

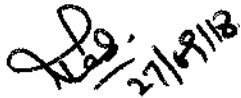
Government of Pakistan  
(Ministry of Statistics)

\*\*\*\*\*

Subject: 03-DAY TRIANING ON "KNOWLEDGE MANAGEMENT:  
THEORY & PRACTICE" (5<sup>TH</sup> - 7<sup>TH</sup> NOVEMBER, 2018 AT  
ISLAMABAD.

Enclosed find herewith a copy of Establishment Division's letter No.F.2(1)/2018-AD(T-III) dated 20<sup>th</sup> July, 2018 with enclosure on the subject noted above.

2. PBS is requested to take further necessary action.

  
(Dur-e-Nab Mushtaq)  
Section Officer (A-II)

Mr. Muhammad Bashir Janjua, JCC (Admin), PBS, Islamabad.

U.O.No.3-2/2018 (T) 358

Islamabad, the 27<sup>th</sup> September, 2018.

JCC (Admin)  
Dy. No. 747  
Dated 28-9-18

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

No.7 (4)/2018-19-MSW-III (Trg) KM

Islamabad, the 19<sup>th</sup> September, 2018

OFFICE MEMORANDUM

Subject:- 03-DAY TRAINING ON "KNOWLEDGE MANAGEMENT: THEORY & PRACTICE" (05<sup>th</sup>-07<sup>th</sup> NOVEMBER, 2018)

The undersigned is directed to state that as per Rules of Business 1973, Management Services Wing of the 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 short term Training on "**Knowledge Management: Theory & Practice**" from **05<sup>th</sup> to 07<sup>th</sup> November, 2018** at the Training Hall of Management Services Wing, Establishment Division, 4<sup>th</sup> Floor, Shaheed-i-Millat Secretariat, Islamabad.

2. The training program has been designed for government officers working in **BS-17 to BS-19**. It is clarified that **No Fee** for the subject course shall 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 applications of relevant officers along with brief Curriculum Vitae (one page) of the applicant(s) may reach Management Services Wing, Establishment Division, Islamabad at the earliest but not later than **24-10-2018 (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)

By No. 430  
Dated: 26 SEP 2018  
Islamabad

4. It is further clarified that the applicant/s should report to Management Services Wing, Establishment Division Islamabad for participation in the training course **only after confirmation of his/her application by MS Wing, Establishment Division Islamabad** and a copy of confirmation letter issued by the Management Services Wing **must be brought along** to report for the subject training.



(Muhammad Zubair Khan)  
Deputy Director-III  
051-9244288

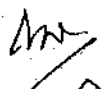
Distribution:

- i. Secretaries of Ministries/ Divisions, Islamabad/ Rawalpindi.
- ii. Head of Federal Government Departments, Rawalpindi/ Islamabad.
- iii. Senior Joint Secretary (Admn), Establishment Division, Islamabad.
- iv. Joint Secretary (Trg), Establishment Division, Islamabad.
- v. DG, PPMI, Ministry of Planning, Development & Reform, Islamabad.
- vi. DG, PMI, Ministry of Overseas Pakistanis & Human Resources Development, Islamabad.

Copy to:


- a. APS to Member, Management Services Wing, Establishment Division, Islamabad.
- b. All DG's, Management Services Wing (for suitable nominations).
- c. Deputy Secretary (Admn), MS Wing, Establishment Division, Islamabad.
- d. System Analyst, MS Wing, Establishment Division, for uploading on website.
- e. Research & Audio Visual Officer (R&AVO), MS Wing, Establishment Division.

DS/SD 427  
Dy. No. 2669  
Date 26/09/18

  
25/9/18



~~SO (A-4)~~  
25/9-18.

  
26/09/18  
AVO

Dy. No. 2528 Secy/SI  
Date 25.9.18 Islamabad



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

**NOMINATION FORM**

**TRAINING ON "KNOWLEDGE MANAGEMENT: THEORY & PRACTICE"  
(05<sup>th</sup>-07<sup>th</sup> November, 2018)**

**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** \_\_\_\_\_

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**

<b>FOR OFFICIAL USE ONLY</b>
Reference no:
Received on:
Checked by:
Approved / Not Approved:

**Signature (with name) & Stamp of Nominating Authority**

**Telephone No.:**

**Fax No.:**

\* All fields mandatory