

**MOST IMMEDIATE**

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



Islamabad, the 13<sup>th</sup> March, 2015

**C I R C U L A R**

Copy of Pakistan Planning and Management Institute's letter No. 2(31-1) PPMI/PD/13, dated 13-02-2015 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 **4<sup>th</sup> Quarter (April-June, 2015)** may kindly be furnished to Admn-I Section at least 10 days before the commencement of each training course.



**(Owais Hussain Farooqi)**  
Section Officer (Admn-I)

**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  
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No.2(31-1)PPMI/PD/13

Islamabad, the 13<sup>th</sup> February, 2015

Subject: **TRAINING CALENDAR FOR 4<sup>th</sup> Quarter (APRIL 2015 TO JUNE 2015)**

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 **4<sup>th</sup> Quarter (APRIL 2015 TO JUNE 2015)**:

S.No.	Course Name	Dates
1.	Clean Development Mechanism (CDM) Framework	7-10 April, 2015
2.	Statistical and Mathematical Tools for Policy Making	20-24 April, 2015
3.	Complete Project Cycle Management	4-15 May, 2015
4.	Time Management	25-27 May, 2015
5.	MS Project / SPSS	2-5 June 2015
6.	Project Appraisal and Risk Management	08-12 June, 2015

- Detail of training courses to be organized during 4<sup>th</sup> Quarter of F.Y 2014-15 is available on the website of Ministry of Planning, Development and Reform. ([www.pc.gov.pk](http://www.pc.gov.pk))
- 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.
- 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, than priority must be clearly indicated as **Principal and Alternate Candidate**.
- Please also ensure that necessary **telephone contact number and fax number of nominating agency**, controlling officer and the nominee(s) are given in the covering letter enabling PPMI for prompt communication.
- The nominee should report to PPMI for participation in training course only **after confirmation of his/her registration by PPMI. (Hostel facility is available)**

Yours sincerely,

  
(DR. MUHAMMAD ALI NOOR)  
Director General, PPMI  
Tel: 051-9250265

- Secretaries of Ministries/Divisions.
- Chief Secretaries of Provinces/ AJK/ G.B.
- Additional Chief Secretaries (P&D Deptt.) of Provinces
- ACS (Dev)/ AJK/ G.B.
- Public Sector Organizations.
- Secretary, Planning & Development Department, Federally Administered Tribal Areas (FATA).