

GOVERNMENT OF PAKISTAN
MINISTRY OF COMMERCE

No. 5(2)/2021-Admn-I/HR-I

Islamabad, the 7th March, 2022

CIRCULAR

**SUBJECT: SCHEDULE OF TRAINING PROGRAMS OF PAKISTAN
MANPOWER INSTITUTE FOR THE MONTH OF MARCH, 2022**

Please find enclosed herewith a copy of self explanatory letter No. WP-I (16) 2021-22 T&R dated 08-02-2022 received from Pakistan Manpower Institute (PMI) on the above mentioned subject for placing on the website of the Ministry of Commerce.

2. Interested officers of the Ministry who fulfill the eligibility criteria may forward their nominations, duly approved by their respective Head (s) of Wing (s) to HR-I Section not later than one (01) week (07 days) before commencement of training.

Encl: **As above**


(Muhammad Suleman Mahsud)
Deputy Director (HR-I)

Database Administrator,
Ministry of Commerce,
Islamabad



Government of Pakistan

PAKISTAN MANPOWER INSTITUTE
Ministry of Federal Education & Professional Training

DIRECTOR GENERAL

Dated: 08 February, 2022

SUBJECT: SCHEDULE OF TRAINING PROGRAMS FOR THE MONTH OF MARCH, 2022

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 programme during the month of March, 2022

| S.No | Name of Event | Duration | Course Coordinators | Venue |
|------|---|-------------------|---|---|
| 1. | Building Self Confidence & Assertiveness Skills | 14-16 March, 2022 | Yasser Qureshi Assistant Director, Email: dgpmi@fce.edu.pk 051-9265394 | Federal College of Education (FCE) Building H9/1 Islamabad Ph.051-9265174 |
| 2. | Understanding PPRA Rules | 28-30 March, 2022 | Zari Assistant Director, Email: dgpmi@fce.edu.pk 051-9265391 | |

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. 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. | | | | | |

Your personal attention in the matter will be highly appreciated.

Best regards.

Yours sincerely,


 (Dr. Samia Rehman Dogar)

Secretary, Commerce Division, Ministry of Commerce
 and Textile Industry, Block "A", Pak. Secretariat,
 Islamabad