

**GOVERNMENT OF PAKISTAN  
MINISTRY OF INFORMATION AND BROADCASTING  
(EXTERNAL PUBLICITY WING)**

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**SUBJECT: TRAINING COURSE FOR OFFICIALS SELECTED FOR POSTING IN INFORMATION SECTIONS ABROAD**

Reference this Wing's Office Memorandum No. 3(2)-2024-EP (ISA), dated 14.02.2024, and Information Service Academy's UO No 3(4)/2006-ISA, dated 20.02.2024, on the subject cited above (**copies enclosed**).

2. Please find enclosed, herewith, the schedule (detailed time-table) regarding Training Course for (40) officials selected for posting in Information Sections Abroad.

3. It is requested that the concerned officials of your esteemed organisation may be informed to attend the said course as per the specified date and time *at Information Service Academy from 26<sup>th</sup> February, 2024 (Monday) to 05<sup>th</sup> March, 2024 (Tuesday)*.

**Encl: (As above)**



**(SANA SAIF)**  
Assistant Director (ISA)  
Tele: 9252237

- i. **Executive Director General/PIO, PID, Islamabad**
- ii. **EDG, Information Service Academy, Islamabad**
- iii. **EDG, Directorate of Electronic Media and Publication, Islamabad**
- iv. **SO (E-I), M/o Information and Broadcasting**

M/O I& B (EP Wing)'s u.o. No 1 (01)-2024-EP (ISA), Dated, 21.02.2024

**Copy to:-**

Director to Secretary's Office, M/o Information and Broadcasting, Islamabad

GOVERNMENT OF PAKISTAN  
MINISTRY OF INFORMATION AND BROADCASTING  
(INFORMATION SERVICE ACADEMY)

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Subject: - TRAINING COURSE FOR OFFICIALS SELECTED FOR POSTING IN INFORMATION SECTION ABROAD.

Reference External Publicity Wing U.O No.1 (01)-2024-EP (ISA) dated 19-02-2024 on the subject mentioned above.

2. Please find enclosed herewith a timetable detail with time and topic arranged at ISA auditorium on 26-02-2024 onwards.
3. This issues with the approval of the Executive Director General, ISA.

Encl: As Above

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21/2/24

  
(AQDAS SHAUKAT ALI)  
Deputy Director

Director General, (External Publicity), Wing M/o Information & Broadcasting, Islamabad.  
ISA's U.O. No. 3 (4)/2006-ISA dated 20-02-2024.

21/02/24

to CEP

A. S. (A)

21-02-24

Day	Time	Topic	
<b>Monday</b> 26-02-2024	10:00 am - 1:00 pm	<b>Basic IT Skills</b>	<b>ISA Faculty</b>
	10:00 am - 11:30 am	MS Word/Google Docs/ inpage	
	11:30 am - 1:00 pm	MS PowerPoint/Basic presentation skills	
<b>Tuesday</b> 27-02-2024	10:00 am - 1:00 pm	<b>Database and Email Website Management</b>	<b>ISA Faculty</b>
	10:00 am - 11:30 am	Database management	
	11:30 am - 1:00 pm	Email management using Google Drive/Gmail, Maintaining/managing websites	
<b>Wednesday</b> 28-02-2024	10:00 am - 1:00 pm	<b>Social Media Skills I:</b>	<b>ISA Faculty</b>
	10:00 am - 11:30 am	Social media platforms overview Digital content creation Posters banners etc	
	11:30 am - 1:00 pm	Digital content creation exercise	
<b>Thursday</b> 29-02-2024	10:00 am - 1:00 pm	<b>Digital Media Skills Canva:</b>	<b>ISA Faculty</b>
	10:00 am - 11:30 am	Video Editing	
	11:30 am - 1:00 pm	Video Editing II	
<b>Friday</b> 01-03-2024	10:00 am - 1:00 pm	<b>Digital Media Campaigns</b>	<b>ISA Faculty</b>
	10:00 am - 11:30 am	Designing effective digital media campaigns ,	
	11:30 am - 1:00 pm	Basics of social media analytics and insights	
<b>Monday</b> 04-03-2024	10:00 am - 1:00 pm	<b>Photography and Videography Skills</b>	<b>PID</b>
	10:00 am - 11:30 am	Basic photography and editing skills	
	11:30 am - 1:00 pm	Basic videography and editing skills	
<b>Tuesday</b> 05-03-2024	10:00 am - 1:00 pm	<b>Chat-GPT, Document Management, Budgeting</b>	<b>EPW</b>
	10:00 am - 11:30 am	Chat-GPT,	
	11:30 am - 1:00 pm	Document management, budgeting, media reports	

**Note:** Reference Letter no the schedule for training for officials in press sections abroad is attached. The participants are required to bring in their smartphones/ tablets/laptops with Canva and Google Sheets/ Google Slides installed.

