

GOVERNMENT OF PAKISTAN
MINISTRY OF COMMERCE

No. 5 (2)2021-HR-I

Islamabad, the 18th March, 2022

CIRCULAR

SUBJECT: ONE WEEK SPECIAL TRAINING COURSES ON MANUAL FOR DEVELOPMENT

Please find enclosed herewith a copy of self explanatory letter No. PPMI/CUSTOMISED/PD/2021-22 dated 7th March, 2022 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 of the Ministry who fulfill the eligibility criteria may forward their nominations, duly approved by their respective Head (s) of Wing (s) to HR-I Section not later than (15 days) before commencement of training.

Encl: As above


(Muhammad Suleman Mahsud)
Deputy Director (HR-I)

Database Administrator,
Ministry of Commerce,
Islamabad



"CREATING EXCELLENCE"

GOVERNMENT OF PAKISTAN

MINISTRY OF PLANNING, DEVELOPMENT AND SPECIAL INITIATIVES

PAKISTAN PLANNING AND MANAGEMENT INSTITUTE (PPMI)

PPMI Complex, F-7/3, Sector H-7/2, Islamabad. Tel: 011-32688111, 32688112, 32688113, 32688114, 32688115, 32688116, 32688117, 32688118, 32688119, 32688120, 32688121, 32688122, 32688123, 32688124, 32688125, 32688126, 32688127, 32688128, 32688129, 32688130, 32688131, 32688132, 32688133, 32688134, 32688135, 32688136, 32688137, 32688138, 32688139, 32688140, 32688141, 32688142, 32688143, 32688144, 32688145, 32688146, 32688147, 32688148, 32688149, 32688150, 32688151, 32688152, 32688153, 32688154, 32688155, 32688156, 32688157, 32688158, 32688159, 32688160, 32688161, 32688162, 32688163, 32688164, 32688165, 32688166, 32688167, 32688168, 32688169, 32688170, 32688171, 32688172, 32688173, 32688174, 32688175, 32688176, 32688177, 32688178, 32688179, 32688180, 32688181, 32688182, 32688183, 32688184, 32688185, 32688186, 32688187, 32688188, 32688189, 32688190, 32688191, 32688192, 32688193, 32688194, 32688195, 32688196, 32688197, 32688198, 32688199, 32688200

Ref: PPMI/CO/MS/2022/001-22

Islamabad, dated 14 April 2022

SUBJECT: ONE WEEK SPECIAL TRAINING COURSE ON MANUAL FOR DEVELOPMENT

Sir/Madam: **SECRETARY**

Consequent upon the direction of the Honourable Deputy Chairman, Planning Commission of Pakistan, the Pakistan Planning and Management Institute (PPMI) has been advised to prepare (five) 5 days customised/ specialised training program for the officers of the Federal Government Ministries / Divisions / Attached Organisations/Autonomous and Semi-Autonomous Organisations and Provinces dealing with development budget (PSDP) funded projects as per the following schedule.


S. No.	Course Name	Dates
1	Course on Manual for Development (Batch/Cycle-I)	28 th March 2022 – 1 st April 2022
2	Course on Manual for Development (Batch/Cycle-II)	16 – 20 May, 2022
3	Course on Manual for Development (Batch/Cycle-III)	13 – 17 June, 2022

1. You are requested to please nominate relevant officers dealing with Development Budget (PSDP) and PSDP funded projects to attend the subject course. 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.

2. The nominations of 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.

3. 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 attached in case of any clarification regarding it Ch. Sajid Ali (Programme officer), PPMI may be contacted at pmicoordinator@gmail.com and on Ph: 051-9269769.

4. The nominee should report to PPMI for participation in training course only after confirmation of his/her nomination by PPMI. Vaccination certificate is mandatory and copy must be provided to PPMI on admittance without it will not be allowed. Hostel facility is also available at PPMI on payment but requires prior booking to avoid inconvenience.

Yours sincerely,

(DR. MUHAMMAD ALI NOOR)
Director General, PPMI

DISTRIBUTION:

- Secretaries of Ministries/Divisions.
- Chief Secretaries of Provinces/AJK/G.B
- Additional Chief Secretaries of Provinces/AJK/GB.
- Heads of Public Sector/Autonomous/Semi-Autonomous Organizations & Universities
- Secretary, Planning and Development Board/Department Punjab, Sindh, KP, Baluchistan, AJK & GB.

Copy to:

- ➔ Director to Minister, Ministry of Planning, Development and Special Initiatives
- ➔ Staff Officer to Deputy Chairman, Planning Commission
- ➔ SPS to Secretary, M/o PD&SI
- ➔ SPS to Additional Secretary (A&O), M/o PD&SI
- ➔ SPS to Additional Secretary (Development & Special Initiatives), M/o PD&SI
- ➔ APS to Joint Secretary (Org), M/o PD&SI
- ➔ Section Officer (VI), Training Section, M/o PD&SI

BRIEF COURSE CONTENTS

- Overview
- Schematic framework of planning approaches
- Annual Plan
- Annual Public Investment Programme (PIP)
- Physical Capital Management (PCM) (PC-I)
- Financial Management (FM) (PC-II)
- Procurement (PC-III)
- Project financing (PC-IV)
- PC-I and PC-II
- Key components of PC-I
- Checklists of PC-I & PC-II
- Project preparation
 - PC-I and PC-II Preparation Including Revision of PC-I
 - List Project Activities / Creating work break down structures (WBS)
 - Scheduling Project Activities preparing a Gantt Chart of activities
 - Logical Framework Analysis for the Project Implementation
 - Earned Value Analysis
- Linking projects to resources
- Inter-agency coordination and stakeholder consultation
- Project management structure
- Requirements for submission of PC-I in Planning Commission
- Role of development wings of line ministries/divisions
- MODULE 2: PROJECT APPRAISAL AND APPROVAL**
 - Overview of project appraisal
 - Appraisal steps
 - Best practices and common mistakes in appraisal
 - Institutional responsibility
 - Analytical aspects of project appraisal
 - Risk assessment
 - Project approval overview
 - Approval process requirements
 - Approval of projects
 - Procedure for meetings of various forums
 - General instructions/guidelines for processing and approval of PC-I
 - Administrative approval and account opening
 - Concept clearance of foreign-assisted projects before loan/aid
 - Negotiation
 - Procedure for approval of programme loans and budget support
 - Financing
 - Financial management
- MODULE 4: PROJECT IMPLEMENTATION**
 - Project Implementation
 - Role of sponsoring and implementing agencies
 - Role and appointment of project director
 - Project management unit and staffing
 - Contract management
 - Release of funds
- MODULE 5: PROJECT MONITORING**
 - Project monitoring
 - Monitoring and evaluation of PSDP projects
 - Monitoring methodology
 - Project monitoring and evaluation system (PMES)
- MODULE 6: PROJECT COMPLETION AND EVALUATION**
 - Project completion
 - Operational closure
 - Financial closure
 - Responsibility for project closure
 - Procedure for project closure
 - Checklist for project completion and closure (PC-IV)
 - Project evaluation
 - Difference between monitoring and evaluation
 - Types of evaluation
 - Evaluation indicators
 - Requisites for project evaluation
 - Mandatory evaluation reports
 - Evaluation feedback and lessons learned