



Dated: August 02, 2026

NOMINATION ORDER:-

Subject: **LIST OF NOMINATED PARTICIPANTS FOR THE TWO-DAY CAPACITY BUILDING TRAINING PROGRAM ON “DIGITAL & AI SKILLS FOR OFFICE PRODUCTIVITY, INCLUDING E-OFFICE APP” SCHEDULED ON 5th & 6th AUGUST, 2026.**

1. In pursuance of the Notification issued by the Office of the Registrar vide No. RUB/Estt:/NT-03/461-06 dated 31-07-2026, conveying the approval of the Worthy Vice Chancellor, University of Balochistan, Quetta, for the conduct of a Two-Day Capacity Building Training Program titled “Digital & AI Skills for Office Productivity, including E-Office App” for administrative employees appointed in the year 2020 and onward, the University Training & Development Centre (UTDC) is pleased to notify the group-wise list of nominated participants appended below.
2. The training program shall be held on Wednesday, 5th August 2026 and Thursday, 6th August 2026 from 09:30 AM to 01:00 PM at the DIT Smart Class Room, Directorate of IT, University of Balochistan, Quetta. In order to ensure practical, hands-on learning, the nominated participants have been divided into two batches: Group-A shall attend on Day 1 (Wednesday, 5th August 2026), whereas Group-B shall attend on Day 2 (Thursday, 6th August 2026).

The schedule of the training shall be as under:

Timing	Session / Module	Resource Person
09:30 AM - 11:00 AM	Session I: Digital & AI Skills for Office Productivity (AI Drafting, Summarization, MS Office, Cloud Storage)	Mr. Kamaluddin Khilji, Research Associate, ORIC
11:00 AM – 11:30 AM	Tea Break	—
11:30 AM – 01:00 PM	Session II: E-Office App Operation (File Initiation, Movement, Digital Approval, Archiving)	Mr. M. Salal Khan, Director DIT / Additional Registrar

3. All nominated participants are hereby directed to attend the training program positively on their respective assigned date at the notified venue. Participants are required to report at the venue 15 to 30 minutes before the commencement of the training, i.e., between 09:00 AM and 09:15 AM, for attendance and registration formalities.
4. Attendance is mandatory for the designated group on its scheduled day. Participants are expected to attend the complete training sessions from commencement till conclusion; leaving the venue during the sessions without prior permission of the Director, UTDC, shall be treated as absence.
5. Any employee missing in this list contact UTDC for information and further process.
6. All Heads of Departments, Sections and Offices are requested to relieve their respective staff members on their assigned date to enable them to attend the training program without hindrance.
7. Certificates of Participation shall be awarded at the closing ceremony to the participants who complete the training program.
8. No request for change of group / date shall be entertained except with the prior written approval of the Director, UTDC.

GROUP-WISE LIST OF NOMINATED PARTICIPANTS

S. No.	Name of Participant	Designation
GROUP – A DAY 1: WEDNESDAY, 5th AUGUST 2026 (09:30 AM – 01:00 PM)		
1.	Mr. Muhammad Riaz S/O Bismillah Khan	Admin & HR Officer
2.	Mr. Muhammad Imran Khan S/O Muhammad Akram	Assistant Account Officer
3.	Mr. Muhammad Akbar S/O Ghulam Muhammad	Admin Assistant
4.	Mr. Syed Sami Ullah	Assistant
5.	Mr. Fazal Ur Rehman S/O Naimatullah	K.P.O
6.	Mr. Qazi Waqas Shumail S/O Yahya Abdullah	K.P.O
7.	Mr. Muhammad Awais S/O Habib Ullah	K.P.O
8.	Mr. Rehmat Ullah S/O Naimat Ullah	K.P.O
9.	Mr. Waqar Ahmed S/O Khalil Ahmed	K.P.O
10.	Mr. Malik Sultan Ali S/O Malik Pervez Alam	K.P.O

