

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


C I R C U L A R

Subject:- ONLINE TRAINING WORKSHOP ON “REPORT WRITING SKILLS FOR DEVELOPMENT PROJECTS”, FROM AUGUST 24-26, 2020

Akhtar Hameed Khan National Centre for Rural Development, Establishment Division, Islamabad vide its letter No.1(2)2020-21/RO-II/W, dated 21-07-2020 has invited suitable officers for three days training workshop on “Report Writing Skills for Development Projects” from August 24 - 26, 2020 at Islamabad. The programme will be conducted online via tele-mode of training owing to the current lockdown restrictions in wake of the persisting threat of the Coviid-19 pandemic. The major objectives of the training course are as under:-

- a. To realize the need and importance of report writing for public and non-governmental development projects;
- b. To learn writing of report at various stages of a development project; and,
- c. 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 on the prescribed proforma for the subject training duly recommended by the AFS/head of the Wing concerned, along with a copy of CNIC to QA-I Section by **17-08-2020**. Prescribed Participants Registration Form may be obtained from QA-I Section


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All AFSs/Sr.JS/EA/JSs/DSs/SOs & equivalent, Finance Division, Islamabad
Finance Division's u.o Note No.3(9)/QA-I/2014, dated: 10-08-2020

Copy to:-

- Webmaster, with the request to place this circular alongwith prescribed Participants Registration Form on the website of Finance Division.