

4916  
GOVERNMENT OF PAKISTAN  
ESTABLISHMENT DIVISION  
MANAGEMENT SERVICES WING

\*\*\*\*\*

No.7(8)/2018-19-MSW-III (Trg) GHD

Islamabad, the 04<sup>th</sup> January, 2019

OFFICE MEMORANDUM

Jg.i.  
A-S.

Subject: 03-DAY TRAINING ON "GENDER EQUALITY AND HUMAN DEVELOPMENT" (11<sup>th</sup>-13<sup>th</sup> FEBRUARY, 2019)

**ZAFAR HASAN**  
Secretary

The undersigned is directed to state that as per Rules of Business 1973, Management Services Wing of the Establishment Division provides Management Consultancy Services to the Public Sector Organizations and also trains the Government servants in order to enhance their managerial skills and capabilities. Management Services Wing of the Establishment Division, Islamabad is planning to conduct a short term Training on "**Gender Equality and Human Development**" from **11<sup>th</sup> to 13<sup>th</sup> February, 2019** at the Training Hall of Management Services Wing, Establishment Division, 4<sup>th</sup> Floor, Shaheed-i-Millat Secretariat, Islamabad.

2. The training program has been designed for government officers working in **BS-17 to BS-19**. The nominating organizations will be responsible for TA/DA, Boarding & Lodging, etc. of their nominated officers, as per rules.

3. The applications of relevant officers along with brief Curriculum Vitae (one page) of the applicant(s) may reach Management Services Wing, Establishment Division, Islamabad at the earliest but not later than **04-02-2019 (Monday)** during office hours through normal channels. It may also be ensured that all necessary **telephone and fax numbers (including Mobile Phone Numbers) and Email Identity of applicant(s), nominating agency and controlling officer** are mentioned in the covering letter for prompt communication with the concerned.

Office of the Secretary  
Dy. No. 7089  
Date: 09-01-2019

D.S (Establishment) Office  
Diary No. 3685  
Dated: 9-1-19

Official Secretary Office  
Dy. No. 2358  
Dated: 9-1-19

SJS (Establishment)  
Dy. No. 1222  
Dated: 9-1-19

Estb-IV Section  
Diary No. 883  
Dated: 09-01-19

Jy(E) BY  
ALI RAZA BHUTTA  
Additional Secretary

(P.T.O)

So(E/IV)

09/1/19  
Nadeem Ahmed Bhatti  
Joint Secretary (E)

Circulate plz -  
AUST  
10/1/2019



Government of Pakistan  
Cabinet Secretariat  
Establishment Division  
(Management Services Wing)  
Islamabad

**APPLICATION FORM**

**03-DAY TRAINING/ WORKSHOP ON**

**"GENDER EQUALITY AND HUMAN DEVELOPMENT" (11<sup>th</sup>-13<sup>st</sup> February, 2019)**

Nominating Organization: \_\_\_\_\_

Address of the Nominating Organization: \_\_\_\_\_

**Particulars of the Nominee:**

1. Name (in Block Letters)\*: \_\_\_\_\_

2. Designation (With Pay Scale)\*: \_\_\_\_\_

3. Date of Birth (With Year)\*: \_\_\_\_\_

4. Address: (i) Office\*: \_\_\_\_\_

(ii) Residence\*: \_\_\_\_\_

5. Telephone: Office\*: \_\_\_\_\_ Res: \_\_\_\_\_ Cell\*: \_\_\_\_\_

Fax No.: \_\_\_\_\_ Email id\*: \_\_\_\_\_

6. Educational Qualification(s)\*: \_\_\_\_\_

7. Training Received \_\_\_\_\_

8. Date of Joining Service\*: \_\_\_\_\_

9. Group/Cadre/Service\*: \_\_\_\_\_

10. Date of Appointment to the Present Post\*: \_\_\_\_\_

11. Brief Description of Present Responsibilities\*: \_\_\_\_\_

Date: \_\_\_\_\_

Place: \_\_\_\_\_

Signature of Nominee

**FOR OFFICIAL USE ONLY**

Reference no:

Received on:

Checked by:

Approved / Not Approved

Signature (with name) & Stamp of  
Nominating Authority

Telephone No.:

Fax No.:

\* All fields mandatory