



042-99212223

No.E&A(FD)7-2/2018

GOVERNMENT OF THE PUNJAB
FINANCE DEPARTMENT

Dated Lahore, the 25th June, 2018.

To

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

Subject:- **5 DAYS SHORT TRAINING COURSES AND 3 DAYS WORKSHOPS AT MPDD.**

I am directed to refer to the subject noted above and to enclose herewith a copy of circular letter No.RO-II(MPDD)/2-2/2018, dated. 13.06.2018 (which is self explanatory) received from the Deputy Secretary (Training), Government of Punjab, Management and Professional Development Department, for information and further necessary action (if any), enabling this office to respond to the quarter concerned.

Mansoor Ahmad
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.

Mansoor Ahmad
SECTION OFFICER (E&A)



*Soles (S.A.)
Circular
Stt 22/6*

To

1. The Senior Member, Board of Revenue, Punjab
2. All Administrative Secretaries to Government of the Punjab
3. Provincial Police Officer, Punjab
4. All Commissioners in the Punjab
5. The Secretary to Governor, Punjab
6. All Deputy Commissioners in the Punjab
7. All Heads of Attached Departments in Punjab
8. All Heads of Autonomous Bodies/ Institutions in Punjab
9. The General Manager, TEVTA, Lahore



Subject:

**5 DAYS SHORT TRAINING COURSES AND 3 DAYS WORKSHOPS
AT MPDD**

Management and Professional Development Department (MPDD) has planned following 5 days short training courses and 3 days workshops during the months of July-September, 2018 for capacity building of both permanent & contractual officers and officials of Punjab Government:

Sr. No.	Course/Workshop Title	Duration	Date	Target Group Who is to be nominated	Last date of Nominations Receiving
01.	Short course on Advance IT Skills for officers	5 days	30.07.18 to 03.08.18	All officers holding managerial positions in Administrative Department / Attached Department & Divisional / District officers (BS-17 to 20)	20.07.2018
02.	Workshop on PEEDA Act	3 days	06.08.18 to 08.08.18	All officers holding managerial positions in Administrative Department / Attached Department & Divisional / District officers (BS-17 to 20)	27.07.2018
03.	Workshop on Leadership Skills	3 days	27.08.18 to 29.08.18	All officers holding managerial positions in Administrative Department / Attached Department & Divisional / District officers (BS-17 to 20)	10.08.2018
04.	Short course on Project Management	5 days	03.09.18 to 07.09.18	- Planning officers - Officers associated with development projects	24.08.2018
05.	Short course on Basic IT Skills for officials	5 days	10.09.2018 to 14.09.2018	All officials working in Administrative Departments/ Attached Departments & Divisional / District offices (BS-11 to 17)	31.08.2018
06.	Workshop on Procurement	3 days	24.09.18 to	Officers dealing with procurement matter	14.09.2018

2. I am, therefore, directed to request you to kindly send nominations of suitable officers/officials on following format:

Sr. No.	Name of the Officer/Official & Designation	Name of the Department/Office	CNIC	Mobile & Office No.	E-mail address	Hostel Facility required or not
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3. It is further requested that nominating authority may also certify that officer/official have not attended short course or workshop at MPDD in current financial year.

4. Nominees are selected on first come first serve basis and confirmation of the same shall be made by Management & Professional Development Department. Nominees are advised to wait for the final confirmation through letter or SMS by MPDD. Hostel facility is subject to availability only to participants who are posted outside Lahore.


(TAUSEEF DILSHAD KHATANA, PMS)
DEPUTY SECRETARY (TRAINING)

C.C.

- i. PS to Secretary, MPDD.
- ii. PA to Additional Secretary, MPDD.
- iii. PA to Director (Academics), PIMPD.
- iv. PA to Deputy Secretary (Admn), MPDD