

GOVERNMENT OF PAKISTAN
PAKISTAN METEOROLOGICAL DEPARTMENT
(HEAD-QUARTER'S OFFICE)
SECTOR H-8/2 P.O. BOX 1214

No. GA-9(7)/2023-24 | 2796

Islamabad, the 02nd January, 2025

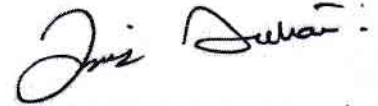
C I R C U L A R

- Subject:** **THREE DAY'S TRAINING COURSE ON "REPORT WRITING SKILLS FOR DEVELOPMENT PROJECTS" FROM 20TH – 22ND, JANUARY, 2025**
2. **FIVE DAY'S TRAINING COURSE ON "ARTIFICIAL INTELLIGENCE IN LIBRARY MANAGEMENT" FROM 06TH – 10TH, JANUARY, 2025**
3. **FIVE DAY'S TRAINING COURSE ON "SOLID WASTE MANAGEMENT- ISSUES AND OPTIONS" FROM 27TH – 31ST, JANUARY, 2025**

Please find enclosed herewith a copy of AHKNCRD letter F.No. 1(17)/2024-25/TC/AD(T-II), and F.No. 1(10)/2024-25/TW/Sr.Lib dated 09-12-2024 on the above noted subject for information and further necessary action.

2. Nomination of 4-5 suitable officers who are interested for the subject courses may please be furnished to this office latest by 13th January, 2025, for onward submission to AHKNCRD (Establishment Division), Islamabad.

Encl: (As Above)

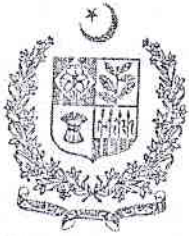


(AMIR SULTAN)

Dy. Chief Administrative Officer
Meteorological Services

Distribution:

1. Chief Met. R&D / NDMC, PMD Islamabad.
2. DCAO (E) / DCAO (B), PMD Islamabad.
- ✓ 3. Web-Master, PMD HQ's Office Islamabad to upload the circular on the Official Website under the tab circulars.



DIRECTOR GENERAL

Ph: 051-9255154
Fax: 051-9255157

F. No. 2(5)/2024-25/Trg./ (RO-III)
Government of Pakistan
Establishment Division
Akhtar Hameed Khan National Centre for Rural
Development
Park Road, Chak Shahzad, Islamabad

P-86/c

December, 9th 2024

SUBJECT: THREE DAYS' TRAINING WORKSHOP ON "REPORT WRITING SKILLS FOR DEVELOPMENT PROJECTS" FROM JANUARY, 20-22, 2025.

Akhtar Hameed Khan National Centre for Rural Development (AHKNCRD), an Executive Department of Establishment Division, is responsible for promoting the cause of rural development in Pakistan through its programmes of training and research. Training is imparted, inter alia to officials of the Local Government and Rural Development Departments, elected representatives, functionaries of Nation Building Department (NBD's) in order to improve their professional skills and promote sharing of experiences regarding rural development in Pakistan.

- AHKNCRD is planning to organize a three days' training workshop on "Report Writing Skills for Development Projects" from January 20 -22, 2025. The major objectives of the training programme 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.

3. No training fee will be charged for the training sessions; however, TA/DA of the participants shall be borne by the nominating agencies. Boarding and lodging facilities are available in the NCRD Hostel located within NCRD Complex on the approved rates and the 'first come, first serve' and double occupancy basis. Food arrangements will be made by the participants on self-finance basis for which staff is available in the Hostel.

4. Participants may please be informed that Family Members / Servants are not allowed to stay with them in the Hostel.

5. It will be appreciated if nominations of 4-5 suitable officers from your department/organization are sent to NCRD by 13th January, 2025. The nomination letter is required to include:

Name	Designation	Department	Contact details	Email Address	Whether hostel facility is required
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Venue: AHK National Centre for Rural Development (NCRD), Park Road, Chak Shahzad, Islamabad.

