

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


CIRCULAR

Subject: **THREE DAYS TRAINING WORKSHOP ON “REPORT WRITING SKILLS FOR DEVELOPMENT PROJECTS ” FROM 20th to 22nd JANUARY, 2025.**

Akhtar Hameed Khan National Centre for Rural Development,(AHKNCRD), an Executive Department of the Establishment Division, Islamabad vide letter No. 2(5)/2024-25 Trg./ (RO-III) dated 9.12.2024 is planning to organize a three days training workshop on “**REPORT WRITING SKILLS FOR DEVELOPMENT PROJECTS** ” from January 20th- 22nd, 2025. The Major objectives of the training workshop 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.

2. All interested Officers (BPS-17 & above) of Finance Division are requested to furnish their nominations duly recommended by the AFS/head of the Wing concerned, along with CVs to **QA-I Section by 05.01.2025.**


(Madiha Rafique)
Section officer (QA-I)
Ph: 051-9208523

All Officers (BPS-17 & above), Finance Division Islamabad
Finance Division’s U.O No.F.3 (9) QA-I/2023-24 dated 23-12-2024

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- Webmaster, with the request to upload the circular on this Division’s website.