

GOVERNMENT OF PAKISTAN
MINISTRY OF COMMERCE

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No. 5(2)/2020-Admn-I/MoC

Islamabad, the 27th August, 2020

CIRCULAR

Subject: - TRAINING COURSE FOR 1ST QUARTER 2020-21

A self-explanatory letter No 2(27-A)PPMI/PD/20-21 dated 19th August, 2020 received from Ministry of Planning, Development and Special Initiatives, 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 **27-08-2020** before closing hours for onward submission to the Pakistan Planning and Management institute (PPMI).

Encl: As above


(Nosheen Imtiaz)
Director HR (MoC)

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



"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

No.2(27-A)PPMI/PD/20-21

Islamabad, the 19th August, 2020

SUBJECT: TRAINING COURSES FOR 1ST QUARTER 2020-21

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 1st Quarter 2020-21.

S. No.	Course Name	Dates
1.	Human Resource Management in Public Sector	1-4 September, 2020
2.	Budgeting and Financial Management in the Public Sector	8-11 September, 2020
3.	Managing Time and Cost Overrun in Projects: Module-I (Planning & Scheduling Projects)	14-18 September, 2020
4.	Project Appraisal and Risk Management	22-25 September, 2020
5.	Development of Key Performance Indicators (KPIs)	28 -30 September, 2020

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. Contents of 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: **051-9269769**. The mode of training whether online or face to face will be communicated at the time of confirmation to nominees.

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.

Yours sincerely,

Ali Noor
(DR. MUHAMMAD ALI NOOR)
Director General, PPMI

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- iv. Heads of Public Sector/Autonomous/Semi-Autonomous Organizations & Universities.
- v. Secretary, Planning and Development Department, Punjab, KP, Baluchistan, Sindh, GB, & AJK

Diary No. 24460 JS (Admn)/Ins. Date: 24/8/2020

Diary No. 4022 Date: 24/8/2020

Diary No. 2787 AS-II Dated 24/8/2020

Diary No. 1302 MOC Date: 26/8/2020

AS-II

1302 MOC
26/8/2020

BRIEF COURSE CONTENTS

1ST QUARTER 2020-21

Human Resource Management in Projects

- Framework of HRM in the Public Sector of Pakistan
- Developing job descriptions and KPIs
- Recruitment and selection process
- Landscape of training and development in the public sector of Pakistan
- Performance Appraisal Process in the Public Sector: tips for the supervisory officers
- Ethical dilemmas in the public sector: misuse of resources, power and abuse
- Leave Rules and Retirement/Pension Rules
- How to frame, initiate, execute and report disciplinary proceedings?
- Identifying and Monitoring Key Performance Indicators (KPI's)

Budgeting and Financial Management in Public Sector

- Overview of Public Financial Management
- Diagnosing strengths and weaknesses of PFM systems
- Pros and cons of PFM reforms and harmonizing/aligning with donors requirements
- Reforms roadmap and management of reform processes
- Preparation of financial statement and interpretations
- Case study of PIFRA
- Introduction to General Financial Rules (GFR)
- PFM Act, 2019

Managing Time and Cost Overrun in Projects: Module-I (Planning & Scheduling Projects)

- Requirements Management
- Scope Management
- Time Scheduling
- Resource Scheduling
- Planning Tools & Techniques
- Resource Management
- Work Breakdown Structures
- Activity Sequencing & Dependencies
- Network Diagrams
- Activity Duration Estimating
- Schedule Development
- Resource Pool
- Gantt Charts including Tracking Gantt
- Applying the Calendar
- Resource Leveling
- Lags and Leads
- CPM and PERT

Project Appraisal and Risk Management

- Overview of Development Project Processes and Project Life Cycle
- Importance of Appraisal in Project Preparation Phase
- Project Cost Estimation
- Project Appraisal/CBA
- Project Economic Analysis
- Project Financing and Financial sustainability of projects
- Project Unit Cost Analysis
- Foundations of uncertainty and risk
- Risk assessment, mitigation and management techniques
- Project Risk and Sensitivity Analysis

Development of Key Performance Indicators (KPIs)

- Identifying KPI's
- Challenges in identifying KPIs
- Develop Strategic Themes and Results
- Generating value with KPIs
- KPI Management
- Balanced Scorecard Techniques in dealing with KPI's