

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

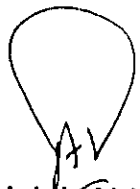
C I R C U L A R

Subject:- THREE DAYS TRAINING WORKSHOP ON "REPORT WRITING SKILLS FOR DEVELOPMENT PROJECTS", FROM SEPTEMBER, 01-03, 2025

Akhtar Hameed Khan National Centre for Rural Development (AHKNCRD), an Executive Department of the Establishment Division, Islamabad vide letter F.No.2(6)/2025-26/TW/(RO-III) dated July 23rd, 2025 have conveyed that they are planning to organize a three days training workshop on "Report Writing Skills For Development Projects", from September, 01-03, 2025. The Major objectives of the training programme are as under:-

- 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 projects; and,
- To promote sharing of experiences among the participants with respect to report writing skills for development projects.

2. Interested Officers of Finance Division are requested to furnish their nominations, recommended by the AFS/head of the Wing concerned, to **QA-I Section by 21.8.2025.**


(Aamir Habib Abbasi)
Deputy Secretary (QA/PMDU)
Ph: 9208523

All Officer of Finance Division, Islamabad
Finance Division's U.O No.F.3 (9) QA-I/2014 dated 7.8.2025

Copy to:-

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