

GOVERNMENT OF PAKISTAN
ESTABLISHMENT DIVISION
MANAGEMENT SERVICES WING

No.7(8)/2017-18-MSW-III (Trg) RBM

Islamabad, the 1st January, 2018

OFFICE MEMORANDUM

Office of the Secretary

Dy. No: 3881

Date: 09.01.2018

Subject:- TRAINING ON RESULT BASED MANAGEMENT (26-28 FEBRUARY, 2018)

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 "Result Based Management" from 26th to 28th February, 2018 at MS Wing, Establishment Division, 4th Floor, Shaheed-i-Millat Secretariat, Islamabad.

2. The training program has been designed for government officers of BS-17 to 19. It is clarified that **No Fee** will be charged for the subject course from civil servants/ government employees. However, Ministries/Divisions/Departments will be responsible for TA/DA, boarding & lodging, etc. of their nominated officers, as per rules.

3. The nominations of relevant officers along with brief Curriculum Vitae (one page) of the nominee(s) may reach MS Wing, Establishment Division, Islamabad at the earliest but not later than 16-02-2018 (Friday) during office hours through normal channels. It may also be ensured that all necessary **telephone and fax numbers (including Mobile Phone Numbers) and Fax/Email Identity of nominee(s), nominating agency and controlling officer** are mentioned in the covering letter for prompt communication with the concerned.

(Establishment) Office

Dy. No: 725

Date: 3/1/18

JS (Establishment)

Dy. No: 875

Date: 2.1.18

Training Section

182

04-01-2018

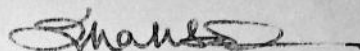
JS (E)

(SHOAIB AHMAD SIDDIQUI)
Secretary

Syed Tariq Mahmud Jaffery
Joint Secretary (Establishment)

(P.T.O.)
03/01/18
(Nadeem Ahmed Bhatti)
Deputy Secretary (Estab)

4. It is further clarified that the nominee/s should report to MS Wing Establishment Division Islamabad for participation in training course only after confirmation of his/her nomination by MS Wing, Establishment Division Islamabad and a copy of confirmation letter issued by the MS Wing **must be brought along** for reporting for the workshop. The focal person for the workshop is **Mr. Muhammad Zubair Khan**, Deputy Director MS Wing, Islamabad (Ph No. 051-9244288).



(Shahbaz Humayun)
Director
Ph: 051-9204759

Distribution

- i. Secretaries of Ministries/Divisions. Islamabad/Rawalpindi.

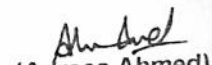
MS Wing

MINISTRY OF PLANNING, DEVELOPMENT & REFORM
(Training Section)

No.4(16)/Trg/PD/2013

Islamabad, the 17th January, 2018

The nomination should reach this Section latest by 12th February, 2018.



(Adrees Ahmed)
Section Officer

Project Director(Dev.Communications) is requested to enter/display the subject circular on Planning Commission's website



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

NOMINATION FORM

WORKSHOP ON "RESULT BASED MANAGEMENT"
(26th-28th February, 2018)

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 in M.S Wing, if any** _____

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