



**AZAD GOVERNMENT OF THE STATE OF JAMMU & KASHMIR
SERVICES & GENERAL ADMINISTRATION DEPARTMENT
(General Section)**



No. S&GAD/G-5(25)P-I/2022

"Muzaffarabad"
Dated: 27th February, 2024

CIRCULAR

To


1. Senior Member Board of Revenue,
2. Additional Chief Secretary (Gen./Dev.),
3. All Administrative Secretaries,

Azad Govt. of the State of
Jammu & Kashmir.

**Subject: - 04-Day Training/ Workshop on "Managing Public Sector of Pakistan
Though Performance Appraisals" (22nd – 25th April, 2024)**


I am directed to refer to the subject noted above and to enclose herewith a copy of self-explanatory letter No. 11-1/2024-MSW-II (TRG) dated 19th February, 2024 along-with enclosure received from Management Services Wing, Establishment Division, Govt. of Pakistan, Islamabad and to state that nominations of suitable officer(s) in BS-17 to 19 along-with requisite particulars may please be forwarded to this office within stipulated time period for further necessary action, please.

Encls: (03 Pages)


(Muhammad Farooq) 27.2.24
Section Officer (Gen-I)
Ph # 05822-921974

Copy to:-

1. Secretary, Services & General Administration Department.
2. Mr. Muhammad Nadeem, Director General, Management Services Wing, Establishment Division, Govt. of Pakistan, Islamabad.
3. System Administrator, S&GAD
4. Master File.


Section Officer (Gen-I) 27.2.24

No. 11-1/2024-MSW-II (TRG)
GOVERNMENT OF PAKISTAN
ESTABLISHMENT DIVISION
MANAGEMENT SERVICES WING

Islamabad, the 19th February, 2024

To:

The Secretary,
Services & General Administration Department,
Government of Azad Jammu & Kashmir,
Muzaffarabad.

From:

Muhammad Nadeem,
Director General-II
Management Services Wing
Establishment Division
Islamabad.

Subject: - 04-DAY TRAINING/ WORKSHOP ON "MANAGING PUBLIC
SECTOR OF PAKISTAN THROUGH PERFORMANCE
APPRAISALS" (22nd-25th April, 2024)

23 FEB 2024

I am directed to refer to subject cited above and to say 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 22nd to 25th 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.

(P.T.O.)

AS General

as directed

26/02

S.O (Gen)

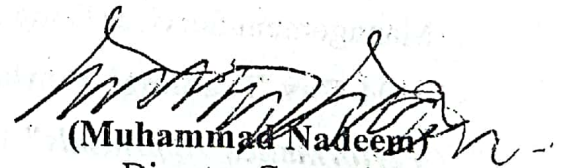
(from over-leaf)

- 10 -

3. **The applicants of Provincial Governments, Autonomous Bodies and Corporations** are subject to payment of Rs. **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.

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



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

NOMINATION FORM

04-DAY TRAINING/WORKSHOP ON

"MANAGING PUBLIC SECTOR OF PAKISTAN THROUGH PERFORMANCE APPRAISALS"
(22nd-25th 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