

GOVERNMENT OF PAKISTAN
MINISTRY OF COMMERCE

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

Islamabad, 18th December, 2024

CIRCULAR

SUBJECT: THREE DAYS' TRAINING WORKSHOP ON "REPORT WRITING SKILLS FOR DEVELOPMENT PROJECTS" FROM JANUARY, 20-22, 2025.

Please find enclosed herewith copy of self explanatory letter No. 2(5)/2024-25/Trg./ (RO-III), dated 4th December, 2024 received from Akhtar Hameed Khan National Centre for Rural Development, Establishment Division, Islamabad 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 12-01-2025 positively. *Nominations received after the deadline will not be entertained.*

Encl: As Above


(Syed Asgnar Shah)
Section Officer (HR-I)

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



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F. No. 2(5)/2024-25/Trg-J/(RO-III)
Government of Pakistan
Establishment Division
Akhtar Hameed Khan National Centre for Rural
Development
Park Road, Chak Shahzad, Islamabad

DIRECTOR GENERAL

December, 9th 2024

SUBJECT: THREE DAYS' TRAINING WORKSHOP ON "REPORT WRITING SKILLS FOR DEVELOPMENT PROJECTS" FROM JANUARY, 20-22, 2025.

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 three days' training workshop on "Report Writing Skills for Development Projects" from January 20 -22, 2025. The major objectives of the training programme include:

- 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.

3. No training fee will be charged for the training sessions; 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 and the 'first come, first serve' and double occupancy basis. Food arrangements will be made by the participants on self-finance basis for which staff is available in the Hostel.

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 13th January, 2025. The nomination letter is required to include:

Name	Designation	Department	Contact details	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. Hanifullah, Research Officer (Training)

Telephone No.: 051-9255231 Fax No.: 051-9255157; E-mail: ro3@ncrd.gov.pk

With regards,


(ISRAR MOHAMMAD KHAN)

Distribution to:

- Federal Secretaries, Ministries/Divisions, Islamabad/Rawalpindi.
- 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