CC.

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

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042-99211713



NO. SO (E-III) 6-7/2018

GOVERNMENT OF THE PUNJAB
SERVICES & GENERAL ADMINISTRATION
DEPARTMENT
(ESTABLISHMENT WING)

Dated Lahore the 04th October, 2018

To,

All the Administrative Secretaries,
Government of the Punjab.

Subject: 3-DAYS WORKSHOP ON "HUMAN RESOURCE MANAGEMENT"



I am directed to refer to the subject noted above.

2. It is informed that the Establishment Division, Management Services Wing, Lahore Office plans to organize a 3-day training workshop on "Human Resource Management" from 22-24 October, 2018 at the auditorium of the Institute of Administrative Sciences, university of the Punjab, New Campus, Lahore for the officers of Federal Government, Provincial Governments, Autonomous bodies and other public sector corporate organizations. This 3-days rigorous program will enhance knowledge of participants about HR functions and processes to improve skills required to manage an organization. Participants will also get chance to correlate organizational HR processes with individual performance, outcome and value creation for the organizational success. The program will give opportunity to understand HR role with subject to bureaucratic concept of administration to manage public enterprises in Pakistan. The Workshop would further emphasize on the important role of emotional intelligence as a key factor in performance improvement. The workshop fee is Rs. 5000/- (Rupees FiveThousand only) per participant.

3. It is therefore requested that nomination of suitable officers (PAS/PMS) of (HS-17 and above) may be sent to the this department for onward submission to the Cabinet Secretariat, Establishment Division, Management Services Wing, Jail Road, Lahore by 12th October, 2018. (For further detail may contact at Phone Number #: 042-99205255, 99205254, 99203694, Fax, 042-99205257 E-mail mswinglahore@gmail.com.)

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SECTION OFFICER (ESTT-III)

9/12/18
AFS (B)

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9-10-18