

GOVERNMENT OF PAKISTAN  
MINISTRY OF COMMERCE

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No. 5(2)2025-Admn-I/-HR-I

Islamabad, the 19<sup>th</sup> November, 2025

**CIRCULAR**

SUBJECT: - **FIVE DAYS' TRAINING COURSE ON "LOCAL GOVERNANCE: A KEY TO DEVELOPMENT", FROM DECEMBER 15-19, 2025.**

**Deadline 10-12-2025**

**TRAINING COURSE ON "GENDER MAINSTREAMING FOR SOCIO-ECONOMIC DEVELOPMENT" FROM DECEMBER 08 - 12, 2025.**

**Deadline 02-12-2025**

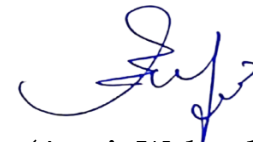
**FIVE DAYS' TRAINING WORKSHOP ON "EMOTIONAL INTELLIGENCE FOR WORKPLACE SUCCESS" FROM DECEMBER, 08-12, 2025.**

**Deadline 02-12-2025**

Please find enclosed herewith copies of self explanatory letters 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**



**(Aamir Waheed)**  
Section Officer (HR-I)

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

Cc:

- i. JS (HRM), MOC, Islamabad.



DIRECTOR GENERAL

Ph: 051-9255154  
Fax: 051-9255157

F. No. 1(13)/2025-26/TC/RO-III  
GOVERNMENT OF PAKISTAN  
ESTABLISHMENT DIVISION  
AKHTAR HAMEED KHAN NATIONAL CENTRE FOR RURAL  
DEVELOPMENT  
PARK ROAD, CHAK SHAHZAD, ISLAMABAD.

November 12, 2025

**SUBJECT: FIVE DAYS' TRAINING COURSE ON "LOCAL GOVERNANCE: A KEY TO DEVELOPMENT", FROM DECEMBER 15-19, 2025**

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 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 days' training course on "Local Governance: A Key to Development" from December 15-19, 2025. The major objectives of the training programme include:

- To discuss the need, importance and status of local governments in Pakistan;
- To sensitize about the role of local governance in democratic consolidation and good governance;
- To familiarize about challenges of urbanization in metropolitan areas and rural development w.r.t. local governance; and,
- To promote sharing of experiences among the participants with respect to local governance and its role in socio-economic development in Pakistan.

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 the 'first come, first serve' and double occupancy basis. Food arrangements will be made by the participants on self-finance basis for which staff is available in the Hostel.

4. Participants may please be informed that Family Members / Children 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 12<sup>th</sup> December, 2025. The nomination letter is required to include:

| Name | Designation | Department | Contact number | Email Address | Whether hostel facility is required |
|------|-------------|------------|----------------|---------------|-------------------------------------|
|------|-------------|------------|----------------|---------------|-------------------------------------|

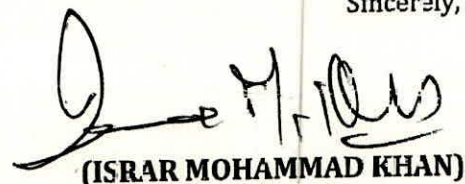
**Venue:** AHK National Centre for Rural Development (NCRD), Park Road, Chak Shahzad, Islamabad.

**Course Coordinator:** Mr. Hanifullah, Research Officer

**Telephone No.:** 051-9255231, **Fax No.:** 051-9255157; **E-mail:** ro3@ncrd.gov.pk

With regards,

Sincerely,

  
(ISRAR MOHAMMAD 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



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ahkncrd@gmail.com

F.No.1(12)/2025-26/AD(T)  
Government of Pakistan  
Establishment Division

Akhtar Hameed Khan National Centre for Rural  
Development, Park Road, Chak Shahzad, Islamabad

DIRECTOR GENERAL

October 31, 2025

Subject: **TRAINING COURSE ON "GENDER MAINSTREAMING FOR SOCIO-ECONOMIC DEVELOPMENT" FROM DECEMBER 08- 12, 2025.**

Akhtar Hameed Khan National Centre for Rural Development (AHKNCRD) is an Executive Department of the Establishment Division, responsible for promoting awareness on different issues impacting on rural development in Pakistan, through its programmes of capacity building and research. Training is imparted, inter alia, to elected councilors, officials of the Local Government and Rural Development Departments, functionaries of Nation Building Departments (NBDs) including women functionaries and NGOs to improve their professional skill and promote sharing of experiences.

