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F. No. 1(10)/2024-25/TC/DD(T)
Government of Pakistan
Establishment Division
Akhtar Hameed Khan National Centre for Rural Development
Park Road, Chak Shahzad, Islamabad

DIRECTOR GENERAL

September 25, 2024

SUBJECT: Five Days' Training Course on "Monitoring and Evaluation of Development Projects", 28th October – 01st November, 2024.

Akhtar Hameed Khan National Centre for Rural Development (AHKNCRD), an Executive Department of Establishment Division, is responsible for promoting the cause of rural development in Pakistan through its programmes of training and research. Training is imparted, inter alia to officials of the Local Government and Rural Development Departments, elected representatives, functionaries of Nation Building Department (NBD's) in order to improve their professional skills and promote sharing of experiences regarding rural development in Pakistan.

2. AHKNCRD is planning to organize a five days' training course on "Monitoring and Evaluation of Development Projects" from 28th October – 01st November, 2024. The major objectives of the training programme include:

- To make participants understand the important stages in an M&E System;
- To enable the participants to develop a framework that links project activities to outcomes and impacts (goals);
- To learn approaches and tools of Monitoring and Evaluation design and proposal; and
- To provide a forum for sharing of relevant experiences to the participants coming from various sectors and regions of the country.

3. **No training fee will be charged for the training;** however, TA/DA of the participants shall be borne by the nominating agencies. Boarding and lodging facilities are available in the NCRD Hostel located within NCRD Complex, on the approved rates on double occupancy basis. Food expenses will be borne by the participants and staff is available in the Hostel for necessary services.

4. Participants may please be informed that Family Members/Servants are not allowed to stay with them in the Hostel.

5. It will be appreciated if nominations of 4-5 suitable officers from your department/organization are sent to NCRD by **October 21st, 2024**. The nomination letter is required to include:

Name	Designation	Department	Contact number	Email Address	whether hostel facility is required
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Venue: AHK National Centre for Rural Development (NCRD), Park Road, Chak Shahzad, Islamabad.

Course Coordinator: Mr. Mubashir Zaman Khan, Deputy Director (Training)

Telephone No.: 051-9255187 Fax No.: 051-9255157; E-mail: mzkhan.ele@gmail.com

With regards,

Sincerely,

A/S (Dev/HRM)

9/30/24

Handwritten signature

(ISRAR MOHAMMAD KHAN)

Distribution to:

- Federal Secretaries, Ministries/Divisions, Islamabad.
- Chief Secretaries of Provinces/Constituent Units (Punjab, Sindh, Khyber Pakhtunkhwa, Baluchistan, Gilgit Baltistan & Azad Jammu & Kashmir)
- Concerned Secretaries of Provinces/Constituent Units (Punjab, Sindh, Khyber Pakhtunkhwa, Baluchistan, Gilgit Baltistan & Azad Jammu & Kashmir)
- Deputy Commissioners (Punjab, Sindh, Khyber Pakhtunkhwa, Baluchistan, Gilgit Baltistan & Azad Jammu & Kashmir)
- Concerned Federal & Provincial Government Organizations/Departments
- Vice Chancellors of Public & Private Universities
- Concerned IGOs, INGOs, NGOs & CSOs

SSS HRM

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Muhammad Bashir Khebran

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DevCom, M/o PD&S
Diary No. 1329
Date: 04/10/2024

Deputy Secretary (HRM)
Diary No. 1027
Dated: 1-10-24

12-28
30-09-24

Office of the AS (HRM/Dev)
Diary No. 1329
Dated: 30/09/24

Diary No. 170
Dated: 1-10-24