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Government of the Punjab
Management and Professional
Development Department
Upper Mall Scheme, Lahore
No. RO-II(MPDD)/3-5/2025
Dated: Lahore the 11th July, 2025

To

1. The Chairman, Punjab Public Service Commission
2. The Senior Member, Board of Revenue, Punjab
3. All Administrative Secretaries to Government of the Punjab
4. Provincial Police Officer, Punjab
5. The Secretary to Governor, Punjab
6. All Commissioners in the Punjab
7. All Deputy Commissioners in the Punjab
8. All Heads of Attached Departments in Punjab
9. All Heads of Autonomous Bodies/ Institutions in Punjab
10. The General Manager, TEVTA, Lahore

Subject: **COMMENCEMENT OF SHORT TRAINING COURSES/ WORKSHOPS AT MPDD/PIMPD**

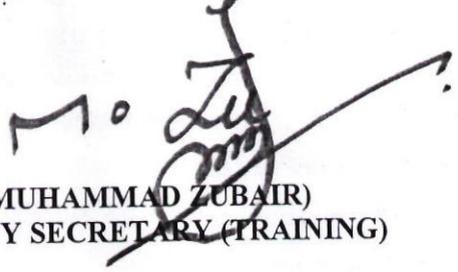
Management and Professional Development Department (MPDD) has planned commencement of following short training courses/ workshops during the months of August-September, 2025 for capacity building of both permanent & contractual officers and officials of Punjab Government:

Sr. No.	Course/Workshop Title	Duration	Date	Target Group Who is to be nominated	Last date of Nominations Receiving
i.	Understanding of Artificial Intelligence and its Uses in Public Sector for Officers	Two Days	04.08.2025 to 05.08.2025	All officers holding managerial positions in Administrative Department / Attached Department & Divisional / District offices (BS-17 to BS-20)	28.07.2025
ii.	E-FOAS for Officers	Two Days	18.08.2025 to 19.08.2025	All officers working in Administrative Department / Attached Department & Divisional / District offices (BS-17 to BS-20)	08.08.2025
iii.	E-Procurement for Officers	Two Days	25.08.2025 to 26.08.2025	<ul style="list-style-type: none">• Officers dealing with financial matters (BS-17 to BS-20)• DDOs at department & district level	15.08.2025
iv.	Land Record Manual and Acquisition for Officers	Three Days	01.09.2025 to 03.09.2025	Officers dealing with land & revenue related matters (BS-17 to BS-20)	22.08.2025
v.	PEEDA Act, 2006 for Officers	Two Days	15.09.2025 to 16.09.2025	All officers working in Administrative Departments/ Attached Departments & Divisional / District offices (BS-17 to BS-20)	29.08.2025
vi.	E-FOAS for Officials	Two Days	22.09.2025 to 23.09.2025	All officials working in Administrative Departments/ Attached Departments & Divisional / District offices (BS-11 to BS-16)	12.09.2025
vii.	IT Skills for Officials	Two Days	29.09.2025 to 30.09.2025	All officials working in Administrative Departments/ Attached Departments & Divisional / District offices (BS-11 to BS-16)	19.09.2025

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
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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 ZUBAIR)
DEPUTY SECRETARY (TRAINING)

C.C.

- i. Accounts Officer, PIMPD with the request to make necessary funds arrangements.
- ii. PS to Secretary, MPDD.
- iii. PA to Additional Secretary, MPDD.
- iv. PA to Director (Academics), PIMPD.
- v. PA to Deputy Secretary (Admn), MPDD.
- vi. PA to Deputy Director (Admn.), PIMPD.