MPDD/AS/DSTrai/O/260921/0120

No. RO-II(MPDD)/3-5/2025
GOVERNMENT OF THE PUNJAB
MANAGEMENT AND PROFESSIONAL DEVELOPMENT DEPARTMENT
Dated: 21st September, 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. 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 October-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	**07.10.2026 to 08.10.2026**	All officials working in Administrative Departments / Attached Departments & Divisional / District offices (BS-11 to BS-16)	30.09.2026

ii.	E-FOAS for **Officials**	Two Days	**14.10.2026 to 15.10.2026**	All officials working in Administrative Departments / Attached Departments & Divisional / District offices (BS-11 to BS-16)	05.10.2026
iii.	Data Analytics with Generative AI for **Officers**	Two Days	**28.10.2026 to 29.10.2026**	All officers holding managerial positions in Administrative Department / Attached Department & Divisional / District offices (BS-17 to BS-20)	19.10.2026
iv.	E-Procurement for **Officials**	Two Days	**11.11.2026 to 12.11.2026**	· Officials dealing with financial matters (BS-11 to BS-16)	26.10.2026
v.	Communication & Interpersonal Skills for **Officers**	Two Days	**18.11.2026 to 19.11.2026**	All officers holding managerial positions in Administrative Department / Attached Department & Divisional / District offices (BS-17 to BS-20)	10.11.2026

vi.	Uses Artificial Intelligence (AI) in Administration for **Officials**	Two Days	**25.11.2026 to 26.11.2026**	All officials working in Administrative Departments / Attached Departments & Divisional / District offices (BS-11 to BS-16)	16.11.2026
vii.	E-Procurement for **Officials**	Two Days	**02.12.2026 to 03.12.2026**	· Officials dealing with financial matters (BS-11 to BS-16)	24.11.2026
viii.	Public Sector Project Management for **Officers**	Two Days	**16.12.2026 to 17.12.2026**	All officers holding managerial positions in Administrative Department / Attached Department & Divisional / District offices (BS-17 to BS-20)	02.12.2026
ix.	E-Procurement for **Officers/DDO Functions**	Two Days	**30.12.2026 to 31.12.2026**	· Officers dealing with financial matters (BS-17 to BS-20) · DDOs at department & district level	14.12.2026

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.



(ZAID JAVAID)
RESEARCH OFFICER-II MPD
RESEARCH OFFICER-II MPD

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