

**GOVERNMENT OF PAKISTAN
MINISTRY OF COMMERCE**

No. 5 (3)/2022-Admn-I/HR-I

Islamabad, the 16th October, 2023


CIRCULAR

SUBJECT: FIVE DAYS TRAINING ON "PLANNING & MANAGEMENT OF DEVELOPMENT OF DEVELOPMENT PROJECTS" FROM NOVEMBER 13-17, 2023

Please find enclosed herewith a copy of self explanatory letter No. 1(3)/2023-24/TC/AD(T-II) dated October, 2023 received from Aktar Hameed Khan National Center for Rural Development (AHKNCRD), an Executive Department of Establishment Division, on the above mentioned subject for placing on the website of the Ministry of Commerce.

2. Interested/relevant officers of the **Main Ministry and its Attached Departments/Organizations** who fulfill the eligibility criteria may forward their nominations, duly approved by their respective Head (s) of Wing (s) to HR-I Section latest by **25-10-2023 positively**.

Encl: **As above**


(Aamir Waheed)
Section Officer (HR-I)

✓ **Database Administrator,**
Ministry of Commerce,
Islamabad

Copy for information to **Section Officer (AOs-HR), Ministry of Commerce, Islamabad**



Ph:051-9255189
Fax:051-9255157

F.No.1(3)/2023-24/TC/AD(T-II)
Government of Pakistan
Establishment Division
AHK National Centre for Rural Development
Park Road, Chak Shahzad – Islamabad

DIRECTOR (TRAINING)

October ,2023

SUBJECT: FIVE DAYS' TRAINING COURSE ON "PLANNING & MANAGEMENT OF DEVELOPMENT PROJECTS" FROM NOVEMBER 13-17, 2023

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 five-day training course on "Planning & Management of Development Projects" from November 13-17, 2023. The major objectives of the training programme include:

- To provide participants with the knowledge and skills necessary to plan and manage development projects effectively;
- To enable participants to identify and mitigate risks associated with development projects; and
- To enable participants to monitor and evaluate development projects to ensure that they are meeting their objectives.

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 on 'first come, first serve' and double occupancy basis. Food arrangements will be made by the participants on self-finance basis for which the staff is available in the Hostel.

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 November 09, 2023. The nomination letter is required to include:

Name	Designation	Department	Contact number	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: Ms. Maira Razzaq, Assistant Director (T-II)
E-mail: adt2@ncrd.gov.pk; Tel: 051-9255158

With regards,

Sincerely,

(Dr. Abdul Rehman Khan Mazri)

Distribution to:

- Federal Secretaries, Ministries/Divisions, Islamabad.
- Chief Secretaries of Provinces/Constituent Units (Punjab, Sindh, Khyber Pakhtunkhwa, Baluchistan, Gilgit Baltistan & Azad Jammu & Kashmir)
- Concerned Secretaries of Provinces/Constituent Units (Punjab-Lahore, Sindh-Karachi, KP-Peshawar, Baluchistan-Quetta, Gilgit Baltistan-Gilgit & AJ&K-Muzaffargarh)
- Deputy Commissioners (Punjab, Baluchistan, Sindh, Khyber Pakhtunkhwa, Gilgit-Baltistan & AJ&K)
- Concerned Federal & Provincial Government Organizations/C:
- Vice Chancellors of Public & Private Universities
- Concerned IGOs, INGOs, NGOs & CSOs