

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

C I R C U L A R

Subject: **TRAINING COURSES FOR 3rd QUARTER (JANUARY-MARCH) 2024-25**

Pakistan Planning and Management Institute (PPMI), Ministry of Planning, Development and Special Initiatives, Islamabad vide its letter No.2 (27-A) PPMI/PD/2024-25 dated 13.11.2024, invites nominations of suitable **officers in BPS-17 and above** working on relevant assignments for the following courses to be organized during **3rd Quarter (January- March) 2024-25**.

S. #.	Course Name	Dates & Time	Date of Submission
1.	Budgeting and Financial Management in Public Sector	8-10 Jan, 2025	1 st Jan, 2025
2.	Complete Project Management Cycle	13-17 Jan, 2025	6 th Jan, 2025
3.	Microsoft Project (Project Management Software)	22-24 Jan, 2025	13 th Jan, 2025
4.	Managing Human Resource in Public Sector	12-14 Feb, 2025	4 th Feb, 2025
5.	Time Management	19-21 Feb, 2025	10 th Feb, 2025
6.	Project Appraisal and Risk Management	26-28 Feb, 2025	17 th Feb, 2025

2. Interested officers of Finance Division are requested to forward their nominations for the above mentioned courses along with CV and local training Proforma duly recommended by AFS/head of the Wing concerned to **QA-I Section before the date of submission**.


(Madiha Rafique)
Section officer (QA-I)
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All Officers (BPS-17 & above) of Finance Division, Islamabad
Finance Division's U.O No.F.3 (7) QA-I/2024 dated 3.12.2024

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