

GOVERNMENT OF PAKISTAN
PLANNING COMMISSION
PLANNING AND DEVELOPMENT DIVISION
(GOVERNANCE SECTION)

No. 9(1-3)G/PC/2011

Islamabad, the 20th January,2012

MEMORANDUM

Subject: **ONE WEEK (PART-TIME) TRAINING COURSE ON MANAGEMENT INFORMATION SYSTEM & E-GOVERNMENT FOR OFFICERS IN BS 17-19 FROM 06-02-2012 TO 10-02-2012**

Secretariat Training Institute (STI) has invited nominations for One-Week (part-time) training course on “Management Information System & E-Government” scheduled to be held from 06-02-2012 to 10-02-2012 in Islamabad. This course is meant for officers in BS 17-19. The main objective of the course is to build and establish know how about MIS and E-government and that will help course participants to manage their organizations efficiently and effectively regarding information Technology. The course shall commence for two hours daily **from 09:00 am to 11:00 am**. The course outlines are as under:-

- Introduction to Information Technology (IT)
- What is Management Information System (MIS)
- Types of Management Information Systems
- What is E-Government
- Advantages of E-Government
- Types of E-Government Transactions
- Types of E-Government Services
- Goals of E-Government

2. All officers of P&D Division are requested to send their nomination duly recommended by the supervisor concerned for the subject part time training course. The recommendation should reach this section **the latest by 26th January, 2012.**

(M. Haseeb Raza)
Research Associate

All Officers of P&D Division