GOVERNMENT OF PAKISTAN
MINISTRY OF COMMERCE
*****

No. 5(3)/2022-Admn-I/HR-I   Islamabad, 22nd May, 2023

CIRCULAR

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

Please find enclosed herewith a copy of self-explanatory Office letter No. TNA/PPMI/PD&SI/023-24, dated 15-05-2023, along with Training need Assessment Form 2023-24 received Pakistan Planning and Management Institute, on the subject cited above, for information and compliance, please.

Encl: **As above**

(Aamir Waheed)
Section Officer (HR-I)

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i.	Joint Secretary (FT-I), M/o Commerce, Islamabad
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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 15th May, 2023

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

Dear Sir/Madam, السَّلَامُ عَلَيْكُمْ

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 2023-24 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 1st June, 2023 through e-mail ppmicoordinator@gmail.com. Alternatively online TNA forms can be filled at the following link. https://forms.gle/Zxby2FyhfCWU9dEn8

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

With best regards,

Encl:
TNA Form 2023-24

15/05/23

(DR. MUHAMMAD ALI NOOR)
Director General, PPMI

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- All Secretaries of Ministries/Divisions.
- Chief Secretaries of Provinces/AJK/G.B.
- Addl. Chief Secretaries (Development) of Provinces/AJK/GB.
- Heads of Public Sector Organisations.

Copy to:
i.   SPS to Secretary, M/o PD&SI, Islamabad.
ii.   SPS to Additional Secretary, M/o PD&SI, Islamabad.
iii.   APS to Joint Secretary (HRM), M/o PD&SI, Islamabad.

PAKISTAN PLANNING AND MANAGEMENT INSTITUTE (PPMI)

TRAINING NEED ASSESSMENT FORM 2023-24

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

Officers are requested to identify tick (√) the need for training in subject area with (1) as **minimum** and (5) as **maximum** need for training in the fields mentioned below.

Part-I: Profile of Officers

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

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

Area	Extremely Unimportant	Unimportant	Neither Important nor Unimportant	Important	Extremely Important	Comments, if any
	1	2	3	4	5	
Budgeting and Financial Management in the Public Sector						
Dealing Tax Matters in Govt. Departments						
Development of Key Performance Indicators (KPIs)						
Human Resource Management in Public Sector						
Leadership in Public Sector						
Macro-Economic Modelling						
Managing the Triple Constraints (Time, Cost & Quality) in Projects						
Manual for Development Projects						
Microsoft Project						
Modern Project Management Tools & Techniques (SCRUM/AGILE)						
Modern Public Administration						
Monitoring & Evaluation of						

Development Projects						
Preparing PC-I to PC-V for Development Projects						
Performance Management						
Primavera (Project Management Software)						
Project (PC-1) Preparation						
Project Appraisal and Risk Management						
Project Contract and Procurement Management						
Project Life Cycle Management						
Project Management in Public Sector						
Project on Result Based Management						
Public Financial Management System						
Public Policy Formulation						
Public Procurement Policies and Rules (PPRA)						
Tendering & Contract Management						
Time Management						
Work Ethics in Public Sector						
Team Management						

Other suggestions regarding topics of training courses.

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