

GOVERNMENT OF PAKISTAN
MINISTRY OF COMMERCE

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

Islamabad, the 5th December, 2023

CIRCULAR

SUBJECT: TRAINING COURSE FOR 3rd QUARTER (JANUARY-MARCH) 2023-24

Please find enclosed herewith a copy of self explanatory letter No. 2(27-A) PPMI/PD/2023-24 dated 23rd 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/relevant officers from **Main Ministry and its Attached Departments/Organizations** may send their nominations, duly approved by their respective Head(s) of the Wing(s)/Departments to HR-I Section fifteen (15 days) before commencement of training.

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



"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/2023-24

Islamabad, the 23rd November, 2023

SUBJECT: TRAINING COURSES FOR 3RD QUARTER (JANUARY - MARCH) 2023-24

Dear Sir/Madam, السيد/السيدة

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,) 2023-24.

S.No.	Course Name	Date
1	PC-I & II Preparation	8 - 12 January, 2024
2	Human Resource Management in Public Sector	17 - 19 January, 2024
3	Microsoft Project Software	24 - 26 January, 2024
4	Public Financial Management System	5 - 7 February, 2024
5	Dealing Tax Matters in Government Departments	14 - 16 February, 2024
6	Appraisal & Risk Management	21 - 23 February, 2024
7	Contract Management	26 - 28 February, 2024
8	Public Procurement Policies and Rules	5 - 8 March, 2024

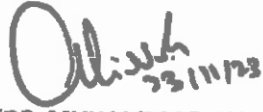
2. It is clarified that no fee is charged from the Government officers. However, other expenditure to be incurred on travelling, boarding and lodging etc. of participants will be borne by the nominating Ministries/ Divisions/Departments/Organizations.

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 Ch. Sajid Ali (Programme Officer), 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,


(DR. MUHAMMAD ALI NOOR
Director General, PPMI

DISTRIBUTION:

- i. Secretaries of Ministries/Divisions.
- ii. Chief Secretaries of Provinces/AJK/G.B
- iii. Additional Chief Secretaries of Provinces/AJK/G.B

BRIEF COURSE CONTENTS
3RD QUARTER (JANUARY-MARCH) 2023-24

PC-I & II Preparation

- Planning Machinery, Processes and Procedures in Pakistan
- Orientation on Project Preparation Document (PC-I)
- Project Documents preparation of PC-I
- 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

Microsoft Project

- Introduction to MS Project
- Project Scheduling
- WBS, Gantt Chart, CPM / PERT
- Resource Assignment
- Resource Leveling
- Tracking
- Reporting
- Crashing
- Earned Value Analysis

Dealing Tax Matters in Government Departments

- Overview of taxation system
- National Tax Framework
- Types of Taxes
- Pattern for submission of Taxes
- Pattern for Return/File of Tax
- Calculation of Taxes
- Promoting Tax Culture in Public and Private Sector

Contract Management

- Overview of the Procurement Cycle
- Legal aspects of Reconciliation, Dispute Resolution and Arbitration
- Role and responsibility under standard-form of FIDIC contracts
- Contract Management (Works) (Monthly Progress Report, Variation Orders, Extension of Time, EOT associated with cost, Issuance of Taking over & Completion Certificates, Calculation of inflation, Price Adjustment formula under contracts, etc.
- Procurement & Contract Management (Goods)
- Standard procedure for evaluation of bids, Award of Contracts and best practices of contract management in context of PPRA rules
- Contract Evaluation, closure and post contract activities in context of PPRA Rules

Human Resource Management in Public Sector

- Framework of HRM in the Public Sector of Pakistan
- Developing Job Descriptions and 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 & Retirement/Pension Rules
- How to frame, initiate, execute and report disciplinary proceedings
- Identifying and Monitoring Key Performance Indicators (KPI's)

Public Financial Management System

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

Project Appraisal and Risk Management

- Importance of Appraisal in Project Preparation Phase
- Project Cost Estimation
- Project Appraisal/CBA
- Project Economic Analysis
- Project Financing & Financial sustainability of projects
- Project Unit Cost Analysis
- Foundations of uncertainty and risk
- Risk Assessment, Mitigation & Management Techniques
- Project Risk and Sensitivity Analysis

Public Procurement Policies and Rules

- Overview of Procurement Life Cycle
- Public Procurement Reforms/Regulatory Framework in Pakistan
- Public Procurement Rules 1-51
- 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?
- Transportation Management in Contracting
- Procurement Guidelines in the Perspective of Foreign-Funded Projects
- Post-Procurement Reviews
- Bidding document preparations: Case study
- Letter of credits