

**GOVERNMENT OF PAKISTAN
MINISTRY OF COMMERCE**

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No. 5(1)/2020-Admn-I/MoC

Islamabad, the 06th August, 2020

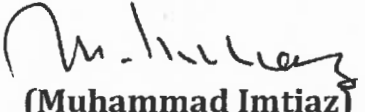
C I R C U L A R

Subject: - ONLINE-TRAINING WORKSHOP ON "REPORT WRITING SKILLS FOR DEVELOPMENT PROJECTS" FROM AUGUST 24-26, 2020

A self-explanatory letter No 1(2)/2020-21/RO-II/W dated 21th July, 2020 received from Establishment Division, contains guidelines for the subject training is enclosed for uploading on the website of Ministry of Commerce for information.

2. Interested officers who fulfill the eligibility criteria may forward their nomination to Admn-I/MoC Section by **17-08-2020** positively for onward submission to the Establishment Division.

Encl: As above


(Muhammad Imtiaz)
Deputy Director (MoC)

Manager (IT), Ministry of Commerce with the request to kindly upload the same on the website of this Ministry.



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F. No. 1(2)/2020-21/RO-II/W

GOVERNMENT OF PAKISTAN

ESTABLISHMENT DIVISION

AHKNATIONAL CENTRE FOR RURAL DEVELOPMENT

PARK ROAD, CHAK SHAHZAD, ISLAMABAD

DIRECTOR GENERAL

July 21, 2020

SUBJECT: ONLINE TRAINING WORKSHOP ON "REPORT WRITING SKILLS FOR DEVELOPMENT PROJECTS", FROM AUGUST 24-26, 2020.

Akhtar Hameed Khan National Centre for Rural Development (AHKNCRD), an Attached Department of Establishment Division, is responsible for promoting the cause of rural development and poverty alleviation 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, and functionaries of Nation Building Department (NBD's) in order to improve their professional skills and promote sharing of relevant experiences regarding rural development and poverty alleviation in Pakistan.

2. AHKNCRD is planning to organize a three days' training workshop on "Report Writing Skills for Development Projects" from August 24-26, 2020. The programme will be conducted online via tele-mode of training owing to the current lockdown restrictions in wake of the persisting threat of the COVID-19 pandemic.
3. The major objectives of the training workshop include:
 - To realize the need and importance of report writing for public and non-governmental development projects;
 - To learn writing of report at various stages of a development project; and,
 - To promote sharing of experiences among the participants with respect to report writing skills for development projects.
4. **No training fee will be charged for training.** An online training mechanism would be utilized to impart the training sessions, which will be electronically accessible from home/office/any other place in order to attend the sessions. To attend the training programme, the participants need to have computer/mobile phone (Android/IOS) with internet connection and headphone. Two one-hour sessions will be held on daily basis. E-Certificates will be awarded to the participants after completion of the programme.
5. It will be appreciated if nominations of 4-5 suitable officers from your department/organization are sent to NCRD by 21st August, 2020. The nomination letter is required to include: Name, Designation, Department, Contact no., & Email Address of the nominees. The coordinator may be contacted in case of any further queries.

Workshop Coordinator: Muhammad Ahsan Jamil, Research Officer

Telephone No.: 051-9255326, **Fax No.:** 051-9255157

E-mail: ro2@ncrd.gov.pk

With regards,

Sincerely,


(ISRAR MOHAMMAD KHAN)

Distribution to:

- All Federal Secretaries of Ministries/Divisions, Islamabad/Rawalpindi,
- All Chief Secretaries of Provinces and federating units of AJK & Gilgit-Baltistan,
- All Concerned Secretaries of Provinces and federating units of AJK & Gilgit-Baltistan,
- All Deputy Commissioners in Provinces and federating units of AJK & Gilgit-Baltistan,
- All Concerned Government Organizations/Departments in Federal, Provincial and Local Governments of AJK & Gilgit-Baltistan
- All Vice Chancellors of Public & Private Universities,
- All Concerned IGOs, NGOs & CSOs.