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F. No. 2(1)/2024-25/Trg./ (RO-III)  
Government of Pakistan  
Establishment Division  
Akhtar Hameed Khan National Centre for Rural  
Development  
Park Road, Chak Shahzad, Islamabad

A.S (Dev/HRM)

DIRECTOR GENERAL

September, 5<sup>th</sup>, 2024

**SUBJECT: Five days' Training Course on "Business Management for Small & Medium Enterprises" from October, 14-18, 2024.**

9/13/24  
Awais Manzoor  
Secretary

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 three days' training workshop on **Five days' Training Course on "Business Management for Small & Medium Enterprises" from October 14-18, 2024.** The major objectives of the training programme include:

- To acquaint the participants with concept, and practice of small and medium enterprises;
- To familiarize the participants with various tools and techniques required to run small and medium enterprises;
- To share with the participants, the potential and scope of various small and medium enterprises; and
- To facilitate sharing of relevant experiences and knowledge among the participants coming from various parts of the country regarding small and medium enterprises.

16/9  
Kamran Rehman Khan  
Additional Secretary  
(Admin. Org. SLLI)

SJS (HRM)

3. **No training fee will be charged for the training sessions;** 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 and the 'first come, first serve' and double occupancy basis. Food arrangements will be made by the participants on self-finance basis for which staff is available in the Hostel.

Muhammad Bashir Khetran  
Sr. IS (HRM)

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 **10<sup>th</sup> October, 2024.** The nomination letter is required to include:

Name	Designation	Department	Contact details	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. Hanifullah, Research Officer (Training), **Telephone No.:** 051-9255231  
**Fax No.:** 051-9255157; **E-mail:** ro3@ncrd.gov.pk

With regards,

(ISRAR MOHAMMAD KHAN)

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