



**"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. Tel: 951-5255553 Fax: 951-5255552

No 2017-PPMI/PS/20-21

Islamabad, the 1<sup>st</sup> December, 2020

**SUBJECT: TRAINING COURSES FOR 3<sup>rd</sup> QUARTER (JANUARY – MARCH, 2021-22)**

Dear Sir/Madam, **30/12/2020**

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 3<sup>rd</sup> Quarter (January – March, 2021-22).

S. No.	Course Name	Dates	Mode
1.	Managing Time and Cost Overrun in Projects: Module IV (Project Performance Measurement & Management)	5-8 January, 2021	Online
2.	Microsoft Project	12-15 January, 2021	Online
3.	Managing Time and Cost Overrun in Projects: Module V (Risk Management of Projects)	18-22 January, 2021	Online
4.	Monitoring and Evaluation of Development Projects	28-29 January, 2021	Yet to be decided
5.	Procurement	2-4 February, 2021	Yet to be decided
6.	Public Procurement Policies and Rules (PPRA)	8-11 February, 2021	Yet to be decided
7.	Development of Key Performance Indicators (KPIs)	17-18 February, 2021	Yet to be decided
8.	Human Resource Management in Public Sector	16-18 March, 2021	Yet to be decided
9.	Dealing Tax Matters in Government Departments	24-26 March, 2021	Yet to be decided

\* The mode of training for S. No. 3 to 9 whether online or face to face will be communicated at the time of confirmation to nominees.

2. It is clarified that no fee is charged from the Government officers. However, other expenditures 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 the nominee(s) must reach PPMI at the earliest and no later than **02 days** before commencement of the training course through concerned Ministries/Divisions/Departments/Organizations. In case, more than one nomination are to be made for a training course by an organization, it must be clearly indicated in Principal and Alternate Candidates.

4. Please also ensure that necessary telephone contact number (including Mobile Number) and Fax/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 are enclosed in case of any clarification regarding it. Ch. Naji Ali (Programme officer), PPMI may be reached at [ppmi.coordination@ppmi.gov.pk](mailto:ppmi.coordination@ppmi.gov.pk) and on Ph: 001-5255703.

5. The nominee should report to PPMI for participation in training course only after confirmation of his/her nomination by PPMI.

Yours sincerely,

**MR. MUHAMMAD ALI SIDDIQI**  
Director General, PPMI

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