



"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.2(27-A)PPMI/PD/2023-24

Islamabad, the 28<sup>th</sup> August, 2023

SUBJECT: TRAINING COURSES FOR 2<sup>ND</sup> QUARTER (OCTOBER - DECEMBER) 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 2<sup>nd</sup> Quarter (October-December) 2023-24.

2421 D.S(HRM)  
Dy. No. 07-9/23  
Dated:

S. No.	Course Name	Dates
1	Development of Key Performance Indicators	11 - 13 October, 2023
2	Leadership in Public Sector	18 - 20 October, 2023
3	Primavera, Project Management Software	25 - 27 October, 2023
4	Projects on Result Based Management	6 - 8 November, 2023
5	Manual for Development Project	13 - 17 November, 2023
6	SCRUM & AGILE Project Management	22 - 24 November, 2023
7	Project Tender & Procurement Management	6 - 8 December, 2023
8	Complete Project Cycle Management	11 - 15 December, 2023

Joint Secretary (HRM) Office  
Dy. No. 28/23  
Dated: 6-9-23

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.

SECY. OFFICE  
Dy. No. 62558  
Dated: 06-09-23

1/9 M Asif SJS (HR) 07/09 DS (HR)

Yours sincerely,  
  
(DR. MUHAMMAD ALI NOOR)  
Director General, PPMI

**DISTRIBUTION:**

- SPS to Minister, M/o Planning, Development & Special Initiatives, Islamabad.
- SPS to Deputy Chairman, Planning Commission, Islamabad.
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- SPS to Additional Secretary (D&SI), M/o Planning, Development & Special Initiatives, Islamabad.
- APS to Joint Secretary (Org/Lit), M/o Planning, Development & Special Initiatives, Islamabad.
- Section Officer (VI), Training Section, M/o Planning, Development & Special Initiatives, Islamabad.
- Assistant Director, JACC for uploading of M/o Planning, Development & Special Initiatives, Islamabad.

SECTION HR-I  
Dy. No. 1232  
Dated: 07092023