

Phone: 99205612
Fax: 99205627



Government of the Punjab
Management and Professional
Development Department
Upper Mall Scheme, Lahore
No. RO-II(MPDD)/1-7/2024
Dated: Lahore the 08th April, 2025

To

1. The Senior Member, Board of Revenue, Punjab
2. The Chairman, Punjab Public Service Commission
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 from April to June, 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.	E-Procurement for Officers (On Campus)	Two Days	28.04.2025 to 29.04.2025	<ul style="list-style-type: none">• Officers dealing with Financial Matters (BS-17 to BS-20)• DDOs at Department & District Level	21.04.2025
ii.	Project Planning & Management for Officers (On Campus)	Three Days	12.05.2025 to 14.05.2025	All officers holding managerial positions in Administrative Department / Attached Department & Divisional / District offices (BS-17 to BS-20)	02.05.2025
iii.	Artificial Intelligence (AI) in Public Sector & Governance for Officers (On Campus)	Three Days	19.05.2025 to 21.05.2025	All officers holding managerial positions in Administrative Department / Attached Department & Divisional / District offices (BS-17 to BS-20)	09.05.2025
iv.	Data Analysis (from Data to Decisions): Unlocking Insights for Public Sector Transformation & Excellence for Officers (On Campus)	Two Days	26.05.2025 to 27.05.2025	All officers holding managerial positions in Administrative Department / Attached Department & Divisional / District offices (BS-17 to BS-20)	16.05.2025
v.	Role of Digitalization in Public Sector for Improved Governance & Better Service Delivery for Officers (On Campus)	Two Days	02.06.2025 to 03.06.2025	All officers holding managerial positions in Administrative Department / Attached Department & Divisional / District offices (BS-17 to BS-20)	23.05.2025

vi.	Financial Management for Officials (On Campus)	Three Days	16.06.2025 to 18.06.2025	All officials working in Administrative Departments/ Attached Departments & Divisional / District offices (BS-11 to BS-16)	06.06.2025
vii.	E-FOAS for Officials (On Campus)	Two Days	23.06.2025 to 24.06.2025	All officials working in Administrative Departments/ Attached Departments & Divisional / District offices (BS-11 to BS-16)	13.06.2025

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) (PMS)
 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.