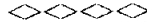


MOST IMMEDIATE


No. 2(13)/2009-Admn-I
Government of Pakistan
Ministry of Commerce & Textile Industry
(Commerce Division)



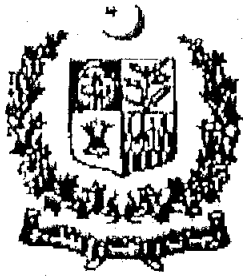
Islamabad, the 27th December, 2013

C I R C U L A R

Copy of Pakistan Manpower Institute's letter No.5(97)/13-T&R, dated 13-12-2013 is forwarded with the request that **nomination of suitable officers having executive positions along with their E-Mail Address for the two days subject seminar duly approved/recommended by their respective officers may kindly be furnished to Admn-I Section latest by 03-01-2014(Timing: 9:00 a.m to 2:00 p.m).**


(Fahad Raza)
Section Officer (Admn-I)

All Officers of the Ministry of Commerce & Textile Industry, Islamabad.



Government of Pakistan
Ministry of Education, Trainings and
Standards in Higher Education
Pakistan Manpower Institute

Phone (O) 9252554
Fax: 9252595
Web site: www.pmi.gov.pk
Shahrah-e-Suhrawardy
Near Zero Point
Islamabad:
Ref.No. 5 (97)/13-T&R
Dated: December 13, 2013

DIRECTOR

SUBJECT: **TWO DAYS SEMINAR ON "PROJECTION TECHNIQUES FOR EMPLOYMENT PLANNING" (16 - 17 JANUARY, 2014)**

Dear Sir/Madam,

The Pakistan Manpower Institute (PMI), is established in 1975, in pursuance of Pakistan Manpower Council. Its mandate is to advance knowledge about ways & means for Human Resource Development and Planning for better utilization of Human Resource in the country and abroad. The purpose of organizing such activities is to disseminate information to the participants and enhance their proficiency for better utilization of HR. The Institute is also involved in research activities since its inception and has completed numerous Research Studies, Research Papers and Reports related to Human Resources and Employment issues.

2. PMI has planned to organize a two days seminar on "**Projection Techniques for Employment Planning**" (16 - 17 January, 2014). The seminar will deal with the concept of Human Resources and its importance in the economic development of the country. Participants of the Course will be acquainted with the projection techniques for employment and manpower planning.

3. Therefore you are requested kindly to send nomination from your organizations of executive positions on the subject two days seminar. Nominees are required to bring recent passport size photograph and copy of their NIC alongwith them for the registration purpose. The seminar will be held at PMI building and **Timing of the seminar will be from 0900 to 1400 hours.**

4. The Institute is not charging any fee for this seminar, however, TA/DA & accommodation facility, if involved, will be provided to the participants by their respective organizations. Nominations for the seminar should reach PMI two days before the start date of the seminar.

5. For further information please contact **Mr. Javaid Iqbal, Deputy Director, PMI (Coordinator of the Seminar)** on phone No. 9252546. Name, Designation and Contact details (Telephone No., Fax, E-Mail Address) of nominee(s) may also please be provided for confirmation and further correspondence.

With best wishes and your personal interest in the matter will highly be appreciated.

Yours sincerely,

(Tariq Qaim Baloch)

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

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Dated: 26/12/2013