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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 25th September, 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: SHORT TRAINING COURSE/ WORKSHOP ON USE OF ARTIFICIAL INTELLIGENCE IN ADMINISTRATION FOR OFFICERS & OFFICIALS AT MPDD/PIMPD

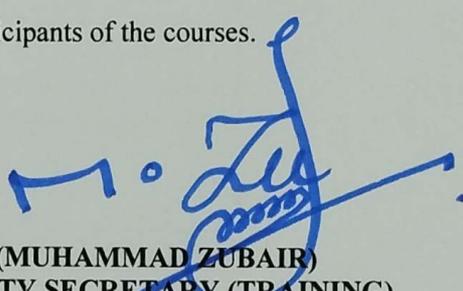
Management and Professional Development Department (MPDD) has planned commencement of following short training courses/ workshops during the month of October, 2025 for capacity building of both permanent & contractual officers and officials of Punjab Government:

Sr. No.	Course/Workshop Title	Duration	Date	Target Group Who is to be nominated	Last date of Nominations Receiving
i.	Use of Artificial Intelligence (AI) in Administration' for Officers	Two Days	02.10.2025 to 03.10.2025	All officers holding managerial positions in Administrative Department / Attached Department & Divisional / District offices (BS-17 to BS-20)	30.09.2025
ii.	E-Procurement for Officers	Two Days	09.10.2025 to 10.10.2025	<ul style="list-style-type: none">• Officers dealing with financial matters (BS-17 to BS-20)• DDOs at department & district level	03.10.2025
iii.	Use of Artificial Intelligence (AI) in Administration' for Officials	Two Days	16.10.2025 to 17.10.2025	All officials working in Administrative Departments/ Attached Departments & Divisional / District offices (BS-11 to BS-16)	08.10.2025
iv.	E-Procurement for Officials	Two Days	23.10.2025 to 24.10.2025	All officials dealing with financial matters (BS-11 to BS-16)	15.10.2025
v.	Use of Artificial Intelligence (AI) in Administration' for Officers	Two Days	30.10.2025 to 31.10.2025	All officers holding managerial positions in Administrative Department / Attached Department & Divisional / District offices (BS-17 to BS-20)	22.10.2025

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.