GOVERNMENT OF PAKISTAN
MINISTRY OF COMMERCE
****

Islamabad, the 19th February, 2021

Subject: -   <u>**TRAINING PROGRAMS SCHEDULE FOR THE MONTH OF MARCH, 2021**</u>

Please find enclosed herewith a copy of Pakistan Manpower Institute, Ministry of Federal Education & Professional Training's self explanatory letter No. WP-I(16)2020-21 T&R, dated 2nd February, 2021, on the subject cited above, for uploading on the website of Ministry of Commerce.

2.   All the interested officers of BS-17 & above may be asked to apply for the subject training program on or before 25-02-2021.

Encl: <u>As above</u>

(Muhammad Imtiaz)
Deputy Director (HR-I)

<u>**Database Administrator / Deputy Director (IT), Ministry of Commerce Islamabad**</u>
HR-I section's U.O No. 5(2)/2018-Admn-I/HR-I, dated 19-02-2021

Government of Pakistan
PAKISTAN MANPOWER INSTITUTE
Ministry of Federal Education & Professional Training
Shahrah-e-Suhrawardy Near Zero point, Islamabad

DIRECTOR GENERAL

Dated: 02nd February, 2021

SUBJECT: **TRAINING PROGRAMS SCHEDULE FOR THE MONTH OF MARCH, 2021**

Dear Sir/Madam,

Pakistan Manpower Institute (PMI) organizes a series of training courses/seminars/workshops in the wide spectrum of Human Resource Management (HRM), Human Resource Development (HRD), Human Resource Planning (HRP) and Information Technology (IT). These programmes are organized for the managers and executives of public and private sector organizations. The purpose of organizing such programmes is to disseminate information to the participants and enhance their skills.

2. PMI is organizing the following training programmes during the month of March, 2021.

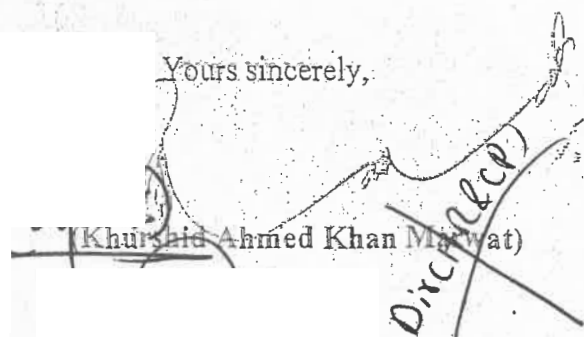| S.No	Name of Event	Duration	Course Coordinators
1.	Knowledge Management & Organizational Development	01-03 March, 2021	Yasser Qureshi Assistant Director, Ph.051-9252553 Email.yasser.pmi@gmail.com
2.	Problem Solving and Decision Making Skills	08-10 March, 2021	Zari Assistant Director, Ph.051-9252552 Email. assistantdirectorpmi@gmail.com
3.	Budget Preparation and implementation in Public Sector	15-17 March, 2021	Yasser Qureshi Assistant Director, Ph.051-9252553 Email.yasser.pmi@gmail.com
4.	Application of Project Management in MS Project	29-31 March, 2021	Zari Assistant Director, Ph.051-9252552 Email. assistantdirectorpmi@gmail.com

3. You are requested to kindly send only 2-3 suitable nomination(s) of BS-17 and above or equivalent from your organizations for the above training programs. Considering availability of limited seats, PMI will accept nominations on first come first served basis. Nominees are required to bring their one recent passport size photograph and copy of their official identity/CNIC card for the registration purpose. Timings of the event will be from 0900 hours to 1330 hours. Participants are requested to use gate No.3 for entering the Institute. The Institute will not charge any fee for the training course. However, TA/DA & accommodation facility (if involved) will be provided to the participants by their respective organizations. Please see note overleaf for important information related to training. The nomination may be forwarded to this Institute on the format given below:

S.No	Name & Designation	Name of Course/Seminar	Organizations	Contact No.	Email Address
1.					

4. Your personal attention in the matter will be highly appreciated.

Best regards.

Yours sincerely,

(Khurshid Ahmed Khan Mewat)

ecretary,
extile Industry Division, Ministry of Commerce and
extile Industry, 1st Floor, Evacuee Trust Complex,
ga Khan Road, I-5/1, Islamabad.