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No. 1(37)FT/2020  
GOVERNMENT OF THE PUNJAB  
PLANNING & DEVELOPMENT BOARD

Dated: Lahore the 17<sup>th</sup> November, 2020

**TOP PRIORITY**  
**FOREIGN TRAINING CASE**  
**PH: 042-99059210**

The Secretary  
Government of the Punjab  
Industries, Commerce & Investment Department

Chief Operating Officer  
TEVTA Secretariat  
Lahore.  
(Kindly forward nomination through Admn. Department)

Subject: **ENHANCEMENT OF TRAINING MANAGEMENT IN VOCATIONAL TRAINING INSTITUTION (A) FROM 11 TO 22 JANUARY, 2021 (ONLINE) AND APRIL 11 TO MAY 1, 2021 IN JAPAN (TENTATIVE)**

I am directed to refer to the subject noted above and to forward herewith details in respect of the above mentioned training course with the request that **panel of suitable and eligible candidate** may be recommended after getting approval of competent authority of your Department.

2. The following documents in respect of nominee/s may be sent to this Department for placing the case before the Provincial Special Selection Board (PSSB):-

- |    |  |          |
|----|--|----------|
| a) | F.T. Forms (available at P&D website)  | 2 copies |
| b) | Status of PER's position of last three years.  | 2 copies |
| c) | Bio-Data/C.V. of the nominee/s duly attested.  | 2 copies |
| d) | Justification/Relevancy of the officer(s)  | 2 copies |
| e) | Certificate that:  |          |
| -  | The nominee/s is/are regular employee/s.   |          |
| -  | No Departmental/Anti-Corruption enquiry is pending against the nominee/s.  |          |
| -  | Approval of Competent Authority has been obtained in this case.  |          |
| -  | He/They does/do not stand nominated against any other foreign training facility, result of which is still awaited. |          |
| -  | No extension would be taken/asked for in the training period of the nominee/s.                                     |          |

3. Recommendations from your Department may be sent by **within a day positively** or through email at [so.ift@pndpunjab.gov.pk](mailto:so.ift@pndpunjab.gov.pk).

*Madiha*  
(MADIHA ASHRAF)  
SECTION OFFICER (I&FT)

C.C.

✓ Manager (MIS), P&D Board for uploading on website of P&DB.

Manager Mis (IT Wing)

17 NOV 2020

Diary No. 281

ITP (NA)

17/11