

GOVERNMENT OF PAKISTAN  
MINISTRY OF COMMERCE

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No. 5 (2)2024-Admn-I/HR-I

Islamabad, the 18<sup>th</sup> July, 2024

CIRCULAR

**SUBJECT: FIVE DAYS' TRAINING COURSE ON "PROJECT PROPOSAL WRITING". AUGUST 05-09, 2024**

Please find enclosed herewith copy of self explanatory letter No. 1(2)/2024/TC/RO-II, dated 24<sup>th</sup> June, 2024 received from Akhtar Hameed Khan National Center for Rural Development (AHKNCRD), an Executive Department of Establishment Division, on the above mentioned subject for placing on the website of the Ministry of Commerce.

2. Interested/relevant officers of the Ministry may forward their nominations, duly approved by their respective Head (s) of Wing (s) to HR-I Section latest by 26-07-2024 positively. *Nominations received after the deadline will not be entertained.*

Encl: As Above

(Aamir Waheed)  
Section Officer (HR-I)

**Database Administrator,  
Ministry of Commerce,  
Islamabad**



Ph: 051-9255154  
Fax: 051-9255157

F. No. 1(2)/2024-25/TC/RO-II  
GOVERNMENT OF PAKISTAN  
ESTABLISHMENT DIVISION  
AHK NATIONAL CENTRE FOR RURAL DEVELOPMENT  
PARK ROAD, CHAK SHAHZAAD, ISLAMABAD

DIRECTOR GENERAL

June 24, 2024

**SUBJECT: FIVE DAYS' TRAINING COURSE ON "PROJECT PROPOSAL WRITING", AUGUST 05-09, 2024**

Akhtar Hameed Khan National Centre for Rural Development (AHKNCRD), an Executive Department of Establishment Division is responsible for promoting the cause of rural development in Pakistan through its programmes of training and research. Training is imparted, inter alia to officials of the Local Government and Rural Development Departments, elected representatives, functionaries of Nation Building Departments in order to improve their professional skills and promote sharing of experiences regarding rural development in Pakistan.

2. AHKNCRD is planning to organize a five days' training course on "Project Proposal Writing" from August 05-09, 2024. The major objectives of the training programme include:

- To acquaint the participants with concept and practice of project proposal writing;
- To familiarize the participants with various tools and techniques required for project proposal writing;
- To provide a forum to the participants coming from different parts of the country for sharing of experiences on problems involved in project proposal writing.

3. No training fee will be charged, however, TA/DA of the participants shall be borne by the nominating agencies. Boarding and lodging facilities are available in the NCRD Hostel located within NCP Complex, on the approved rates on double occupancy basis. Food expenses will be borne by the participants and staff is available in the Hostel for necessary services.

4. Participants may please be informed that Family Members/Servants are not allowed to stay with them in the Hostel.

5. It will be appreciated if nominations of 4-5 suitable officers from your department/organization are sent to NCRD by August 02, 2024. The nomination letter is required to include:

Name	Designation	Department	Contact number	Email Address	Whether hostel facility is required.
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Venue: AHK National Centre for Rural Development (NCRD): Park Road, Chak Shahzad, Islamabad.  
Course Coordinator: Mr. Muhammad Ahsan Jamil, Research Officer  
Telephone No.: 051-9255326 Fax No.: 051-9255157; E-mail: ro2@ncrd.gov.pk

With regards, .

Sincerely,

(ISRAR MOHAMMAD HAMMAD KHAN)

**Distribution to:**

- Federal Secretaries, Ministries/Divisions, Islamabad/Rawalpindi.
- Chief Secretaries of Provinces/Constituent Units (Punjab, Baluchistan, Sindh, Khyber Pakhtunkhwa, Gilgit-Baltistan & Azad Jammu & Kashmir)
- Concerned Secretaries of Provinces/Constituent Units (Punjab-Lahore, Baluchistan-Quetta, Sindh-Karachi, KP-Peshawar, Gilgit-Baltistan-Gilgit & AJ&K-Muzaffarabad)
- Deputy Commissioners (Punjab, Baluchistan, Sindh, Khyber Pakhtunkhwa, Gilgit-Baltistan & AJ&K)
- Concerned Federal & Provincial Government Organizations/Departments
- Vice Chancellors of Public & Private Universities
- Concerned IGOs, INGOs, NGOs & CSOs