MPDD/AS/DSAdmn/O/260715/0181

SOG(MPDD)1-65/2024 (VOL-IV)
GOVERNMENT OF THE PUNJAB
MANAGEMENT AND PROFESSIONAL DEVELOPMENT DEPARTMENT
Dated: 15th July, 2026

To,

1. Chairman
   Punjab Public Service Commission
2. Senior Member
   Board of Revenue
3. All the Administrative Secretaries, Government of the Punjab
4. Inspector General of Police/PPO Punjab
   Police Department
5. Principal Secretary to Governor
   Governor's Secretariat Punjab
6. All the Commissioners, Government of the Punjab
7. All the Deputy Commissioners, Government of the Punjab
8. ***All Heads of Attached Departments in Punjab***
9. ***All Heads of Autonomous Bodies/ Institutions in Punjab***
10. Chairperson
    Technical Education & Vocational Training Authority

Subject: **COMMENCEMENT OF TRAINING WORKSHOPS AT MPDD**

Management and Professional Development Department (MPDD) has planned commencement of following training workshops during the months of July-December, 2026 for capacity building of both permanent & contractual officers and officials of Punjab Government:

Sr. No.	**Course/Workshop Title**	**Duration**	**Date**	**Target Group** **Who is to be nominated**	**Last date of Nominations Receiving**
i.	Uses Artificial Intelligence (AI) in Administration for **Officials**	Two Days	**27.07.2026 to 28.07.2026**	All officials working in Administrative Departments/ Attached Departments & Divisional / District offices (BS-11 to BS-16)	20.07.2026

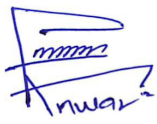
ii.	E-Procurement for **Officers/DDO Functions**	Two Days	**30.07.2026 to 31.07.2026**	· Officers dealing with financial matters (BS-17 to BS-20) · DDOs at department & district level	22.07.2026
iii.	Data Analytics with Generative AI for **Officers**	Two Days	**05.08.2026 to 06.08.2026**	All officers holding managerial positions in Administrative Department / Attached Department & Divisional / District offices (BS-17 to BS-20)	27.07.2026
iv.	Uses Artificial Intelligence (AI) in Administration for **Officials**	Two Days	**19.08.2026 to 20.08.2026**	All officials working in Administrative Departments/ Attached Departments & Divisional / District offices (BS-11 to BS-16)	10.08.2026
v.	E-FOAS for **Officials**	Two Days	**26.08.2026 to 27.08.2026**	All officials working in Administrative Departments/ Attached Departments & Divisional / District offices (BS-11 to BS-16)	17.08.2026
vi.	E-Procurement for **Officials**	Two Days	**02.09.2026 to 03.09.2026**	· Officials dealing with financial matters (BS-11 to BS-16)	24.08.2026

vii.	Public Sector Project Management for **Officers**	Two Days	**09.09.2026 to 10.09.2026**	All officers holding managerial positions in Administrative Department / Attached Department & Divisional / District offices (BS-17 to BS-20)	31.08.2026
viii.	E-Procurement for **Officers/DDO Functions**	Two Days	**23.09.2026 to 24.09.2026**	· Officers dealing with financial matters (BS-17 to BS-20) · DDOs at department & district level	14.09.2026

2. I am, therefore, directed to request to kindly send nominations of suitable officers/officials on following format:

Sr. No.	**Name of the Officer/Official & Designation**	**Name of the Department/Office**	**CNIC**	**Mobile/Whatsapp & Office No.**	**E-mail address**

3. Nominees are selected on first come first serve basis and confirmation of the same shall be made by Management & Professional Development Department. Nominees are advised to wait for the final confirmation through letters or calls or SMS by MPDD. Furthermore, hostel facility will not be provided to the participants of the courses.



(MUHAMMAD ANWAR)
SO GENERAL MPD
SECTION OFFICER GENERAL MPDD

CC:
A copy is forwarded for information and necessary action to the:-

1. Secretary
   Management and Professional Development Department
2. Additional Secretary MPD , (Additional Secretary MPD)
   Management and Professional Development Department

3. Director (Academic) , (Academic)
   Punjab Institute of Management & Professional Development Department
4. Deputy Secretary (Admin) MPD , (Deputy Secretary (Admin) MPD)
   Management and Professional Development Department
5. Deputy Director (Admin) , (Admin & HR)
   Punjab Institute of Management & Professional Development Department
6. DDO , (Account)
   Punjab Institute of Management & Professional Development Department