



"CREATING EXCELLENCE"

GOVERNMENT OF PAKISTAN

MINISTRY OF PLANNING, DEVELOPMENT AND SPECIAL INITIATIVES

PAKISTAN PLANNING AND MANAGEMENT INSTITUTE (PPMI)

PPMI Complex, Street. No. 1, Sector H-8/1, Islamabad. Tel: 051-9269883 Fax: 051-9269882

No.2(27-A)PPMI/PD/2023-24

Islamabad, the 23rd November, 2023

SUBJECT: TRAINING COURSES FOR 3RD QUARTER (JANUARY - MARCH) 2023-24

Dear Sir/Madam, الست لانه

Pakistan Planning and Management Institute (PPMI), Ministry of Planning, Development and Special Initiatives, Government of Pakistan invites nominations of suitable officers in BPS-17 and above working on relevant assignments for the following courses to be organized during 3rd Quarter (January-March,) 2023-24.

S. No.	Course Name	Dates
1	PC-I & II Preparation	8 - 12 January, 2024
2	Human Resource Management in Public Sector	17 - 19 January, 2024
3	Microsoft Project Software	24 - 26 January, 2024
4	Public Financial Management System	5 - 7 February, 2024
5	Dealing Tax Matters in Government Departments	14 - 16 February, 2024
6	Appraisal & Risk Management	21 - 23 February, 2024
7	Contract Management	26 - 28 February, 2024
8	Public Procurement Policies and Rules	5 - 8 March, 2024

2. It is clarified that no fee is charged from the Government officers. However, other expenditure to be incurred on travelling, boarding and lodging etc. of participants will be borne by the nominating Ministries/ Divisions/Departments/Organizations. The nominations of relevant officers along with brief CV (one page) of the nominee(s) must reach PPMI at the earliest and no later than **(07 days)** before commencement of the training course through concerned Ministries/Divisions/Departments/Organizations. In case, more than one nominations are to be made for a training course by an organization, it must be clearly indicated as **Principal and Alternate Candidate**.

3. Please also ensure that necessary **telephone contact number (including Mobile Number)** and **Fax/Email ID of nominee(s)/nominating agency and controlling officer** are given in the covering letter enabling PPMI for prompt communication with the concerned. Brief contents of the training courses are overleaf in case of any clarification regarding it **Ch. Sajid Ali (Programme Officer)**, PPMI may be contacted at **ppmicoordinator@gmail.com** and on Ph: 051-9269883.

4. The nominee should report to PPMI for participation in training course only **after confirmation of his/her nomination by PPMI**. Hostel facility is also available at PPMI on payment but requires prior booking to avoid inconvenience. Request for booking may please be sent along with nominations.

Yours sincerely,

Ali
23/11/23

(DR. MUHAMMAD ALI NOOR)

Director General, PPMI

DISTRIBUTION:

- Staff Officer to Minister, M/o Planning, Development & Special Initiatives, Islamabad.
- Staff Officer to Deputy Chairman, Planning Commission, Islamabad.
- Staff Officer to Secretary, M/o Planning, Development & Special Initiatives, Islamabad.
- SPS to Additional Secretary (D&SI), M/o Planning, Development & Special Initiatives, Islamabad.
- APS to Joint Secretary (Org/Lit), M/o Planning, Development & Special Initiatives, Islamabad.
- Section Officer (N), Training Section, M/o Planning, Development & Special Initiatives, Islamabad.
- Assistant Director, JACC for uploading of M/o Planning, Development & Special Initiatives, Islamabad.

DevCom, M/o PD&SI
Diary No. 1122
Date: 06-12-23

HRM-IV Section
Diary No. 2121
Dated: 05-12-2023

HRM-VI Section
Diary No. 515
Dated: 5-12-23