

Government of Pakistan
FINANCE DIVISION
HRM Wing
(Quality Assurance – I Section)

CIRCULAR

Subject: **TRAINING COURSES FOR 3rd QUARTER (JANUARY-MARCH, 2021-22)**

Pakistan Planning and Management Institute (PPMI), Ministry of Planning, Development and Reforms, Islamabad requested, vide letter No.2(27-A)PPMI/PD/21-22 dated 22-11-2021, for nominations of suitable officers in BPS-17 and above working on relevant assignments for the following courses:-

S. #.	Course Name	Dates & Time	Date of Submission
01.	Project Planning and Management (PC-I&II Preparation)	3-7 January, 2022	24-12-2021
02.	Project Planning and Management (Monitoring and Evaluation Techniques)	10-12 January, 2022	28-12-2022
03.	Project Planning and Management (MS Project Software)	19-21 January, 2022	03-01-2022
04.	Financial Management (Public Financial Management System)	1-4 February, 2022	21-01-2022
05.	Performance Management in Public Sector (Time Management)	9-11 February, 2022	28-01-2022
06.	Project Planning and Management (Appraisal and Risk Management)	23-25 February, 2022	11-02-2022
07.	Procurement and Contract Management (Project Contract and Procurement Management)	8-11 March, 2022	25-02-2022
08.	Performance Management in Public Sector (Dealing Tax Matters in Government Departments)	14-16 March, 2022	01-03-2022

- ❖ **Vaccination certificate is mandatory and copy must be provided to PPMI admittance without it will not be allowed.**

The requisite eligibility criteria and general requirements are as under:

Eligibility Criteria:

- All officers of Finance Division (BS-17) and above.
- Relevance of present job responsibilities with the proposed training.

Documents Required:

- Nominations duly recommended by AFS/Head of the Wing concerned and it must be clearly indicated as Principle and Alternate Candidate.
- Duly filled local training Proforma.
- Copy of CNIC.

2. Interested officers of the Finance Division are requested to please note the following points while forwarding their nominations:

- (a) Nominations that do not fulfill the eligibility criteria will not be considered.
- (b) Nominations received after the cut-off date as mentioned by QA-I Section will not be entertained.
- (c) The required documents to be completed. Incomplete application(s) would not be entertained.

3. The mode of training whether online or face to face will be communicated at the time of confirmation to nominees.



(Madiha Rafique)
Section officer (QA-I)
☎: 9208523

All Officers (BPS-17 & above) of Finance Division, Islamabad
Finance Division's U.O No.F.3 (7) QA-I/2014 dated 21-12-2021

Copy to:-

- ⇒ Webmaster, Finance Division, with the request to upload the circular on Finance Division's website.