

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


**CIRCULAR**

Subject: **THREE DAYS TRAINING WORKSHOP ON "REPORT WRITING SKILLS FOR DEVELOPMENT PROJECTS" FROM APRIL, 22-24, 2024**

Akhtar Hameed Khan National Centre for Rural Development, (AHKNCRD), an Executive Department of the Establishment Division, Islamabad vide letter No. 1(1)/2023-24/Trg./(RO-III) dated 11<sup>th</sup> March, 2024 is planning to organize a three-days training workshop on "Report Writing Skills for Development Projects" from April 22-24, 2024. The Major objectives of the training course are as under:-

- To realize the need and importance of report writing for public and non-governmental development projects;
- To learn writing of report at various stages of a development project; and
- To promote sharing of experiences among the participants with respect to report writing skills for development projects.

2. All interested Officers (BPS-17 & above) of Finance Division are requested to furnish their nominations duly recommended by the AFS/head of the Wing concerned, to **QA-I Section by 4.4.2024.**

  
(Madina Rafique)  
Section officer (QA-I)  
Ph: 051-9208523

**All Officers (BPS-17 & above), Finance Division Islamabad**  
**Finance Division's U.O No.F.3 (9) QA-I/2023-24 dated 25.3.2024**

Copy to:-

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