Course Coordinator: Mr. Hanifullah, Research Officer (Training)

Telephone No.: 051-9255231 Fax No.: 051-9255157; E-mail: ro3@ncrd.gov.pk

With regards,

AP(GA)

18-12-24

(ISRAR MOHAMMAD KHAN)

Distribution to:

- Federal Secretaries, Ministries/Divisions, Islamabad/Rawalpindi.
- Chief Secretaries of Provinces/Constituent Units (Punjab, Sindh, Khyber Pakhtunkhwa, Baluchistan, Gilgit Baltistan & Azad Jammu & Kashmir)
- Concerned Secretaries of Provinces/Constituent Units (Punjab, Sindh, Khyber Pakhtunkhwa, Baluchistan, Gilgit Baltistan & Azad Jammu & Kashmir)
- Deputy Commissioners (Punjab, Sindh, Khyber Pakhtunkhwa, Baluchistan, Gilgit Baltistan & Azad Jammu & Kashmir)
- Concerned Federal & Provincial Government Organizations/Departments
- Vice Chancellors of Public & Private Universities
- Concerned IGOs, INGOs, NGOs & CSOs

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Zainab

CM (D)	
CM (R&D)	
CAO (G)	
Dir (P)	
Dir (NWFC)	
DD (CO)	
By No. 888	
Date 17-12-24	

17/12



Ph:051-9255154
 Fax:051-9255157
 Email: ahk.ncrd@gmail.com

F.No. 1(10)/2024-25/TW/Sr.Lib
 Government of Pakistan
 Establishment Division
 AHK National Centre for Rural Development
 (AHK NCRD), Park Road, Chak Shahzad
 Islamabad

DIRECTOR GENERAL

December, 2024

Subject: **FIVE DAYS' TRAINING COURSE ON "ARTIFICIAL INTELLIGENCE IN LIBRARY MANAGEMENT" FROM 06th-10th JANUARY 2025.**

Akhtar Hameed Khan National Centre for Rural Development (AHKNCRD), an Executive Department of the Establishment Division, is responsible for promoting the cause of rural development in Pakistan through its programmes of training and research. Training is imparted, inter-alia to functionaries of Nation Building Departments including Local Government and Rural Development Departments, elective representatives, NGOs in order to improve their professional skills and promote sharing of experiences regarding subject themes.

2. AHKNCRD plans to organize a five days training course on "Artificial Intelligence in Library Management" from 06-10 January, 2025. The major objectives of the training course are:

- To apprise the participants about the application of Artificial Intelligence in libraries.
- To provide course participants with the practical tips and techniques for overcoming writing obstacles using AI and
- To familiarize the participants with the ethical considerations related to AI, especially concerning user privacy in libraries.

3. No training fee will be charged for the training sessions; however, TA/DA of the participants shall be borne by the nominating agencies. Boarding and lodging facilities are available in the NCRD Hostel located within NCRD Complex on the approved rates and on 'first come, first serve' and double occupancy basis. Food arrangements will be made by the participants on self-finance basis for which the staff is available in the Hostel.

4. Participants may please be informed that Family Members/Servants are not allowed to stay with them in the Hostel.

5. It will be appreciated if nominations of 4-5 suitable officers from your department/organization are sent to NCRD by 04th January, 2025. The nomination letter is required to include:

Name	Designation	Department	Contact number	Email Address	Whether hostel facility is required?
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Venue: AHK National Centre for Rural Development (NCRD), Park Road, Chak Shahzad, Islamabad.

Course Coordinator: Ms. Kiran Butt, Senior Librarian

E-mail: Kiran.butt233@gmail.com; Tel: 051-9255194

With regards,

(ISRAR MOHAMMAD KHAN)

Distribution to:

- Federal Secretaries, Ministries/Divisions, Islamabad.
- Chief Secretaries of Provinces/constituent units(Punjab, Sindh, Khyber Pakhtunkhwa, Baluchistan, Gilgit-Baltistan & Azad Jammu & Kashmir).
- Concerned Secretaries of Provinces/Constituent Units (Punjab-Lahore, Sindh-Karachi, Khyber Pakhtunkhwa-Peshawar, Baluchistan-Quetta, Gilgit-Baltistan & AJ & k-Muzaffarabad).
- Deputy Commissioner (Punjab, Baluchistan, Sindh, Khyber Pakhtunkhwa, Gilgit-Baltistan & Jammu & Kashmir).
- Concerned Federal & Provincial Government Organizations/Departments.
- Vice Chancellors of Public & Private Universities.
- Concerned INGOs/NGOs & CSOs.