S. No.	Name of Participant	Designation
11.	Mr. Rasheed Ahmed S/O Abdul Samad	K.P.O
12.	Mr. Muhammad Qasim S/O Innayat Ur Rehman	K.P.O
13.	Mr. Naeem Akhtar S/O Muhammad Yasin	K.P.O
14.	Mr. Naqeeb Ullah S/O Bashir Ahmed	K.P.O
15.	Mr. Abdul Sattar S/O Mir Maqbool Ahmed	K.P.O
16.	Mr. Muhammad Qaseem S/O Muhammad Khan	K.P.O
17.	Mr. Adnan Younas S/O Muhammad Younas	K.P.O
18.	Mr. Muhammad Amin Shahwani S/O Raheem Bakhsh Shahwani	K.P.O
19.	Mr. Zarak Khan S/O Muhammad Hassan Kakar	K.P.O
20.	Mr. Muhammad Asif Khalil S/O Khalil Ur Rehman	K.P.O
21.	Mr. Amir Khan	K.P.O
22.	Mr. Muhammad Imran	K.P.O
23.	Mr. Muhammad Nawaz Khan	K.P.O
24.	Mr. Muhammad Zubair S/O Maqbool Ahmed Khalid	Junior Clerk
25.	Mr. Adnan Gul S/O Gulshan	Junior Clerk
26.	Mr. Asad Ullah S/O Dawood Shah	Junior Clerk
27.	Mr. Adil Khan S/O Nadir Khan	Junior Clerk
28.	Mr. Muhammad Zeeshan S/O Sher Dil	Junior Clerk
29.	Mr. Hafeez Ullah	Telephone Operator
30.	Mr. Abdul Jamil	Pashto Composer
31.	Mr. Faizan Baig S/O Mirza Qamar Baig	Junior Clerk
32.	Mr. Jahangir S/O Ghulam Haider	Junior Clerk
GROUP – B DAY 2: THURSDAY, 6th AUGUST 2026 (09:30 AM – 01:00 PM)		
33.	Mr. Muhammad Shahzad S/O Mehboob Khan	Junior Clerk
34.	Mr. Hamayun Khan S/O Muhammad Siddique	Junior Clerk
35.	Mr. Shakeel Ahmed Panezai S/O Payo Khan Kakar	Junior Clerk
36.	Mr. Abdul Wahab S/O Abdul Khaliq	Junior Clerk
37.	Mr. Atta Ullah S/O Jan Alam	Junior Clerk
38.	Mr. Sajid Ali S/O Ashiq Hussain	Junior Clerk
39.	Mr. Hussain Ahmed S/O Ameer Bakhsh	Junior Clerk
40.	Mr. Nasir Ahmed S/O Naseer Ahmed	Junior Clerk
41.	Mr. Rafi Ullah S/O Muhammad Afzal	Junior Clerk
42.	Mr. Asmat Ullah S/O Liaqat Ali	Junior Clerk
43.	Mr. Adeel Ahmed S/O Khalil Ahmed	Junior Clerk
44.	Mr. Muhammad Naseem S/O Ghulam Sarwar	Junior Clerk
45.	Mr. Abdul Sattar S/O Muhammad Qasim	Junior Clerk
46.	Mr. Syed Attaullah Shah S/O Pir Khitab Shah	Junior Clerk
47.	Mr. Abdul Hafeez S/O Abdul Aziz	Junior Clerk
48.	Mr. Muhammad Tariq S/O Muhammad Ayub	Junior Clerk
49.	Mr. Abdul Waheed S/O Abdul Rasheed	Junior Clerk
50.	Mr. Mouladad S/O Khuda-I-Dost	Junior Clerk
51.	Mr. Asif S/O Habib Ullah	Junior Clerk
52.	Mr. Fazal Muhammad S/O Abdul Karim	Junior Clerk
53.	Mr. Najeeb Ullah S/O Nasrullah Khan	Junior Clerk
54.	Mr. Muhammad Asif S/O Rehmat Ullah	Junior Clerk
55.	Mr. Muhammad Baseer Khan S/O Gul Muhammad	Junior Clerk
56.	Mr. Muhammad Ibrahim	Junior Clerk
57.	Mr. Khurram Shehzad	Junior Clerk

S. No.	Name of Participant	Designation
58.	Ms. Khalida Akhtar D/O Akhtar Muhammad	Junior Clerk
59.	Mr. Khalil Ur Rehman S/O Abdul Ghaffar	Junior Clerk
60.	Ms. Asma Khalid	Library Assistant
61.	Hafeez Ur Rehman	Calligrapher
62.	Ms. Saliha Begum	KPO
63.	Ms. Asia Akbar	KPO
64.	Ms. Mahjabeen	LAN Technician
65.	Mr. Muhammad Mohsin	Junior Clerk


Director (UTDC),
University of Balochistan, Quetta