



No.2(27-A)PPMI/PD/18-19

Islamabad, the 3<sup>rd</sup> May, 2018

**SUBJECT: TRAINING COURSES FOR 1<sup>ST</sup> QUARTER (JULY TO SEPTEMBER, 2018)**

Dear Sir/Madam,

Pakistan Planning and Management Institute (PPMI), Ministry of Planning, Development and Reform, Government of Pakistan invites nominations of suitable officers BPS-17 and above working on relevant assignments for the following courses to be organized during 1<sup>st</sup> Quarter (July to September, 2018):

S. No.	Course Name	Dates
1.	Project Management for PDs of PSDP Funded Projects	02-06 Jul, 2018
2.	Project Preparation and Management in Public Sector	10-13 Jul, 2018
3.	M.S. Project	25-27 Jul, 2018
4.	Project Monitoring and Evaluation System (PMES) Software Cash/Work Plan	01-02 Aug, 2018
5.	Human Resource Management in Public Sector	07-10 Aug, 2018
6.	Project Appraisal and Risk Management	28-31 Aug, 2018
7.	Preparation of PC-I	03-05 Sep, 2018
8.	Methods for Monitoring & Evaluation	11-14 Sep, 2018
9.	Development of Key Performance Indicators (KPIs)	26-28 Sep, 2018

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11/05/18

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 the nominee must reach PPMI at the earliest and no later than **07 days** before commencement of the 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, it must be clearly indicated as **Principal and Alternate Candidate**.

4. Please also ensure that necessary telephone contact number (including Mobile Number), Fax/Email ID of nominee(s)/nominating agency and controlling officer are given in the cover letter enabling PPMI for prompt communication with the concerned. Contents of training courses are attached as overleaf in case of any clarification regarding it Ch. Sajid Ali (Programme officer), PPMI may be contacted at ppmicoordinator@gmail.com and on Ph: 051-9269769.

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.

Yours sincerely,

(DR. MUHAMMAD ALI NADEEM)  
Director General, PPMI

MINISTRY OF PLANNING, DEVELOPMENT & REFORM  
(Training Section)

Islamabad, the 15<sup>th</sup> May, 2018

No.4(6)Trg-Estb-IV PDR,2018

SJS (Establishment)  
By No. 249  
Dated 11.5.18

SO (Estb/IV) [Signature]  
14/5/18  
SO (Estb-III) [Signature]

[Signature]  
11/5/18

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Section Ten (10) days before the course