

**GOVERNMENT OF PAKISTAN  
ESTABLISHMENT DIVISION  
MANAGEMENT SERVICES WING**

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No. 11-1/2024-MSW-II (TRG)

Islamabad the 19<sup>th</sup> February, 2024

**OFFICE MEMORANDUM**

Subject: - **04-DAY TRAINING/ WORKSHOP ON “MANAGING PUBLIC SECTOR OF PAKISTAN THROUGH PERFORMANCE APPRAISALS” (22<sup>nd</sup>-25<sup>th</sup> April,2024)**

The undersigned is directed to state that as per Federal Rules of Business, 1973, Management Services Wing of 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 **04-Day Training/ Workshop** titled **“Managing Public Sector of Pakistan through Performance Appraisals”** to be held at **Pakistan Planning & Management Institute (PPMI), Sector H-8/1, Islamabad** from **22<sup>nd</sup> to 25<sup>th</sup> April, 2024**. The timings during the aforementioned training/ workshop shall be 08:30 AM till 01:30 PM every day.

2. The Training Program has been designed for Government Officers of BS-17 to BS-19. It is clarified that **fee for the subject course will not be charged from Civil Servants/ Federal Government Officers**. However, Ministries/ Divisions/ Departments will be responsible for TA/DA, boarding & lodging, etc. of their nominated officers, as per rules.

3. The **applicants of Provincial Governments/ AJK Government / Autonomous Bodies and Corporations are subject to payment of Rs. 5000/- (Rupees Five Thousand only) each** in respect of Training / Workshop fee. The said fee would be drawn in advance in favour of Drawing & Disbursing Officer (DDO), Management Services Wing, Establishment Division, Islamabad through Cross Cheque / Pay Order but only after the confirmation of application(s) by MS Wing.

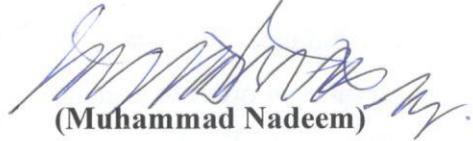
4. Duly filled-in & signed **Application Form** attached herewith of the applicants(s) may reach MS Wing, Establishment Division, Islamabad at the earliest but not later than **20-03-2024 (Wednesday)** during office hours through normal channels. It may also be ensured that all necessary **telephone 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.

**(P.T.O.)**

**(from over-leaf)**

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5. It is further clarified that the applicant/s should report at the aforementioned venue (PPMI, H-8/1, Islamabad) for participation in training course **only after confirmation of his/her application 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 aforementioned Training/ Workshop.



**(Muhammad Nadeem)**

Director General

**051-9209427**

**Fax: 051-9206694**

**Cell#03644901386**

**Email: nadeem@msw.establishment.gov.pk**

**Distributions:**

**All Federal Government/ Provincial Government / Autonomous Bodies/ Attached  
Departments/ Semi-Government**



Government of Pakistan  
Cabinet Secretariat  
Establishment Division  
(Management Services Wing)  
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**NOMINATION FORM**

**04-DAY TRAINING/WORKSHOP ON**

**“MANAGING PUBLIC SECTOR OF PAKISTAN THROUGH PERFORMANCE APPRAISALS”**

**(22<sup>nd</sup>-25<sup>th</sup> April, 2024)**

**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