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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 29th December, 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 TRAINING WORKSHOPS AT MPDD/PIMPD

Management and Professional Development Department (MPDD) has planned commencement of following training workshops during the months of January-March, 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. | E-FOAS for Officials | Two Days | 15.01.2026 to 16.01.2026 | All officials working in Administrative Departments/ Attached Departments & Divisional / District offices (BS-11 to BS-16) | 08.01.2026 |
| ii. | Uses Artificial Intelligence (AI) in Administration for Officials | Two Days | 22.01.2026 to 23.01.2026 | All officials working in Administrative Departments/ Attached Departments & Divisional / District offices (BS-11 to BS-16) | 14.01.2026 |
| iii. | Uses Artificial Intelligence (AI) in Administration for Officers | Two Days | 29.01.2026 to 30.01.2026 | All officers holding managerial positions in Administrative Department / Attached Department & Divisional / District offices (BS-17 to BS-20) | 21.01.2026 |
| iv. | E-Procurement for Officials | Two Days | 03.02.2026 to 04.02.2026 | All officials working in Administrative Departments/ Attached Departments & Divisional / District offices (BS-11 to BS-16) | 26.01.2026 |
| v. | E-FOAS for Officers | Two Days | 12.02.2026 to 13.02.2026 | All officers holding managerial positions in Administrative Department / Attached Department & Divisional / District offices (BS-17 to BS-20) | 02.02.2026 |
| vi. | E-Procurement for Officers | Two Days | 19.02.2026 to 20.02.2026 | <ul style="list-style-type: none">• Officers dealing with financial matters (BS-17 to BS-20)• DDOs at department & district level | 09.02.2026 |

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|-------|---|----------|--------------------------|---|------------|
| vii. | Uses Artificial Intelligence (AI) in Administration for Officials | Two Days | 26.02.2026 to 27.02.2026 | All officials working in Administrative Departments/ Attached Departments & Divisional / District offices (BS-11 to BS-16) | 16.02.2026 |
| viii. | Uses Artificial Intelligence (AI) in Administration for Officers | Two Days | 05.03.2026 to 06.03.2026 | All officers holding managerial positions in Administrative Department / Attached Department & Divisional / District offices (BS-17 to BS-20) | 23.02.2026 |
| ix. | E-FOAS for Officials | Two Days | 09.03.2026 to 10.03.2026 | All officials working in Administrative Departments/ Attached Departments & Divisional / District offices (BS-11 to BS-16) | 02.03.2026 |
| x. | E-Procurement for Officials | Two Days | 12.03.2026 to 13.03.2026 | All officials working in Administrative Departments/ Attached Departments & Divisional / District offices (BS-11 to BS-16) | 02.03.2026 |
| xi. | Uses Artificial Intelligence (AI) in Administration for Officials | Two Days | 26.03.2026 to 27.03.2026 | All officials working in Administrative Departments/ Attached Departments & Divisional / District offices (BS-11 to BS-16) | 09.03.2026 |

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 |
|---------|--|-------------------------------|------|------------------------------|----------------|
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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.


 (TAUQEER AHMED)
 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.