

GOVERNMENT OF PAKISTAN
MINISTRY OF COMMERCE

No. 5(2)2024-Admn-I/-HR-I

Islamabad, the 1st July, 2024

CIRCULAR

SUBJECT: - THREE DAYS'S TRAINING WORKSHOP ON "EMOTIONAL INTELLIGENCE FOR WORKPLACE SUCCESS" FROM 29-31 JULY, 2024

Deadline 12-07-2024

FIVE DAYS' TRAINING COURSE ON "OFFICE MANAGEMENT: RULES AND PROCEDURES" JULY 29-02 AUGUST, 2024

Deadline 12-07-2024

Please find enclosed herewith copies of self explanatory letters received from received from Akhtar Hameed Khan National Center for Rural Development (AHKNCRD), an Executive Department of Establishment Division, on the above mentioned subject for placing on the website of the Ministry of Commerce.

2. Interested / relevant officers from Ministry who fulfill the eligibility criteria may send their nominations, duly approved by their respective Head(s) of the Wing(s)/Departments to HR-I Section. *Nominations received after the deadline will not be entertained.*

Encl: As Above



(Aamir Waheed)
Section Officer (HR-I)

✓ Database Administrator,
Ministry of Commerce,
Islamabad



DIRECTOR GENERAL

Ph: 051-9255154
Fax: 051-9255157

F. No. 1(1)/2024-25/C/AD(1)
GOVERNMENT OF PAKISTAN
ESTABLISHMENT DIVISION
AHK NATIONAL CENTRE FOR RURAL DEVELOPMENT
PARK ROAD, CHAK SHAHZAD, ISLAMABAD

14th June, 2024

SUBJECT: FIVE DAYS' TRAINING COURSE ON "OFFICE MANAGEMENT: RULES AND PROCEDURES", JULY 29-02 AUGUST, 2024.

Akhtar Hameed Khan National Centre for Rural Development (AHKNCRD), an Attached Department of Establishment Division, is responsible for promoting the cause of rural development in Pakistan through its programmes of training and research. Training is imparted, inter alia to officials of the Local Government and Rural Development Departments, elected representatives, functionaries of Nation Building Departments in order to improve their professional skills and promote sharing of experiences regarding rural development in Pakistan.

2. AHKNCRD is planning to organize a five days' training course on "Office Management: Rules and Procedures" from 29 July - 02 August, 2024. The major objectives of the training programme include:

- To familiarize the participants with the different aspects of Office Management;
- To acquaint the participants with the overall understanding of the benefits to the Government servants regarding various rules and procedures;
- To provide a forum for sharing of experiences in practical implementation and execution of rules and procedures.

3. No training fee will be charged for the training; however, TA/DA of the participants shall be borne by the nominating agencies. Boarding and lodging facilities are available in the NCRD Hostel located within NCRD Complex, on the approved rates and the 'first come, first served' and double occupancy basis. Food arrangements will be made by the participants on self-finance basis for which staff is available in the Hostel.

4. Participants may please be informed that Family Members / Children are not allowed to stay with them in the Hostel.

5. It will be appreciated if nominations of 4-5 suitable officers from your department/organization are sent to NCRD by July 24, 2024. The nomination letter is required to include:

Name	Designation	Department	Contact number	Email Address	whether hostel facility is required
------	-------------	------------	----------------	---------------	-------------------------------------

Venue: AHK National Centre for Rural Development (AHKNCRD), Park Road, Chak Shahzad, Islamabad.

