

GOVERNMENT OF PAKISTAN  
MINISTRY OF COMMERCE

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

Islamabad, the 21<sup>st</sup> November, 2023

**CIRCULAR**

**SUBJECT: TWO WEEKS MANDATORY TRAINING COURSE FOR THE PROJECT DIRECTOR OF PSDP FUNDED PROJECTS (BATCH-IV)**

Please find enclosed herewith a copy of self explanatory letter No. PPMI/CUSTOMISED/PD-Trg (II)/2023-24 dated 13<sup>th</sup> November, 2023 received from Pakistan Planning and Management Institute (PPMI), on the above mentioned subject for placing on the website of the Ministry of Commerce.

2. Interested officers/relevant 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 to HR-I Section latest by **22-11-2023 positively**. *Nominations received after the deadline will not be entertained.*

Encl: **As above**



(Aamir Waheed)  
Section Officer (HR-I)

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



**REMINDER**

**"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

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No. PPMI/CUSTOMISED/PD-Trg (II)/2023-24

Islamabad, the 13<sup>th</sup> November, 2023

**SUBJECT: TWO WEEKS MANDATORY TRAINING COURSE FOR THE PROJECT DIRECTORS OF PSDP FUNDED PROJECTS (BATCH-IV)**

Dear Sir/Madam, **السلامة عليكم**

Reference Pakistan Planning and Management Institute (PPMI)'s letter of even number dated 25<sup>th</sup> October, 2023. It is pertinent to mention here that PPMI has received only nominations from Law & Justice Division. It is clarified as per the Prime Minister's directives (copy enclosed) the said mandatory course for Project Directors is for two weeks only and not three weeks. New Project Directors shall remain on probation till satisfactory completion of training at PPMI, while Principal Accounting Officers (PAOs) shall certify that all Project Directors working in their projects have successfully completed the said training/certification from PPMI. It is stated that so far 3 batches of the subject training has been done by PPMI in which 65 projects directors have participated.

2. Therefore, Pakistan Planning and Management Institute (PPMI), Ministry of Planning, Development and Special Initiatives once again invites nominations of Project Directors working on PSDP funded projects as per format below before ~~24<sup>th</sup> November, 2023~~. The training course is expected to be launched on or before 26<sup>th</sup> December, 2023 depending upon timely nominations received.

Name of the Project PSDP No.	Total cost of project	Nominee/ PD Name	Contact details (Landline, Mobile No, E-mail, Fax)	Charge Notification	Brief CV	Copy of the PC-I	Presentation and brief of the project.
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3. It is clarified that no fee is charged from the participants, however, other expenditure to be incurred on travelling, boarding and lodging etc. of participants will be borne by the nominating Ministries/ Divisions/Departments/Organizations.

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 PPMI may be contacted at [ppmicoordinator@gmail.com](mailto:ppmicoordinator@gmail.com) and on Ph: 051-9269883.

5. Hostel facility is also available at PPMI on payment, request for booking may please be sent along with nominations.

Yours sincerely,

13/11/23

(DR. MUHAMMAD ALI NOOR)  
Director General, PPMI

Encl: As above

**DISTRIBUTION:**

❖ All Secretaries of Ministries/Divisions of Government of Pakistan.

Copy to:

- ↓ Staff Officer to Deputy Chairman, Planning Commission
- ↓ Staff Officer to secretary, M/o PD&SI
- ↓ SPS to Additional Secretary (Development & Special Initiatives), M/o PD&SI
- ↓ APS to Joint Secretary (Org/Lit), M/o PD&SI
- ↓ Section Officer (VI), Training Section, M/o PD&SI

## **BRIEF COURSE CONTENTS**

### **Module-I:**

#### **Planning Commission Procedures and Manual for Development Projects**

- Planning Machinery, Processes and Procedures in Pakistan
- PC-I to PC-V Proforma
- Planning Commission Feasibility Study Requirements
- Sectoral Classification of Development Expenditure
- NEC Meetings
- Guidelines/Procedures for Preparation and Approval of Development Projects
- Concept Clearance Proposals – Policy Guidelines
- Guidelines by Finance Division for Release of Development Funds to the PSDP-Funded Projects
- Guidelines for the Appointment of an Independent PD
- Guidelines of Project Management Issues by Project Wing Planning Commission
- Functions of Federal Level DDWP
- Procedure for Approval of Self-Financing Development Schemes of Autonomous Organizations
- Notice Regarding Financial Discipline in Execution of Projects/Schemes
- Procedure for Fresh Approval of a Development Scheme in Case of More Than 15% Increase from Originally Approved Cost
- Instructions on Evaluation and Appraisal of Project
- PMES System of the Planning Commission

### **Module-III:**

#### **Project Management and Monitoring & Evaluation Techniques**

- 10 Knowledge Areas of Project Management
- Monitoring & Evaluation tools & techniques
- Impact assessment of Evaluation
- Professional Responsibility (Ethics)
- Earned Value Management
- Processes and Procedures to Improve Project Management
- Essentials of Monitoring and Evaluation (M&E)
- Designing & Implementing M&E System
- Performance Monitoring & Evaluation
- Project Evaluation
- Data Management & Information Use

### **Module-V:**

#### **Primavera (Project Management Software)**

- Introduction to Primavera P6
- Working on Primavera P6
- Managing resources using Primavera P6
- Project costing using Primavera P6
- Project tracking using Primavera P6

### **Module-II:**

#### **PC-I & PC-II Preparation**

- Orientation on Project Preparation Document (PC-I)
- Project Documents preparation of PC-I & PC-II
- Role & Importance of Appraisal In Project Cycle Management
- Introduction to Project Appraisal concepts, Tools and Techniques
- Programme Evaluation and Review Technique (PERT)
- Approval of Project
- Financial/Economic/Unit Cost Analysis
- Logical Framework Analysis (LFA) and Risk Analysis
- RBM framework
- Determining RBM indicators
- SGD Targets/Indicators
- IPAS Modules

### **Module-IV:**

#### **Procurement, Contract and Financial Management of projects**

- Public Procurement Reforms/Regulatory Framework in Pakistan
- Public Procurement Rules
- Procurement Processes: Key Documentations, Tendering, Evaluation and awarding of contracts including Supplier Selection, Proposed Evaluation Contract Preparation, Bid Evaluation and Award
- How to develop TORs for hiring the services of consultants?
- Procurement Guidelines in the Perspective of Foreign-Funded Projects
- Post-Procurement Reviews
- Bidding document preparations: Case study
- Letter of credits
- Introduction to contract Management
- Contract Essentials
- Law and contracts
- Procurement and Contract management
- Bidding and Tendering Process under PPRA
- Price Escalation
- Price Adjustment Formula
- Conflict Management/Arbitration in Contracts
- Negotiation in contracts
- Alternative Procurement arrangements mode
- PPP Projects
- Supply chain management in projects
- Essentials for Procurement & Contract Management
- Managing Contract in Public Sector
- Contract Evaluation and Closure
- Managing changes in contracts
- Price adjustment formula
- Overview of Public Financial Management
- Diagnosing strengths and weaknesses of PFM systems
- Preparation of financial statement
- Interpretations the new PFM Act
- Introduction to General Financial Rules (GFR)