DG Secretariat	
CM (R&D)	
CAO (G)	
Dir (P)	
Dir (NWFC)	
DD (CO)	

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 17-12-24



F.No.1(17)/2024-25/TC/AD(T-II)

P-85/c

Government of Pakistan
Establishment Division

AHK National Centre for Rural Development
Park Road, Chak Shahzad – Islamabad

Ph:051-9255154
Fax:051-9255157

DIRECTOR GENERAL

Dated: December , 2024

SUBJECT: FIVE DAYS' TRAINING CROUSE ON "SOLID WASTE MANAGEMENT-ISSUES AND OPTIONS" DURING JANUARY 27-31, 2025

Akhtar Hameed Khan National Centre for Rural Development (AHKNCRD), an Executive Department of Establishment Division, is responsible for promoting the cause of rural development in Pakistan through its programmes of training and research. Training is imparted, inter alia to officials of the Local Government and Rural Development Departments, elected representatives, functionaries of Nation Building Department (NBD's) in order to improve their professional skills and promote sharing of experiences regarding rural development in Pakistan.

2. AHKNCRD is planning to organize a five-day training course on "Solid Waste Management-Issues and Options" during January 27-31, 2025. The major objectives of the training programme include:

- To analyze the key challenges and complexities surrounding solid waste management;
- To explore diverse options for tackling these challenges through innovative technological solutions and improved governance systems and;
- To equip the participants with critical thinking skills to evaluate different waste management options.

3. **No training fee will be charged for the training sessions;** however, TA/DA of the participants shall be borne by the nominating agencies. Boarding and lodging facilities are available in the NCRD Hostel located within NCRD Complex on the approved rates and on 'first come, first serve' and double occupancy basis. Food arrangements will be made by the participants on self-finance basis for which the staff is available in the Hostel.

4. **Participants may please be informed that Family Members/Servants are not allowed to stay with them in the Hostel.**

5. It will be appreciated if nominations of 4-5 suitable officers from your department/ organization are sent to NCRD by January 21, 2025. The nomination letter is required to include:

Name	Designation	Department	Contact number	Email Address	Whether hostel facility is required?
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Venue: AHK National Centre for Rural Development (NCRD), Park Road, Chak Shahzad, Islamabad.

Course Coordinator: Ms. Maira Razzaq, Assistant Director (T-II)

E-mail: adt2@ncrd.gov.pk; Tel: 051-9255158

With regards,

DG Secretariat	
CM (R&D)	
CM (D)	
DCAO (GA)	
Dir (NWFC)	
Dir (P)	
NAMC	
DD (CO)	
Dy Mo	9/7
Date	23/12/24

Sincerely,

(Israr Mohammad Khan)

Distribution to:

- Federal Secretaries, Ministries/Divisions, Islamabad.
- Chief Secretaries of Provinces/Constituent Units (Punjab, Sindh, Khyber Pakhtunkhwa, Baluchistan, Gilgit Baltistan & Azad Jammu & Kashmir)
- Concerned Secretaries of Provinces/Constituent Units (Punjab, Sindh, KP, Baluchistan, Gilgit Baltistan & Azad Jammu & Kashmir)
- Deputy Commissioners (Punjab, Baluchistan, Sindh, Khyber Pakhtunkhwa, Gilgit-Baltistan & Azad Jammu & Kashmir)
- Concerned Federal & Provincial Government Organizations/Departments
- Vice Chancellors of Public & Private Universities
- Concerned IGOs, INGOs, NGOs & CSOs

AO (GA)

23.12.24

23.12.24

Zahab