**GOVERNMENT OF PAKISTAN  
MINISTRY OF INFORMATION AND BROADCASTING  
(EXTERNAL PUBLICITY WING)**

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No. 3(2)-2024-EP (ISA)

14<sup>nd</sup> February, 2024

**OFFICE ORDER**

Following officials are transferred/posted in Information Sections Abroad to the post mentioned against each with immediate effect and until further orders:

Sr.No	Name of Official	Present Posting	Post to which transferred
1	Ms. Shakaiba Asad	Assistant Ministry	Assistant Information Section, Ottawa
2	Mr. Faheem Ijaz	Assistant PID	Assistant Information Section, Washington
3	Mr. Muhammad Usman	Steno typist PID	Steno typist Information Section, Ottawa
4	Mr. Mohsin Obaid	Steno typist Ministry	Steno typist Information Section, Washington
5	Mr. Mubashir Abbasi	Assistant PID	Assistant Information Section, Paris
6	Mr. Kamran Murtaza	Assistant Ministry	Assistant Information Section, Singapore
7	Mr. Imran Ali	Assistant DEMP	Assistant Information Section, New York
8	Mr. Kashif Mehmood Cheema	Assistant Research Officer PID	Assistant Information Section, Hong Kong
9	Mr. Ahmad Zulqernain Chaudhry	Steno typist PID	Steno typist Information Section, Hong Kong
10	Mr. Afzal Zaib	DAD PID	Assistant Information Section, Brussels
11	Mr. Muhammad Kashif	DEO Ministry	APS Information Section, New Delhi
12	Mr. Burhan Ahmad	Computer Operator PID	Steno Typist Information Section, Colombo
13	Ch. Muhammad Umar	Computer Operator PID	Assistant Information Section, London
14	Mr. Muhammad Asim Naz	APS Ministry	APS Information Section, Washington
15	Mr. Faisal Ali	Assistant Ministry	Assistant Information Section, Jeddah
16	Mr. Rizwan Matloob	Editor PID	APS Information Section, Cairo
17	Mr. Muhammad Aslam	APS Ministry	APS Information Section, Brussels

Sr.No	Name of Official	Present Posting	Post to which transferred
18	Mr. Muhammad Shafiq	APS DEMP	APS Information Section, Kabul
19	Mr. Aamir Khan Satti	APS Ministry	APS Information Section, London
20	Mr. Muhammad Hashim	Assistant Ministry	Assistant Information Section, Beijing
21	Mr. Shafiq Ahmad Solangi	Monitoring Supervisor DEMP	Steno Typist Information Section, London
22	Mr. Nisar Ali	Information Assistant PID	APS Information Section, Tehran
23	Mr. Zeeshan Naeem	Assistant Ministry	Assistant Information Section, Berlin
24	Mr. Noor Ali	Supdt. PID	APS Information Section, Singapore
25	Mr. Shabbir Ahmad	Computer Operator PID	APS Information Section, Paris
26	Mr. Muhammad Tufail	Information Assistant PID	Assistant Information Section, Kabul
27	Mr. Niaz Muhammad	Assistant Ministry	Assistant Information Section, Ankara
28	Mr. Anjum Shehar Yar	APS Ministry	APS Information Section, Berlin
29	Mr. Raza Adeeb	Steno typist PID	Steno typist Information Section, Jeddah
30	Mr. Shahid Munir	Admin officer ISA	APS Information Section, Moscow
31	Mr. Aamer Saeed Bhatti	Assistant Ministry	Assistant Information Section, Dubai
32	Mr. Ghulam Ali	AIO PID	Assistant Information Section, Tehran
33	Mr. Bashir Jabbar	Assistant Ministry	Assistant Information Section, London
34	Mr.M.Usman Malik	Steno-Typist DEMP	Steno-Typist Information Section, Dubai
35	Mrs. Samina Amir Malik	Monitoring Supervisor DEMP	APS Information Section, Dhaka
36	Mr. Sohail Aftab	APS Ministry	APS Information Section, Tokyo
37	Mr. Waseem Abbas	APS Ministry	APS Information Section, Beijing
38	Mr. Muhammad Hassan Chandio	Assistant PID	Assistant Information Section, Dhaka
39	Mr. Zeeshan Ibrahim	AIO PID	APS Information Section, Ankara

40	Mr. Muhammad Asif Khan	Assistant Ministry	Assistant Information Section, Colombo
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2. The postings are subject to fulfilment of all the codal formalities.



(SANA SAIF)  
Assistant Director (ISA)

**Distribution:**

- i. Executive Director General/PIO, PID, Islamabad
- ii. EDG, Information Service Academy, Islamabad
- iii. EDG, Directorate of Electronic Media and Publication, Islamabad
- iv. CAO, M/o Foreign Affairs, Islamabad
- v. AGPR, Islamabad
- vi. Director (Secretary's Office), M/o I&B, Islamabad
- vii. Director (Secretary's Office), M/o I&B, Islamabad
- viii. Section Officer (E-I), M/o Information and Broadcasting, Islamabad
- ix. All Information Sections Abroad
- x. Deputy Director (Estt-III), M/o Foreign Affairs, Islamabad
- xi. APS to EDG, EP Wing
- xii. Official Concerned