

GOVERNMENT OF PAKISTAN  
MINISTRY OF COMMERCE

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

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

CIRCULAR

SUBJECT: - FIVE DAYS' TRAINING WORKSHOP ON "ETHICAL LEADERSHIP AND MANAGEMENT", 07-11 OCTOBER, 2024

Deadline 24-09-2024

THREE DAYS' WORKSHOP ON "MANAGEMENT OF SAFE DRINKING WATER & SANITATION" FROM 21-23 OCTOBER, 2024

Deadline 04-10-2024

FIVE DAYS' TRAINING COURSE ON "PLANNING & MANAGEMENT OF DEVELOPMENT PROJECTS" FROM OCTOBER 07-11, 2024

Deadline 22-09-2024

Please find enclosed herewith copies of self explanatory letters received from 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 from Ministry who fulfill the eligibility criteria may send their nominations, duly approved by their respective Head(s) of the Wing(s)/Departments to HR-I Section. *Nominations received after the deadline will not be entertained.*

Encl: As Above

  
(Imran Ali)  
Section Officer

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



DIRECTOR GENERAL

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F.No.1(7)/2024-25/TC/DD(Trg)  
Government of Pakistan  
Establishment Division  
AHK National Centre for Rural Development  
Park Road, Chak Shahzad – Islamabad

September 3<sup>rd</sup>, 2024

**SUBJECT: FIVE DAYS' TRAINING COURSE ON "PLANNING & MANAGEMENT OF DEVELOPMENT PROJECTS" FROM OCTOBER 07-11, 2024**

Akhtar Hameed Khan National Centre for Rural Development (AHKNCRD), an Attached 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 Department (NBD's) 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-day training course on "Planning & Management of Development Projects" from October 07-11, 2024. The major objectives of the training programme include:

- To provide participants with the knowledge and skills necessary to plan and manage development projects effectively;
- To enable participants to identify and mitigate risks associated with development projects; and
- To enable participants to monitor and evaluate development projects to ensure that they are meeting their objectives.

3. No training fee will be charged for the training sessions; 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 NCRD Complex on the approved rates and on 'first come, first serve' and double occupancy basis. Food arrangements will be made by the participants on self-finance basis for which the staff is available in the Hostel.

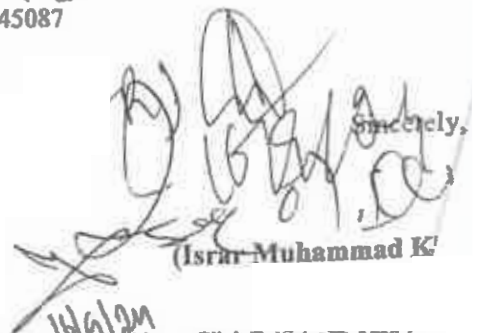
4. Participants may please be informed that Family Members/Servants are not allowed to stay with them in the Hostel.

5. It will be appreciated if nominations of 4-5 suitable officers from your department/ organization are sent to NCRD by October 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. Mubasshir Zaman Khan, Deputy Director (Trg)  
E-mail: [mzkhan.ela@gmail.com](mailto:mzkhan.ela@gmail.com); Tel: 051-9255187; Cell: 03335545087

With regards,

Sincerely,  
  
(Israr Muhammad Khan)

**Distribution to:**

- Federal Secretaries, Ministries/Divisions, Islamabad.
- Chief Secretaries of Provinces/Constituent Units (Punjab, Sindh, Khyber Pakhtunkhwa, Baluchistan, Gilgit Baltistan & AJ&K Kashmir)
- Concerned Secretaries of Provinces/Constituent Units Punjab, Sindh, Khyber Pakhtunkhwa, Baluchistan, Gilgit Baltistan & Kashmir)
- Deputy Commissioners (Punjab, Baluchistan, Sindh, Khyber Pakhtunkhwa, Gilgit-Baltistan & AJ&K)
- Concerned Federal & Provincial Government Organizations/Departments
- Vice Chancellors of Public & Private Universities