

GOVERNMENT OF PAKISTAN
MINISTRY OF COMMERCE

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

Islamabad, 2nd October, 2024

CIRCULAR

SUBJECT: FIVE DAYS' TRAINING COURSE ON "MONITORING AND EVALUATION OF DEVELOPMENT PROJECTS", 28TH OCTOBER - 01ST NOVEMBER, 2024.

Please find enclosed herewith copy of self explanatory letter No. 1(10)/2024-25/TC/DD(T), dated 25th September, 2024 received from Akhtar Hameed Khan National Center for Rural Development (AHKNCRD), an Executive Department of Establishment Division, on the above mentioned subject for placing on the website of the Ministry of Commerce.

2. Interested/relevant officers of the Ministry may forward their nominations, duly approved by their respective Head (s) of Wing (s) to HR-I Section latest by **10-10-2024** positively. *Nominations received after the deadline will not be entertained.*

Encl: **As Above**



(Aamir Waheed)
Section Officer (HR-I)

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



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F. No. 1(10)/2024-25/TC/DD(T)
Government of Pakistan
Establishment Division
Akhtar Hameed Khan National Centre for Rural Development
Park Road, Chak Shahzad, Islamabad

DIRECTOR GENERAL

September 25th, 2024

SUBJECT: Five Days' Training Course on "Monitoring and Evaluation of Development Projects", 28th October – 01st November, 2024.

Akhtar Hameed Khan National Centre for Rural Development (AHKNCRD), an Executive Department of Establishment Division, is responsible for promoting the cause of rural development in Pakistan through its programmes of training and research. Training is imparted, inter alia to officials of the Local Government and Rural Development Departments, elected representatives, functionaries of Nation Building Department (NBD's) in order to improve their professional skills and promote sharing of experiences regarding rural development in Pakistan.

2. AHKNCRD is planning to organize a five days' training course on "Monitoring and Evaluation of Development Projects" from 28th October – 01st November, 2024. The major objectives of the training programme include:

- To make participants understand the important stages in an M&E System;
- To enable the participants to develop a framework that links project activities to outcomes and impacts (goals);
- To learn approaches and tools of Monitoring and Evaluation design and proposal; and
- To provide a forum for sharing of relevant experiences to the participants coming from various sectors and regions of the country.

3. No training fee will be charged for the training; however, TA/DA of the participants shall be borne by the nominating agencies. Boarding and lodging facilities are available in the NCRD Hostel located within NCRD Complex, on the approved rates on double occupancy basis. Food expenses will be borne by the participants and staff is available in the Hostel for necessary services.

4. Participants may please be informed that Family Members/Servants are not allowed to stay with them in the Hostel.

5. It will be appreciated if nominations of 4-5 suitable officers from your department/organization are sent to NCRD by October 21st, 2024. The nomination letter is required to include:

Name	Designation	Department	Contact number	Email Address	whether hostel facility is required
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Venue: AHK National Centre for Rural Development (NCRD), Park Road, Chak Shahzad, Islamabad.

Course Coordinator: Mr. Mubasshir Zaman Khan, Deputy Director (Training)

Telephone No.: 051-9255187 Fax No.: 051-9255157; E-mail: mzkhan.ele@gmail.com

With regards,

Sincerely,


(ISRAR MOHAMMAD KHAN)

Distribution to:

- Federal Secretaries, Ministries/Divisions, Islamabad.
- Chief Secretaries of Provinces/Constituent Units (Punjab, Sindh, Khyber Pakhtunkhwa, Baluchistan, Gilgit Baltistan & Azad Jammu & Kashmir)
- Concerned Secretaries of Provinces/Constituent Units (Punjab, Sindh, Khyber Pakhtunkhwa, Baluchistan, Gilgit Baltistan & Azad Jammu & Kashmir)
- Deputy Commissioners (Punjab, Sindh, Khyber Pakhtunkhwa, Baluchistan, Gilgit Baltistan & Azad Jammu & Kashmir)
- Concerned Federal & Provincial Government Organizations/Departments
- Vice Chancellors of Public & Private Universities
- Concerned IGOs, INGOs, NGOs & CSOs