Director General   Islamabad, the 29th November, 2012

Subject:- **TRAINING IN INFORMATION TECHNOLOGY FOR THE
GOVERNMENT EMPLOYEES**

Dear Secretary Sb! Assalam - Elaikum!

Pakistan Computer Bureau is actively involved in IT skills development of Government Employees to enhance their efficiency & productivity. The IT promotional programme consists of specialized trainings to meet the varied nature of the training requirements of Public Sector Organizations. Ministries / Divisions, Departments and Autonomous Bodies can participate in the specialized training programme announced by the PCB from time to time.

2.   In this context, you are requested to kindly nominate suitable officers/staff for the prescribed courses as per your requirements. The nomination form along with tentative schedule of courses to assist nominations is attached. The training schedule contains both the Basic IT as well as the Advance Training Courses. The technical manpower of Computer Sections / IT Departments working in BPS-16 & above are eligible to participate in Advance Courses whereas Basic IT courses are open for all the employees in BPS-5 & above.

3.   The courses will be arranged according to the schedule provided we receive enough nominations to make a batch of at least 20 participants. The nominations may reach Pakistan Computer Bureau as early as possible and preferably three weeks prior to the commencement date of the respective course. The selected candidates will be individually informed about the content and other details of the course.

4.   It is requested that the nominees may be relieved by their respective organization after receipt of confirmation from the Bureau. No TA/DA or boarding / lodging facility will be provided by Pakistan Computer Bureau.

Yours sincerely,

Encl: As above

(QAISER SOHAIL)

MOST IMMEDIATE

No. 2(1)/2009-Admn-I
Government of Pakistan
Ministry of Commerce
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Islamabad, the 7th December, 2012

C I R C U L A R

Forwarded with the request that nominations of suitable officers/officials duly approved /recommended by their senior respective officers along with the requisite proforma of trainings courses scheduled to be held from January to July ,2013 as the dates are mentioned against each. The application form for required training has to be submitted in Admn-I Section at least three (3) weeks before prior to the commencement date of a particular course. The nomination proforma could be obtained from Admn-I Section in Room No. 522.

(MARIA KAZI)
Section Officer (Admn-I)

PAKISTAN COMPUTER BUREAU

Tentative Training Courses Schedule from January 2013 to June 2013

S. No.	Courses	Jan	Feb	Mar	Apr	May	Jun
1.	Basic I. T. Training (MS. Office 2007)	7 ---- 31		4 ---- 29		6 ---- 31	
2.	Microsoft Power Point 2007	8 ---- 15			2 ---- 9		18 ---- 26
3.	Inpage Professional 2000			5 ---- 12			
4.	Word Processing (MS. Word 2007)		13 ---- 27		6 ---- 17		
5.	Spread Sheet Analysis (MS. Excel)		13 ---- 27	10 ---- 24			3 ---- 14
6.	Corel DRAW – X3		4 ---- 14		20 ---- 30		
7.	Microsoft Access 2007	16 ---- 31			20 ---- 31		
8.	SQL, PL/SQL (Oracle)		4 ---- 28	3 ---- 30		13 ---- 31	
9.	Oracle 10g Forms			4 ---- 28			3 ---- 27
10.	SQL Server – 2000		11 ---- 28		8 ---- 26	13 ---- 31	
11.	Microsoft ASP. Net	14 ---- 31			8 ---- 26		
12.	Microsoft Visual Basic.Net			11 ---- 29			10 ---- 28
13.	PHP			11 ---- 29			10 ---- 28
14.	My – SQL (Database)		11 ---- 28		8 ---- 26		
15.	Information & Communication Technology (ICT) Project Management		18 ---- 28			13 ---- 24	
16.	E – Commerce				15 ---- 26		17 ---- 28