



GOVERNMENT OF PAKISTAN  
MINISTRY OF COMMERCE

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

Islamabad, the 05<sup>th</sup> March , 2026

From

Imran Ali  
(O/B) So (HR-I)

To

1- Database Administrator, MOC, Islamabad

**SUBJECT: TRAINING COURSES FOR 4TH QUARTER (APRIL JUNE) 2025 26**

Please find enclosed herewith copy of self explanatory letter No. 2(27-A)PPMI/PD/2025-26 dated 2nd March, 2026 received from Pakistan Planning and Management Institute (PPMI), Ministry of Planning Development and Special Initiatives, Islamabad, on the above mentioned subject for placing on the website of the Ministry of Commerce.

2. Interested officers of the Ministry who fulfill the eligibility criteria may forward their nominations, duly approved by their respective Head (s) of Wing (s) to HR-I Section Four (04 days) before commencement of training. ***Nominations received after the deadline will not be entertained.***

**Imran Ali**  
**(O/B) So (HR-I)**  
**Ph:051-9202956**

**Copy for information to:-**

1- JS (HRM), MOC, Islamabad

**Imran Ali**  
**(O/B) So (HR-I)**  
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# “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

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No.2(27-A)PPMI/PD/2025-26

Islamabad, the 2<sup>nd</sup> March, 2026

**SUBJECT: TRAINING COURSES FOR 4<sup>th</sup> QUARTER (APRIL - JUNE) 2025-26**

Dear Sir/Madam, السَّلَامَةُ عَلَيْكُمْ

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 **4<sup>th</sup> Quarter (April - June) 2025-26**.

S. No.	Course Name	Course Date
1	Complete Project Management Cycle	6 - 10 April, 2026
2	Leadership in Public Sector	15 - 17 April, 2026
3	Public Procurement Policies & Rules	21 - 24 April, 2026
4	Climate Change and Sustainable Development	6 - 8 May, 2026
5	Manual for Development Projects	11 - 15 May, 2026
6	Managing Constraints in Projects	20 - 22 May, 2026
7	Development of Key Performance Indicators	3 - 5 June, 2026
8	Monitoring & Evaluation of Development Projects	10 - 12 June, 2026
9	Blue Economy & Economic Growth	17 - 19 June, 2026

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 a brief CV (one page) of each nominee, must reach PPMI through e-office or via email at **ppmicoordinator@gmail.com** at the earliest and in any case not later than **seven (07) days** prior to the commencement of the training course. The nominations should be routed through the concerned Ministries/Divisions/Departments/Organizations. In case an organization nominates more than one officer for a training course, the nominees must be clearly identified as **Principal Candidate** and **Alternate Candidate**.

4. Please also ensure that the necessary **telephone/mobile numbers and email addresses of the nominee(s), nominating agency, and controlling officer** are clearly mentioned in the nomination letter. This will enable PPMI to communicate promptly with the concerned officials. Brief contents of the training courses are attached overleaf. In case of any clarification, the Training Coordinator, PPMI may be contacted at **ppmicoordinator@gmail.com** or on Phone: **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.**

Yours sincerely,

(SAJID ALI)

Programme Officer, PPMI

**DISTRIBUTION:**

- Secretaries of Ministries/Divisions.
- Chief Secretaries of Provinces/AJK/G.B
- Additional Chief Secretaries of Provinces/AJK/GB.
- Heads of Public Sector/Autonomous/Semi-Autonomous Organizations & Universities.
- Secretary, Planning and Development Department, Punjab, KP, Baluchistan, Sindh, GB & AJK

# **BRIEF COURSE CONTENTS**

## **4<sup>TH</sup> QUARTER (APRIL - JUNE) 2025-26**

### **Complete Project Cycle Management**

- Planning Machinery, Processes & Procedures in Pakistan
- Overview of Planning Commission's Documents (PC-I to PC-IV)
- Project Preparation & Design (PC-I & PC-II)
- Project Approval
- Project Execution / Implementation
- Project Monitoring & Control (PC-III A&B, Monitoring report, Project profile etc.)
- Project Closure (PC-IV)

