

GOVERNMENT OF PAKISTAN
MINISTRY OF COMMERCE

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

Islamabad, the 18th September, 2024

CIRCULAR

SUBJECT: - FIVE DAYS' TRAINING WORKSHOP ON "ETHICAL LEADERSHIP AND MANAGEMENT", 07-11 OCTOBER, 2024

Deadline 24-09-2024

THREE DAYS' WORKSHOP ON "MANAGEMENT OF SAFE DRINKING WATER & SANITATION" FROM 21-23 OCTOBER, 2024

Deadline 04-10-2024

FIVE DAYS' TRAINING COURSE ON "PLANNING & MANAGEMENT OF DEVELOPMENT PROJECTS" FROM OCTOBER 07-11, 2024

Deadline 22-09-2024

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


(Imran Ali)
Section Officer

**Database Administrator,
Ministry of Commerce,
Islamabad**



DIRECTOR GENERAL

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F. No. 2(2)/2024-25/TW/RO-II
Government of Pakistan
Establishment Division
Akhtar Hameed Khan National Centre for Rural
Development
Park Road, Chak Shahzad, Islamabad

August 29, 2024

SUBJECT: FIVE DAYS TRAINING WORKSHOP ON "ETHICAL LEADERSHIP AND MANAGEMENT" OCTOBER 07-11, 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, interalia 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 five days training workshop on "Ethical Leadership and Management" from October 07-11, 2024. The major objectives of the training programme include:

- To have an overview of the concept of ethics, leadership and management;
- To discuss the role of ethical leadership and management skills at workplaces;
- To discuss leadership strategies for managing the organizational performance; and,
- To provide a forum for sharing of experiences with regard of ethical leadership & management issues.

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 the 'first come, first serve' 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 04th October, 2024. The nomination letter is required to include:

Name	Designation	Department	Contact number	Email Address	Whether hostel facility is required
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Venue: AHK National Centre for Rural Development (NCRD), Park Road, Chak Shahzad, Islamabad.

Course Coordinator: Mr. Muhammad Ahsan Jamil, Research Officer

Telephone No.: 051-9255326, Fax No.: 051-9255157; E-mail: ro2@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-Muzaffargarh)
- 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