Workshop Coordinator: Mr. Bilal Raza, Assistant Director

Telephone No.: 051-9255167; Fax No.: 051-9255157; E-mail: bilal@ncrd.gov.pk

With regards,


Sincerely,
(ISRAR MOHAMMAD KHAN)

Distribution to:

- Federal Secretaries, Ministries/Divisions, Islamabad/Rawalpindi.
- Chief Secretaries of Provinces/Constituent Units (Punjab, Baluchistan, Sindh, Khyber Pakhtunkhwa, Gilgit-Baltistan & Azad Jammu & Kashmir)
- Concerned Secretaries of Provinces/Constituent Units (Punjab-Lahore, Baluchistan-Quetta, Sindh Karachi, KP-Peshawar, Gilgit-Baltistan-Gilgit & AJ&K-Muzaffarabad)
- Deputy Commissioners (Punjab, Baluchistan, Sindh, Khyber Pakhtunkhwa, Gilgit-Baltistan & AJ&K)
- Concerned Federal & Provincial Government Organizations/Departments
- Vice Chancellors of Public & Private Universities
- Concerned IGOs, INGOs, NGOs & CSOs



Ph:051-9255154
Fax:051-9255157

Government of Pakistan
Establishment Division
AHK National Centre for Rural Development
Park Road, Chak Shahzad - Islamabad

DIRECTOR GENERAL

June, 14 2024

SUBJECT: THREE DAYS' TRAINING WORKSHOP ON "EMOTIONAL INTELLIGENCE FOR WORKPLACE SUCCESS" FROM 29-31 JULY, 2024

Akhtar Hameed Khan National Centre for Rural Development (AHKNCRD), an Executive Department of Establishment Division, is responsible for promoting the cause of rural development in Pakistan through its programmes of training and research. Training is imparted, inter alia to officials of the Local Government and Rural Development Departments, elected representatives, functionaries of Nation Building Department (NBD's) in order to improve their professional skills and promote sharing of experiences regarding rural development in Pakistan.

2. AHKNCRD is planning to organize a three-day training workshop on "Emotional Intelligence Workplace Success" from 29-31st July, 2024. The major objectives of the training programme include:

- To equip the participants with the skills to manage their own emotions effectively;
- To empower the participants to build stronger interpersonal relationships; and
- To enable the participants to apply emotional intelligence principles to leadership and team dynamics.

3. No training fee will be charged for the training sessions; however, TA/DA of the participants shall be borne by the nominating agencies. Boarding and lodging facilities are available in the NCRD Hostel located within NCRD Complex on the approved rates and on "first come, first serve" and double occupancy basis. Food arrangements will be made by the participants on self-finance basis for which the staff is available in the Hostel.

4. Participants may please be informed that Family Members/Servants are not allowed to stay with them in the Hostel.

5. It will be appreciated if nominations of 4-5 suitable officers from your department/organization are sent to NCRD by 24th of July, 2024. The nomination letter is required to include:

Name	Designation	Department	Contact number	Email Address	Whether hostel facility is required?
------	-------------	------------	----------------	---------------	--------------------------------------

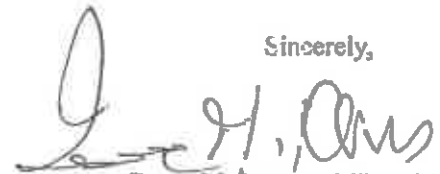
Venue: AHK National Centre for Rural Development (NCRD), Park Road, Chak Shahzad, Islamabad.

Course Coordinator: Ms. Maira Razzaq, Assistant Director (T-II)

E-mail: adt2@ncrd.gov.pk; Tel: 051-9255158

With regards,

Sincerely,


(Israr Mohammad Khan)

Distribution to:

- Federal Secretariat, Ministries/Divisions, Islamabad.
- Chief Secretaries of Provinces/Constituent Units (Punjab, Sindh, Khyber Pakhtunkhwa, Baluchistan, Gilgit Baltistan & Azad Jammu & Kashmir)
- Concerned Secretaries of Provinces/Constituent Units (Punjab, Sindh, Khyber Pakhtunkhwa, Baluchistan, Gilgit Baltistan & Azad Jammu and Kashmir)
- Deputy Commissioners (Punjab, Baluchistan, Sindh, Khyber Pakhtunkhwa, Gilgit-Baltistan & AJ&K)
- Concerned Federal & Provincial Government Organizations/Departments
- Vice Chancellors of Public & Private Universities
- Concerned IGOs, INGOs, NGOs & CSOs