


F. NO. 5(2)/2021-HR-I
GOVERNMENT OF PAKISTAN
MINISTRY OF COMMERCE

Islamabad, the 4th February, 2021

Subject: - TRAINING NEEDS ASSESEMENT (TNA) OF OFFICERS OF BPS-17 AND ABOVE.

Please find enclosed herewith a copy of Pakistan Planning and Management Institute, Ministry of Planning, Development and Special Initiatives, self explanatory letter No TNA/PPMI/PD&SI/2021-22 dated 20th January, 2021 along with its enclosure on the subject cited above for uploading on the website of the Ministry.

Encl: As above


(Muhammad Imtiaz)
Deputy Director (HR-I)

✓ **Deputy Director (IT), Ministry of Commerce Islamabad.**



No. TNA/PPMI/PD&SI/2021-22
GOVERNMENT OF PAKISTAN
PAKISTAN PLANNING AND MANAGEMENT INSTITUTE
MINISTRY FOR PLANNING, DEVELOPMENT AND
SPECIAL INITIATIVES

Director General
Tele: 051-9269881
Fax: 051-9269882

Islamabad, the 20th January, 2021

Subject: TRAINING NEED ASSESSMENT (TNA) OF OFFICERS OF BPS-17 & ABOVE

Dear Sir/Madam, **السيد/السيدة**

Pakistan Planning & Management Institute (PPMI), Ministry of Planning, Development and Special Initiatives, Govt. of Pakistan annually assesses the training needs of officers (BPS-17 and above) working in Federal/Provincial Ministries/ Divisions & Public Sector Organisations. In this connection, a Training Need Assessment (TNA) Proforma for training courses to be conducted in FY 2021-22 is enclosed, which is to be filled in by concerned officers working in your organization and attached formations.

2. It is requested that filled in proforma may please be returned latest by 30th April, 2021 through Fax No. 051-9269882 or E-mail ppmicoordinator@gmail.com. Furthermore, the officers who are interested to fill online TNA forms are requested to send their request to the above mentioned email address and the same shall be sent accordingly.

Looking forward to a favorable response from you. Thank you for your time and kind cooperation.

With best regards,

Encl: TNA Form

(DR. MUHAMMAD ALI NOOR)
Director General, PPMI

DISTRIBUTION:

- ✉ All Secretaries of Ministries/Divisions.
- ✉ Chief Secretaries of Provinces/AJK/G.B.
- ✉ All Chiefs/Head of Sections of M/o Planning, Development & Special Initiatives.
- ✉ Addl. Chief Secretaries (Development) of Provinces/AJK/GB.
- ✉ Heads of Public Sector Organisations.

Copy to:

- i. SPS to Secretary, M/o Planning, Development & Special Initiatives
- ii. SPS to Additional Secretary-I, M/o Planning, Development & Special Initiatives

PAKISTAN PLANNING AND MANAGEMENT INSTITUTE

TRAINING NEED ASSESSMENT FORM 2021-22

This proforma intends to assess training needs of the officers (BPS-17 & above) working in Federal/Provincial Ministries/Divisions & Public Sector Organizations:

Officers are requested to identify (✓) the need for training in subject area with (1) as minimum and (5) as maximum need for training in the fields of Financial and Project Management.

Name	
Designation	
Ministry/Department/Organization	
Qualification	
Experience (years)	
Major Job Responsibilities	

Part-II: Training topics that needs to be covered.

Area	Not Important	Slightly Important	Moderately Important	Important	Very Important	Comments, if any
	1	2	3	4	5	
Project Preparation (PC-I & PC-II),						
Project Implementation Methodologies						
Public Procurement Policies & Rules						
Effective Project Management Skills						
Development of KPIs						
Results Based Management						
Primavera						
Public Financial Management System						