



042-99212223

No.E&A(FD)7-4/2018.

GOVERNMENT OF THE PUNJAB
FINANCE DEPARTMENT

Dated Lahore, the 25th June, 2018.

To

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

Subject:- **NOMINATION FOR THE TRAINING COURSE.**

I am directed to refer to the subject noted above and to enclose herewith a copy of letter No.TRG/(2018)348, dated. 08.06.2018 (which is self explanatory) received from the Additional Director (Trg), Government of Pakistan, Establishment Division, Pakistan Academy for Rural Development, Academy Town, Peshawar, for information and further course of action (if any), enabling this office to respond to the quarter concerned.


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.


SECTION OFFICER (E&A)

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Govt of Pakistan, Establishment Division
Pakistan Academy for Rural Development
Academy Town, Peshawar

No:TRG/(2018) 348
June 08, 2018

The Secretary,
Finance Department,
Government of Punjab, Lahore.

DISPATCHER
Pakistan Academy For Rural
Development Peshawar.

Subject: Nomination for the Training Course

Honourable Sir/Madam,

Pakistan Academy for Rural Development, Peshawar (PARA) is a Training and Research Organization of the Federal Government working since 1957. PARA offers training programme to meet the changing needs of professionals working at various levels of governance. The following training course is planned in the Month of July 2018.

S.No.	Programme Title	Period
1	Office Procedure and Management	July 09-11, 2018 Three-Days

- You are requested to kindly nominate 03-04 Officers of BPS-17 and above for the above cited subject training course. Nomination(s) are required at the earliest, preferably along with contact numbers of the nominee(s). PARA encourages women's participation in the training course required for the development of the country.
- There is no Training Fee; however, the participants will have to bear the boarding and lodging costs themselves from their TA/DA. PARA has accommodation facilities, which are provided to the participants on approved rates. The TA/DA of the participants shall be borne by their respective nominating departments/organizations.
- The nominees may be advised to report at PARA for registration before 09:00 AM, for further information, please contact Program Officer or Private Secretary (P.S) on phone number 091-9224478.

With best regards.

(Dr. Gohar Saeed)
Additional Director (Trg)



Dy. No. 1910
Date 22/6/18

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NO. R&I. FD

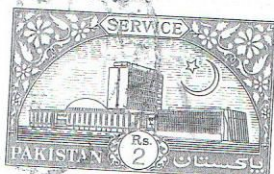
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DS (Admin)

Circular R/2/18
SO (SA)

Phone: 091-9224478

Fax: 091-9224476



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