

Training Targets Achievement of PIAM from July-2019 to June-2020

Sr. No	Topic	Date	Target Audience	Participants	Resource Person
1.	Implementation of Procurement Management Information System	09, 10-07-2019	EADAs (E&M) & AOs(E&M)	63	Mr. Afzaal Raza (ADU)
2.	Project Preparation and Management in Public Sector	23, 24-07-2019	AOs(E&M)	27	Mr. M. Asif
3.	Market Information and Auction Supervision	25-07-2019	Secretaries Market Committees	20	Mr. M. Ajmal (AMIS)
4.	Revenue Collection	06-08-2019	Secretaries Market Committees	25	Mr. Mehr Riaz Ahmad
5.	IT Skills	21-08-2019	Computer Operators	28	Mr. Zaeem Shoukat (ADU)
6.	Revenue Collection	28-08-2019	Secretaries Market Committees	24	Mr. Tanveer Khaliq
7.	Market Information and Auction Supervision	05-09-2019	Secretaries Market Committees	14	Mr. M. Ajmal (AMIS)
8.	Financial Management	17, 18-09-2019	AOs(E&M)	26	Mr. M. Saleem Mr. Arshad Baig
9.	Revenue Collection	03-10-2019	Secretaries Market Committees	23	Mr. Tanveer Khaliq
10.	Human Resource Management	08-10-2019	AOs(E&M)	27	Mr. Kashif Manzoor
11.	IT Skills	10-10-2019	Computer Operators/ Secretaries	26	Mr. Ikraam
12.	Market Information and Auction Supervision	17-10-2019	Secretaries Market Committees	20	Mr. M. Ajmal (AMIS)
13.	Effective Office Management	23-10-2019	EADAs (E&M)	17	Syed Khurshid Ali Zaidi
14.	IT Skills	12-11-2019	Secretaries Market Committees	26	Mr. Muhammad Ikraam
15.	Market Information and Auction Supervision	13-11-2019	Secretaries Market Committees	11	Mr. M. Ajmal (AMIS)
16.	Dealing Tax Matters in Govt. Department	02-12-2019	AOs (E&M)	20	Mr. Muhammad Arshad Baig
17.	Human Resource Management	04-12-2019	EADAs (E&M)	17	Mr. Kashif Manzoor
18.	Wholesale Market Management	11-12-2019	B-Class Secretaries M/C	17	Mr. Waseem Iqbal
19.	Administrative Management	18-12-2019	A-Class Secretaries M/C	19	Syed Khursheed Ali Zaidi
20.	Financial Management	06, 07-01-2020	Secretaries Market Committees	34	Mr. Muhammad Saleem Mr. Kashif Manzoor
21.	Communication Skills	09-01-2020	AOs (E&M)	24	Mr. Kashif Manzoor
22.	Audit Procedure	13-01-2020	EADAs(E&M)	30	Mr. Muhammad Saleem
23.	Food Distribution System and Communication Skills	21-01-2020	AOs (E&M)	21	Mr. Hammad Badar Mr. Kashif Manzoor
24.	Human Resource Management	30-01-2020	B-Class Secretaries M/C	20	Mr. Kashif Manzoor
25.	Professional Grooming Emotional Intelligence	25.02.2020	AOs(E&M)	17	Dr. Kashif Faraz Ahmad
26.	Ethics at workplace	26.02.2020	AOs(E&M)	19	Mrs. Tahira Anjum
27.	Managing Legal Affairs issues in Govt. Department	12.03.2020	A-Class Secretaries M/C	20	Mr. Adnan Afzal Mohani
Total				635	