



“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

No.2(27-A)PPMI/PD/2025-26

Islamabad, the 1st December, 2025

SUBJECT: TRAINING COURSES FOR 3RD QUARTER (JANUARY - MARCH) 2025-26

Dear Sir/Madam, السلامة عليكم

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) 2025-26**.

S. No.	Course Name	Course Date
1	Monitoring & Evaluation of Development Projects	7 - 9 January, 2026
2	Complete Project Cycle Management	12 - 16 January, 2026
3	Environmental Sustainability & Resilience Building	21 - 23 January, 2026
4	Managing Human Resource in Public Sector	28 - 30 January, 2026
5	Budgeting & Financial Management in Public Sector	2 - 4 February, 2026
6	Preparation of PC-I & PC-II	11 - 13 February, 2026

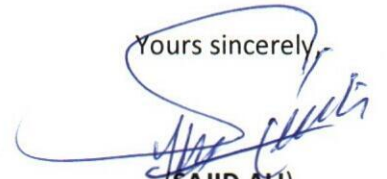
2. It is clarified that no fee is charged from the Government officers. However, other expenditure to be incurred on travelling, boarding and lodging etc. of participants will be borne by the nominating Ministries/Divisions/Departments/Organizations.

3. 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**.

4. 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 **Training Coordinator, PPMI may be contacted at ppmicoordinator@gmail.com and on Ph: 051-9269883**.

5. 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,


(SAJID ALI)

Programme Officer, PPMI

DISTRIBUTION:

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

Copy to:

- ✚ SPS to Minister, M/o Planning, Development & Special Initiatives, Islamabad.
- ✚ SPS to Deputy Chairman, Planning Commission, Islamabad.
- ✚ SPS to Secretary, M/o Planning, Development & Special Initiatives, Islamabad.
- ✚ SPS to Additional Secretary (A&O), 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 (VI), Training Section, M/o Planning, Development & Special Initiatives, Islamabad.
- ✚ Assistant Director (IT Wing), M/o PD&SI for uploading of M/o Planning, Development & Special Initiatives, Islamabad.

BRIEF COURSE CONTENTS
3RD QUARTER (JANUARY - MARCH) 2025-26

Monitoring & Evaluation of Development Projects

- Essentials of Monitoring & Evaluation (M&E)
 - M&E Overview
 - Main difference between Monitoring & Evaluation
- Designing & Implementing M&E System
 - Place of M&E in the Project Management Cycle
 - M&E Frameworks- Logical
- Performance Monitoring & Evaluation
 - Performance Indicators
 - Performance Monitoring and Evaluation
- Project Evaluation
 - Basic of Evaluation
 - Types of Evaluations
- Data Management & Information Use
 - Identifying types of Data
 - Data Collection & Analysis

Environmental Sustainability and Resilience Building

- Understanding Environmental Sustainability
- Environmentally Sustainable Development & management
- Understanding Resilience and Resilience Building
- Climate-resilient Development Planning
- Climate-resilient Agriculture and Food Systems with a focus on Health and Nutrition
- Climate-Resilient Policy, Governance and Financing
- Resilience Building in Development Projects

Budgeting and Financial Management in Public Sector

- Overview of Public Financial Management
- Diagnosing Strengths & Weaknesses of PFM Systems
- Pros & Cons of PFM Reforms & Harmonizing/aligning with Donors requirements
- Reforms Roadmap & Management of Reform Processes
- Preparation of Financial Statement & Interpretations
- Case Study of PIFRA
- Introduction to General Financial Rules (GFR) FM Act, 2019

Complete Project Cycle Management

- Planning Machinery, Processes & Procedures in Pakistan
- Overview of Planning Commission's Documents (PC-I to PC-IV)
- Project Preparation & Design (PC-I & PC-II)
- Project Approval
- Project Execution / Implementation
- Project Monitoring & Control (PC-III A&B, Monitoring report, Project profile etc.)
- Project Closure (PC-IV)

Managing Human Resource in Public Sector

- Framework of HRM in the Public Sector of Pakistan
- Developing Job Descriptions & KPIs
- Recruitment & Selection Process
- Training and Development of HR
- Performance Appraisal Process: Tips for the Supervisory officers
- Ethical Dilemmas: Misuse of Resources, Power & Abuse
- Leave Rules and Retirement/Pension Rules
- How to frame, Initiate, Execute & Report Disciplinary Proceedings?
- Identifying & Monitoring Key Performance Indicators (KPI's)

Preparation of PC-I & PC-II

- Planning Machinery, Processes and Procedures in Pakistan
- Orientation on Project Preparation Document (PC-I & PC-II)
- Project Documents preparation of PC-I & PC-II
- Role & Importance of Appraisal in Project Cycle Management
- Introduction to Project Appraisal Concepts, Tools & Techniques
- Programme Evaluation & Review Technique (PERT)
- Approval of Project
- Financial/Economic/Unit Cost Analysis
- Logical Framework Analysis (LFA) & Risk Analysis