

GOVERNMENT OF PAKISTAN  
MINISTRY OF COMMERCE

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No. 5 (2)2024-Admn-I/HR-I

Islamabad, the 10<sup>th</sup> June, 2024

**CIRCULAR**

**SUBJECT: TRAINING COURSE FOR 1<sup>st</sup> QUARTER (JULY-SEPTEMBER) 2024-24**

Please find enclosed herewith a copy of self explanatory letter No. 2(27-A) PPMI/PD/2024-25 dated 29<sup>th</sup> May, 2024, received from Pakistan Planning and Management Institute (PPMI), on the above mentioned subject for placing on the website of the Ministry of Commerce.

2. Interested officers of the Ministry who fulfill the eligibility criteria may forward their nominations, duly approved by their respective Head (s) of Wing (s) to HR-I Section Ten (10 days) before commencement of training.

Encl: As above



(Aamir Waheed)  
Section Officer (HR-I)

**Database Administrator,  
Ministry of Commerce,  
Islamabad**



## "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: 051-9269883 Fax: 051-9269882

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No.2(27-A)PPMI/PD/2024-25

Islamabad, the 29<sup>th</sup> May, 2024

**SUBJECT: TRAINING COURSES FOR 1<sup>ST</sup> QUARTER (JULY-SEPTEMBER) 2024-25**

Dear Sir/Madam, السلامة والسلامة

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 1<sup>st</sup> Quarter (July – September) 2024-25.

S. No.	Course Name	Dates
1	Managing Human Resource in Public Sector	10 - 12 July, 2024
2	Manual For Development Projects	22 - 26 July, 2024
3	Macro-Economic and Fiscal Management in Public Sector	29 - 31 July, 2024
4	Public Procurement Policies and Rules	6 - 9 August, 2024
5	Preparation of PC-I & PC-II	20 - 23 August, 2024
6	Dealing Tax Matters in Government Departments	28 - 30 August, 2024
7	Complete Project Management Cycle	2 - 6 September, 2024
8	Microsoft Project (Project Management Software)	11 - 13 September, 2024
9	Public Financial Management	24 - 27 September, 2024

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(s) 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) 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. Brief contents of the training courses are overleaf in case of any clarification regarding it. Ch. Sajid Ali (Programme Officer), PPMI may be contacted at: [ppmicoordinator@gmail.com](mailto:ppmicoordinator@gmail.com) and on Ph: 051-9269883.

5. 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 but requires prior booking to avoid inconvenience. Request for booking may please be sent along with nominations.

Yours sincerely,

(DR. MUHAMMAD ALI NOOR)  
Director General, PPMI

### DISTRIBUTION:

- i. Secretaries of Ministries/Divisions.
- ii. Chief Secretaries of Provinces/AJK/G.B
- iii. Additional Chief Secretaries of Provinces/AJK/GB.
- iv. Heads of Public Sector/Autonomous/Semi-Autonomous Organizations & Universities.
- v. Secretary, Planning and Development Department, Punjab, KP, Baluchistan, Sindh, GB & AJK

## BRIEF COURSE CONTENTS

### 1<sup>ST</sup> QUARTER (JULY- SEPTEMBER) 2024-25

#### Managing Human Resource in Public Sector

- Framework of HRM in the Public Sector of Pakistan
- Developing Job Descriptions and KPIs
- Recruitment and Selection Process
- Training and Development of HR
- Performance Appraisal Process: tips for the Supervisory officers
- Ethical dilemmas: misuse of resources, power and abuse
- Leave Rules and Retirement/Pension Rules
- How to frame, initiate, execute and report disciplinary proceedings?
- Identifying and Monitoring Key Performance Indicators (KPI's)

#### Macro-Economic & Fiscal Management in Public Sector

- Macro-Economic Framework of Pakistan
- Economy of Pakistan
- Its sectoral Classification
- Evaluation of Economic Vision, Plans and Strategies in Pakistan
- Calculation of GDP
- National Macro - Fiscal Framework of Pakistan

#### Public Procurement Policies and Rules

- Overview of Procurement Life Cycle
- Public Procurement Reforms / Regulatory Framework in Pakistan
- Public Procurement Rules 1-51
- Procurement Processes: Key Documentations, Tendering, Evaluation and awarding of contracts including Supplier Selection, Proposed Evaluation Contract Preparation, Bid Evaluation and Award
- How to develop TORs for hiring the services of consultants?
- Transportation Management in Contracting
- Procurement Guidelines in the Perspective of Foreign-Funded Projects
- Post – Procurement Reviews
- Bidding document preparations: Case study
- Letter of credits
- EPADS

#### Dealing Tax Matters in Government Departments

- Overview of Taxation System
- National Tax Framework
- Types of Taxes
- Pattern for Submission of Taxes
- Pattern for Return/File of Tax
- Calculation of Taxes
- Promoting Tax Culture in Public and Private Sector

#### MS Project (Project Management Software)

- Introduction to MS Project
- Project Scheduling
- WBS, Gantt Chart, CPM / PERT
- Resource Assignment
- Resource Leveling
- Tracking
- Reporting
- Crashing
- Earned Value Analysis

#### Manual For Development Projects

- Processes & Procedures to Improve Project Management
- PC-I to PC-V Proforma
- Planning Commission Feasibility Study Requirements
- Sectoral Classification of Development Expenditure
- NEC Meetings
- Guidelines/Procedures for Preparation and Approval of Development Projects
- Concept Clearance Proposals – Policy Guidelines
- Guidelines by Finance Division for Release of Development Funds to the PSDP-Funded Projects
- Guidelines for the Appointment of an Independent PD
- Guidelines of Project Management Issues by Project Wing Planning Commission
- Functions of Federal Level DDWP
- Procedure for Approval of Self-Financing Development Schemes of Autonomous Organizations
- Notice Regarding Financial Discipline in Execution of Projects/Schemes
- Procedure for Fresh Approval of a Development Scheme in Case of More Than 15% Increase from Original Approved Cost
- Instructions on Evaluation and Appraisal of Project

#### Preparation of PC-I & PC-II

- Planning Machinery, Processes and Procedures in Pakistan
- Orientation on Project Preparation Document (PC-I & PC-II)
- Project Documents preparation of PC-I & PC-II
- Role & Importance of Appraisal in Project Cycle Management
- Introduction to Project Appraisal concepts, tools and techniques
- Programme Evaluation & Review Technique (PERT)
- Approval of Project
- Financial/Economic/Unit Cost Analysis
- Logical Framework Analysis (LFA) & Risk Analysis
- RBM framework
- Determining RBM Indicators

#### Complete Project Cycle Management

- Planning Machinery, Processes & Procedures in Pakistan
- Overview of Planning Commission's Documents (PC-I to PC-IV)
- Project Preparation & Design (PC-I & PC-II)
- Project Approval
- Project Execution / Implementation
- Project Monitoring & Control (PC-III A&B, Monitoring report, Project profile etc.)
- Project Closure (PC-IV)

#### Public Financial Management

- Overview of Public Financial Management
- Diagnosing strengths and weaknesses of PFM systems
- Pros and cons of PFM reforms and harmonizing/ aligning with donors requirements
- Reforms roadmap and management of reform processes
- Preparation of financial statement
- Interpretations the new PFM Act
- Case study of SAP System
- Introduction to General Financial Rules (GFR)