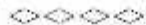


No. 2(13)/2015-Admn-I
Government of Pakistan
Ministry of Commerce
(Islamabad)



Islamabad, the 05th September, 2016

C I R C U L A R

Copy of Pakistan Planning and Management Institute's letter No. 2(27-A) PPMI/PD/16, dated 17-08-2017 is forwarded with the request that nomination of suitable officers in BPS-17 and above working on the relevant assignments **along with their brief C.V (one page)**, duly approved/recommended by their respective officers for the training courses of 2nd **Quarter (October to December, 2016)** may kindly be furnished to this Section at least 10 days before the commencement of each training course.



(Ali Rasul)

Deputy Director (MoC)

All Officers, Ministry of Commerce, Islamabad.



GOVERNMENT OF PAKISTAN
PLANNING COMMISSION
MINISTRY OF PLANNING, DEVELOPMENT AND REFORM
PAKISTAN PLANNING AND MANAGEMENT INSTITUTE
PPMI Complex, St. No. 1, Sector H-8/1, Islamabad. Tel: 051-9258323, Fax: 051-9258324

No 2127-A:PPMI/PD/16

Islamabad, the 17th August, 2016

SUBJECT: TRAINING CALENDAR FOR 2ND QUARTER (OCTOBER TO DECEMBER, 2016)

Dear Sir / Madam,

Pakistan Planning and Management Institute (PPMI), Ministry of Planning, Development and Reform, 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 **2ND QUARTER (OCTOBER TO DECEMBER, 2016)**:

S. No.	Course Name	Dates
1.	Time Management	05-07 October, 2016
2.	Contract Management	18-21 October, 2016
3.	Managing Legal Affairs/Issues in Government Departments	01-04 November, 2016
4.	Methods for Monitoring & Evaluation	15-18 November, 2016
5.	MS Project	28-30 November, 2016
6.	Public Procurement Policies and PPRA Rules	06-09 December, 2016
7.	Financial Management Procedures/Policies in Public Sector	20-23 December, 2016

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 brief CV (one page) of nominee(s) must reach PPMI at least **(07 days)** before commencement of training course through concerned Ministries/Divisions/Departments/ Organizations. In case, more than one nominations are to be made for a training course by an organization, then priority must be clearly indicated as **Principal and Alternate Candidate**.

4. Please also ensure that necessary **telephone contact number (including Mobile Number) and fax number/Email ID of nominee(s)/nominating agency and controlling officer** are given in the covering letter enabling PPMI for prompt communication with the concerned. Contents of training courses may be obtained from **Ch. Sajid Ali (Programme officer) PPMI. (sajid174@yahoo.com, Ph: 051-9250206)**

5. The nominee should report to PPMI for participation in training course only **after confirmation of his/her registration by PPMI. (Hostel facility is available on payment)**

Yours sincerely,

(DR. MUHAMMAD ALI NOOR)

Director General, PPMI

Tel: 051-9250265

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