



NO. FD/ERU/(PFM)/2-23/2020  
**GOVERNMENT OF SINDH**  
**FINANCE DEPARTMENT**  
**(Economic Reform Unit)**  
Karachi, dated the 17<sup>th</sup> January , 2024

## TRAINING CALENDAR

No.FD/ERU/(PFM)/2-23/2020: Economic Reforms Unit, Finance Department Government of Sindh is pleased to issue the Training Calendar for the Capacity Building of mentioned employees of the Finance Department as well as of Line Departments , the details of the trainings are.

JANUARY 2024							
SR. #	DATE		TIME	DAY	COURSE	PARTICIPANTS	INSTRUCTOR / ENTITY
1.	15/01/2024	19/01/2024	10:00 am to 01:00 pm	(Monday to Friday)	Microsoft Office Microsoft Word Microsoft Excel ( Beginners to Intermediate Level )	Section Officers of Resource, Development & Budget Wing / Officers of Line Departments (BS-17 & above)	Mr. Asif Muhammad Idris
2.	15/01/2024	19/01/2024	02:00 pm to 05:00 pm	(Monday to Friday)	Microsoft Office Microsoft Word Microsoft Excel ( Beginners to Intermediate Level )	Section Officers of Admin/ SR, Local Finance Wing & Program Officers (ERU-FD) / Officers of Line Departments (BS-17 & above)	Mr. Asif Muhammad Idris
3.	22/01/2024	26/01/2024	10:00 am to 01:00 pm	(Monday to Friday)	Microsoft Excel ADVANCE LEVEL	Section Officers of Resource, Development & Budget Wing / Officers of Line Departments (BS-17 & above)	Mr. Asif Muhammad Idris
4.	22/01/2024	26/01/2024	02:00 pm to 05:00 pm	(Monday to Friday)	Microsoft Excel ADVANCE LEVEL	Section Officers of Admin/ SR, Local Finance Wing & Program Officers (ERU-FD) / Officers of Line Departments (BS-17 & above)	Mr. Asif Muhammad Idris

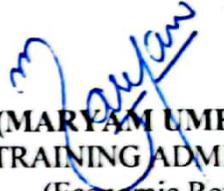


5.	29/01/2024	30/01/2024	10:00 am to 01:00 pm	Monday & Tuesday	ADVANCE Communication Skills	Finance Department (Section Officers of Resource, Development & Budget Wing) / Officers of Line Departments (BS-17 & above)	Syed Mehdi Raza
6.	29/01/2024	29/01/2024	02:00 pm to 05:00 pm	Monday	Stress Management	Finance Department (Nominated Officers from all Wings) / Officers of Line Departments (BS-17 & above)	Ms. Saira Azfar/ Ms. Asma Moomal Basim
7.	30/01/2024	30/02/2024	02:00 pm to 05:00 pm	Tuesday	Conflict Management	Finance Department (Nominated Officers from all Wings) / Officers of Line Departments (BS-17 & above)	Ms. Saira Azfar/ Ms. Asma Moomal Basim
8.	31/01/2024	01/02/2024	10:00 am to 01:00 pm	Wednesday & Thursday	ADVANCE Communication Skills	Finance Department (Section Officers of Admin/ SR, Local Finance Wing & Program Officers (ERU-FD). / Officers of Line Departments (BS-17 & above)	Syed Mehdi Raza
<b>FEBRUARY-2024</b>							
9.	09/02/2024	09/02/2024	10:00 am to 12:45 pm	Friday	Sindh Publics Finance and Administration Act.	Nominated officers of Finance Department (All Wings) / Officers of Line Departments (BS-17 & above)	Mr. Farid Ahmad Tarar
10.	09/02/2024	09/02/2024	02:00 pm to 05:00 pm	Friday	Overview of Public Finance Management	Nominated Officers of Finance Department (From all Wings) / Officers of Line Departments (BS-17 & above)	Mr. Farid Ahmad Tarar
11.	12/02/2024	13/02/2024	10:00 am to 01:00 pm	Monday & Tuesday	Project Contract & Procurement Management	Finance Department (Section Officers of Admin, SR, Local Finance Wing & Program Officers (ERU-FD) / Officers of Line Departments (BS-17 & above)	Mr. Bilal Hussain Soomro



12.	14/02/2024	14/02/2024	10:00 am to 01:00 pm	Wednesday	MTBF Training	Nominated Officers of Finance Department (From all Wings) / Officers of Line Departments (BS-17 & above)	Mr. Asim Basheer
13.	14/02/2024	15/02/2024	02:00 pm to 05:00 pm	Wednesday & Thursday	Project Contract & Procurement Management	Finance Department (Section Officers of Resource, Development & Budget Wing) / Officers of Line Departments (BS-17 & above)	Mr. Bilal Hussain Soomro
14.	15/02/2024	15/02/2024	10:00 am to 01:00 pm	Thursday	MTBF Training	MTBF Cell / Officers of Line Department (BS-17 & above)	Mr. Asim Basheer
15.	19/02/2024	19/02/2024	10:00 am to 01:00 pm	Monday	Training for DDO	Officers of Line Department (BS-17 & above)	Mr. Rana Asif
16.	26/02/2024	27/02/2024	10:00 am to 1:00 pm	Monday & Tuesday	Planning Manual & PC-I-V Preparation	Nominated Section Officers of Finance Department (From all Wings)/Line Departments (BS-17 & above)	Mr. Farid Ahmad Tarar
<b>MARCH-2024</b>							
17.	04/03/2024	05/03/2024	10:00 am to 01:00 pm	Wednesday & Thursday	Time Management	Finance Department (Nominated Officers from All Wings) / Officers of Line Departments (BS-17 & above)	Ms. Aisha Bella
18.	04/03/2024	05/03/2024	02:00 pm to 05:00 pm	Wednesday & Thursday	Budget Call Circular and Budget time Line	Officers of Line Departments (BS-17 & above)	Mr. Muhammad Azeem /Zulfiqar Mirza

2. The training will be conducted physically at Training Auditorium, 7<sup>th</sup> floor, Finance Department, Government of Sindh, Karachi, with strict observance of Standard Operating Procedure (SoPs) issued by Government of Sindh from time to time. The participants are required to attend the training physically with punctuality.

  
(MARYAM UMER MEMON)  
TRAINING ADMINISTRATOR  
(Economic Reform Unit)

A copy is forwarded for the information & necessary action to :-

1. The special Finance Secretary (all), Finance Department, Government of Sindh, Karachi.
2. The Additional Finance Secretary (all), Finance Department, Government of Sindh, Karachi
3. The Deputy Secretary (all), Finance Department, Government of Sindh, Karachi.
4. The Senior Program Officer (ERU/PFM/RCU), ERU, Finance Department, Government of Sindh, Karachi
5. The Information Management Unit, Finance Department, Government of Sindh, Karachi.
6. Mr. Rana Muhammad Asif, Chief Information Officer, Finance Department, Government of Sindh, Karachi.
7. The Chief, Internal Audit Unit, Finance Department, Government of Sindh, Karachi.
8. The Section Officer (all), Finance Department, Government of Sindh, Karachi
9. The R.O to Secretary Finance, Government of Sindh, Karachi.

  
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