



## “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

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No.2(27-A)PPMI/PD/2024-25

Islamabad, the 29<sup>th</sup> May, 2024

**SUBJECT: TRAINING COURSES FOR 1<sup>ST</sup> QUARTER (JULY-SEPTEMBER) 2024-25**

Dear Sir/Madam,

الستاذة الكريمة

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 **1<sup>st</sup> Quarter (July – September) 2024-25**.

S. No.	Course Name	Dates
1	Managing Human Resource in Public Sector	10 - 12 July, 2024
2	Manual for Development Projects	22 - 26 July, 2024
3	Macro-Economic and Fiscal Management in Public Sector	29 - 31 July, 2024
4	Public Procurement Policies and Rules	6 - 9 August, 2024
5	Preparation of PC-I & PC-II	20 - 23 August, 2024
6	Dealing Tax Matters in Government Departments	28 - 30 August, 2024
7	Complete Project Management Cycle	2 - 6 September, 2024
8	Microsoft Project (Project Management Software)	11 - 13 September, 2024
9	Public Financial Management	24 - 27 September, 2024

- 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**.
- 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.**
- 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,

(DR. MUHAMMAD ALI NOOR)

Director General, PPMI

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- Secretaries of Ministries/Divisions.
- Chief Secretaries of Provinces/AJK/G.B
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- Heads of Public Sector/Autonomous/Semi-Autonomous Organizations & Universities.
- Secretary, Planning and Development Department, Punjab, KP, Baluchistan, Sindh, GB & AJK

### **Copy to:**

- Staff Officer to Minister, M/o Planning, Development & Special Initiatives, Islamabad.
- Staff Officer to Deputy Chairman, Planning Commission, Islamabad.