2. AHKNCRD is planning to organize a five days' training course on **"Gender Mainstreaming for Socio-economic Development"** from **08-12 December, 2025**. The major objectives of the training course include:

- To acquaint the participants with the concept of Gender Mainstreaming and its impact on Development;
- To familiarize the participants with the different aspects of women empowerment and Government initiatives in this regard;
- Provide a forum for sharing of experiences in promoting Gender Mainstreaming for Development.

3. **No training fee will be charged for the training;** 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 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 **2-4** suitable officers from your department/organization are sent to NCRD **03<sup>rd</sup> December, 2025**. The nomination letter is required to include:

| Name | Designation | Department | Contact number | Email Address | whether hostel facilities required |
|------|-------------|------------|----------------|---------------|------------------------------------|
|------|-------------|------------|----------------|---------------|------------------------------------|

**Venue:** AHK National Centre for Rural Development (NCRD), Park Road, Chak Shahzad, Islamabad

**Course Coordinator:** Mr. Bilal Raza, Assistant Director (Training).

**Telephone No.:** 051-9255167 **Fax No.:** 051-9255157; **E-mail:** bilal@ncrd.gov.pk

With regards,

Sincerely,

(ISRAR MOHAMMAD KHAN)

**Distribution to:**

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



DIRECTOR GENERAL

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F.No.2(9)/2025-26/TW/AD(T-II)  
Government of Pakistan  
Establishment Division  
AHK National Centre for Rural Development  
Park Road, Chak Shahzad – Islamabad

Dated: November 05, 2025

**SUBJECT: FIVE DAYS' TRAINING WORKSHOP ON "EMOTIONAL INTELLIGENCE FOR WORKPLACE SUCCESS" FROM DECEMBER 08-12, 2025**

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 workshop on "Emotional Intelligence for Workplace Success" from December 08-12, 2025. The major objectives of the training programme include:

- To equip the participants with the skills to manage their own emotions effectively;
- To empower the participants to build stronger interpersonal relationships; and
- To enable the participants to apply emotional intelligence principles to leadership and team dynamics.

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 December 04, 2025. The nomination letter is required to include:

| Name | Designation | Department | Contact Number | Email Address | Whether hostel facility is required? |
|------|-------------|------------|----------------|---------------|--------------------------------------|
|------|-------------|------------|----------------|---------------|--------------------------------------|

**Venue:** AHK National Centre for Rural Development (NCRD), Park Road, Chak Shahzad, Islamabad.

**Course Coordinator:** Ms. Maira Razzaq, Assistant Director (T-II)

E-mail: [adt2@ncrd.gov.pk](mailto:adt2@ncrd.gov.pk); Tel: 051-9255194

With regards,

Sincerely,

(Israr Mohammad Khan)

**Distribution to:**

- Federal Secretaries, Ministries/Divisions, Islamabad.
- Chief Secretaries of Provinces/Constituent Units (Punjab, Sindh, Khyber Pakhtunkhwa, Baluchistan, Gilgit Baltistan & Azad Jammu & Kashmir)
- Concerned Secretaries of Provinces/Constituent Units (Punjab, Sindh, KP, Baluchistan, Gilgit Baltistan & Azad Jammu & Kashmir)
- Deputy Commissioners (Punjab, Baluchistan, Sindh, Khyber Pakhtunkhwa, Gilgit-Baltistan & Azad Jammu & Kashmir)
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