

No. 2(19)/2015-Admn-I  
Government of Pakistan  
Ministry of Commerce



Islamabad, the 22<sup>nd</sup> December, 2015

**CIRCULAR**

Subject: **INTERNATIONAL TRAINING PROGRAMME ON "SMALL BUSINESS PLANNING AND PROMOTION (SBPP)" SCHEDULED TO BE HELD FROM 29-02-2016 TO 01-04-2016 IN INDIA :**

Economic Affairs Division's has informed that the Colombo Plan has offered the nomination of officers for the training programme on "Small Business Planning and Promotion (SBPP)" scheduled to be held from 29-02-2016 to 01-04-2016. The applicant must fulfill the following eligibility criteria:-

- i. Adequate knowledge of English is necessary for effective participation.
  - ii. Between 25-40 years of age.
  - iii. Minimum of 5 years of working experience.
  - iv. Government officials with sufficient experience in the area of small business, self-employment, MS &ME Development, Entrepreneurship and its planning and promotion.
2. Application Form can be downloaded from the EAD's website: [www.ead.gov.pk](http://www.ead.gov.pk).
3. The nominations may be duly approved/recommended by the respective senior officers and furnished to this office latest by **28-12-2015, along with training Performa as circulated by the Admn-I Section, dated 02-07-2015.**

  
(ATAULLAH)  
Director (HR&CP)

**Forwarded to:-**

- i. All Officers of the Ministry of Commerce, Islamabad.
- ii. Copy to Network Administrator with the request to upload the subject training programme on the Ministry's website.

Government of Pakistan  
Ministry of Economic Affairs & Statistics  
Economic Affairs Division  
(EC-Wing)

No. 4(23) PTAP/CP/TRG/2015-16

Islamabad, December 18, 2015

**OFFICE MEMORANDUM**

**SUBJECT: International Training Programme "Small Business Planning and Promotion (SBPP)" from 29<sup>th</sup> February, 2016 to 1<sup>st</sup> April, 2016 IN INDIA**

The undersigned is directed to refer to Colombo Plan's letter No. CP-IND/PPSD/2015, dated 14 December, 2015 and to say that Colombo Plan has invited nomination for the subject training programme.

2. It is requested that suitable nominations duly approved by the competent authority along with the following documents may kindly be furnished to this Division, latest by 7<sup>th</sup> January, 2016.


S. No.	Document	Number of copies	Download link
1.	Application Forms (duly filled in)	Two copies	<a href="http://www.ead.gov.pk">www.ead.gov.pk</a>
2.	Proforma for Foreign Training	Two copies	-do-
3.	Surety Bond	One copy	-do-
4.	Undertaking	One copy	-do-

2. The requirements for the subject training programme are as under:

- i) Adequate knowledge of English is necessary for effective participation.
- ii) Between 25-40 years of age.
- iii) Minimum of 5 years of working experience.
- iv) Government officials with sufficient experience in the area of small business, self-employment, MS&ME Development, Entrepreneurship and its planning and promotion.

3. The objectives of the trainings are as under:

- i) Develop insight and skills for planning and promoting small business.
- ii) Understand and practise the use of various methods of sensing small business opportunities through environmental scanning and various idea generation techniques.
- iii) Prepare and appraise a project report/business plan suitable to the business location.
- iv) Build capacity for locating and mobilizing resources needed to organize and run small business successfully.
- v) Enable use and application of various tools, techniques, and approach for starting a small business.
- vi) Help acquire the ability to motivate potential entrepreneurs for a small business; design and conduct training for prospective small business entrepreneurs.

  
Aftab Ahmad Khan  
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Tele: 9201868

E.A.D.  
Computer Centre  
Diary No. 8/0  
Date 21-12-15