### **Public Procurement Policies and Rules**

- Overview of Procurement Life Cycle
- Public Procurement Reforms / Regulatory Framework in Pakistan
- Public Procurement Rules 1-51
- Procurement Processes: Key Documentations, Tendering, Evaluation and awarding of contracts including Supplier Selection, Proposed Evaluation Contract Preparation, Bid Evaluation and Award
- How to develop TORs for hiring the services of consultants?
- Transportation Management in Contracting
- Procurement Guidelines in the Perspective of Foreign-Funded Projects
- Post – Procurement Reviews
- Bidding document preparations: Case study
- Letter of Credits
- EPADS

### **Manual For Development Projects**

- Processes & Procedures to Improve Project Management
- PC-I to PC-V Proforma
- Planning Commission Feasibility Study Requirements
- Sectoral Classification of Development Expenditure
- Guidelines/Procedures for Preparation & Approval of Development Projects
- Concept Clearance Proposals – Policy Guidelines
- Guidelines by Finance Division for Release of Development Funds to the PSDP-Funded Projects
- Guidelines for the Appointment of an Independent PD
- Guidelines of Project Management Issues by Project Wing Planning Commission
- Procedure for Approval of Self-Financing Development Schemes of Autonomous Organizations
- Notice Regarding Financial Discipline in Execution of Projects/Schemes
- Procedure for Fresh Approval of a Development Scheme in Case of More Than 15% Increase from Originally Approved Cost
- Instructions on Evaluation & Appraisal of Project

### **Development of Key Performance Indicators**

- Identifying KPI's
- Challenges in Identifying KPIs
- Develop Strategic Themes and Results
- Generating Value with KPIs
- KPI Management
- Balanced Scorecard Techniques in dealing with KPIs

### **Leadership in Public Sector**

- Leadership Traits
- Types of Leaders
- Leadership Managerial Roles
- Leading People
- Essence of Leadership
- Styles of Leadership
- Effective Leadership in Public Sector

### **Climate Change and Sustainable Development**

- Understanding Climate Change
- Global Sustainability Frameworks
- Holistic View of Climate and Sustainable Development
- Mainstreaming Climate Change into Development process in Pakistan
- Ecosystem Services and Climate Change
- Gender, Climate Change and Disaster
- Sustainable Development in a Changing Climate
- Climate Change Governance: Theory, Practice & Emerging Frontiers
- Pakistan's Climate Change, Concerns and Vulnerability

### **Managing Triple constraints in Projects**

- Introduction to Project Management
- Understanding scope, time & cost, & how they interrelate.
- Defining and Managing Scope
- Scope Change Management
- Identifying and addressing scope creep.
- Planning and Managing Time
- Project Scheduling
- Budgeting and Managing Costs
- Understanding cost management and its importance.
- Creating a project budget, including direct and indirect costs.
- Monitoring and controlling costs, including Earned Value Management (EVM).
- Handling Cost Overruns
- Balancing the Triple Constraints

### **Monitoring & Evaluation of Development Projects**

- Essentials of Monitoring & Evaluation (M&E)
  - M&E Overview
  - Main difference between Monitoring & Evaluation
- Designing & Implementing M&E System
  - Place of M&E in the Project Management Cycle
  - M&E Frameworks- Logical
- Performance Monitoring & Evaluation
  - Performance Indicators
  - Performance Monitoring and Evaluation
- Project Evaluation-Basic of Evaluation-Types of Evaluations
- Data Management & Information Use
- Identifying types of Data - Data Collection & Analysis

### **Blue Economy & Economic Growth**

- Introduction to Blue Economy
- Global Frameworks & Policies
- Ocean Governance & Legal Frameworks
- Economic Contribution of Ocean Sectors
- Key Growth Sectors
- Investment & Financing Mechanisms
- Risks & Challenges
- Integrating Sustainability & Economic Growth
- Blue Economy in Pakistan Context
- Policy & Institutional Strengthening
- Action Planning Workshop