



No.E&A(FD)7-3/2019(Vol-I).

GOVERNMENT OF THE PUNJAB  
FINANCE DEPARTMENT

Dated Lahore, the 28<sup>th</sup> June, 2019.

To

All Additional Finance Secretaries,  
Government of the Punjab,  
Finance Department.

Subject: **TRAINING COURSE FOR 1<sup>st</sup> QUARTER (JULY TO SEPTEMBER, 2019).**

I am directed to refer to the subject noted above and to enclose herewith a copy of circular letter No. SO (E-III) 6-3/2019, dated 20.06.2019, (which is self explanatory) received from the Section Officer (Estt-III) Government of the Punjab, Services & General Administration Department, (Establishment Wing), for information and further course of action (if any), enabling this office to respond to the quarter concerned.

  
SECTION OFFICER (E&A)

CC.

System Analyst, FD for uploading the same on official website of this Department.



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NO. SO (E-III) 6-3/2019

GOVERNMENT OF THE PUNJAB  
SERVICES & GENERAL ADMINISTRATION  
DEPARTMENT  
(ESTABLISHMENT WING)

042-99211713

Dated Lahore the 20<sup>th</sup> June, 2019

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To,

- 1) All the Administrative Secretaries.
- 2) All the Commissioners in the Punjab.
- 3) Heads of all Wings of S&GAD.

Subject: **TRAINING COURSE FOR 1<sup>st</sup> QUARTER (JULY TO SEPTEMBER, 2019)**

I am directed to refer to the subject noted above.

2. I am further directed to inform that the Director General, Pakistan Planning and Management Institute, Ministry of Planning, Development and Reform, Government of Pakistan, Islamabad has informed that the Institute has planned to organize following courses to be organized during 1<sup>st</sup> Quarter (July To September, 2019):

Sr.#.	NAME OF COURSE	DURATION
1.	Development of Key Performance Indicator (KPIs)	10 - 12 July 2019
2.	Project Preparation and Management in Public Sector	15 - 19 July 2019
3.	MS Project	24 - 26 July 2019
4.	Project Manager's Guide for Government Projects	29 - 31 July 2019
5.	Human Resource Management in Projects	05 - 08 August, 2019
6.	Project Appraisal and Risk Management	21 - 23 August, 2019
7.	Preparation of PC-I	28 - 30 August, 2019
8.	Monitoring and Evaluation of Development Projects	02 - 05 September, 2019
9.	Project Management in Public Sector	17 - 20 September, 2019
10.	Project Audit and Procurement	24 - 27 September, 2019

3. It has been requested to send nomination(s) of suitable officers of BS-17 and above for the above-stated training courses. The Institute is not charging any fee for these courses. However, TA/DA and accommodation facility, if involved, will be provided to the participants by their respective organizations.

4. I am, therefore, directed to request that suitable nominations (principal / alternate) may reach to Pakistan Planning and Management Institute, Ministry of Planning, Development and reform, Government of Pakistan, Islamabad seven (07) days before commencement of the training course.


D/Trshad, 2019, Inland Training courses, letter



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5. It is further requested that the telephone number and fax number of nominating agency may also be conveyed to the PPMI and Ch. Sajid Ali (Programme Officer) PPMI ([ppmicoordinator@gmail.com](mailto:ppmicoordinator@gmail.com)) Ph#.051-9269769, Fax#. 051-9269882 may be contacted / approached for further information regarding all the above-mentioned courses.

  
20.6.2019.  
SECTION OFFICER (ESTT-III)