

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


CIRCULAR

SUBJECT:- TRAINING CALENDAR FOR 2nd QUARTER (OCTOBER TO DECEMBER, 2017)

Pakistan Planning and Management Institute(PPMI), Ministry of Planning, Development and Reform, **Islamabad** has requested, vide letter No.2(27-A)PPMI/PD/17-18 dated 24-08-2017 regarding nominations of suitable **officers in BPS-17 and above** working on relevant assignments for the following courses:-

S.#.	Course Name	Dates & Time	Date of Submission of Nominations to QA-I
i)	Time Management	04- 06 October, 2017	20-09-2017
ii)	Project Discipline	10- 13 October, 2017	27-09-2017
iii)	Contract Management	17- 20 October, 2017	02-10-2017
iv)	Managing Legal Affairs/issues in Government Departments	07- 10 November, 2017	20-10-2017
v)	Dealing Tax Matters in Government Departments	15- 17 November, 2017	29-10-2017
vi)	MS Project	22- 24 November, 2017	07-11-2017
vii)	Project Monitoring and Evaluation System(PMES) Software for PSDP Founded Projects	27- 28 November, 2017	13-11-2017
viii)	Public Procurement Policies and PPRA Rules	05- 08 December, 2017	20-11-2017
ix)	Project Management(PC-I – PC.V)	18- 22 December, 2017	02-12-2017

2. Officers of Finance Division are requested to forward their nominations for the above mentioned courses alongwith brief CV(one page), one recent passport size photograph and copy of their official identity card, duly recommended by the head of respective Wing by the above mentioned dates to QA-I Section.


(Ishtiaq Ahmad)
Section officer(QA-I)
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All Addl. F.Ss/Sr.JSs/JSs/Eco.Adviser/CF&AO/FAs/DFAs/DSs/SOs & equivalent Finance Div. Ibd.
Finance Division's U.O No.F.3(7)QA-I/2014 dated 12-09-2017.

Copy to:-

- i. DS(QA).
- ii. Webmaster, Finance Division, with the request to upload the circular on Finance Division's website.