

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

No. 11-2/2024-MSW-II (TRG)

Islamabad, the 29th April, 2024

OFFICE MEMORANDUM

Subject: - **04-DAY TRAINING/ WORKSHOP ON "DYNAMICS OF CHANGE MANAGEMENT IN PUBLIC SECTOR OF PAKISTAN: CHALLENGES & WAY FORWARD" (10th -13th June,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 *"Dynamics of Change Management in Public Sector of Pakistan: Challenges & Way Forward"* to be held at **Pakistan Planning & Management Institute (PPMI), Sector H-8/1, Islamabad** from **10th to 13th June, 2024**. The timings during the aforementioned training/ workshop shall be 08:30 AM till 01:30 PM every day.

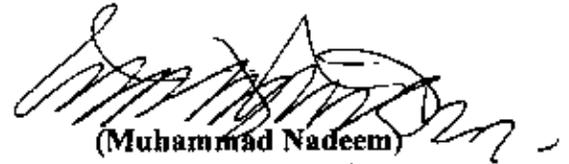
2. The Training Program has been designed for Government Officers of BS-17 to BS-19. It is clarified that **fee for the subject course will not be charged from Civil Servants/ Federal Government Officers**. However, Ministries/ Divisions/ Departments will be responsible for TA/DA, boarding & lodging, 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 **24-05-2024 (Friday)** 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.)

5. It is further clarified that the applicant/s should report at the aforementioned venue (PPML, 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

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Distributions:

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



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

NOMINATION FORM

04-DAY TRAINING/WORKSHOP ON

**“DYNAMIC OF CHANGE MANAGEMENT IN PUBLIC SECTOR OF PAKISTAN:
CHALLENGES & WAY FORWARD”**
(10th -13th June, 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