



**Immediate**  
**No. PCB-5(102)/2011-II**  
**GOVERNMENT OF PAKISTAN**  
**(M/O INFORMATION TECHNOLOGY)**  
**PAKISTAN COMPUTER BUREAU**

Director General

Islamabad, the 15<sup>th</sup> June, 2012

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

Dear Secretary Suhis ! Assalamo - Elaihum

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,

( KAISER SOHAIL )

**MOST IMMEDIATE**

Encl: As above

No. 2(1)/2009-Admn-I  
Government of Pakistan  
Ministry of Commerce  
◇◇◇◇◇

Islamabad, the 28<sup>th</sup> June, 2012

**CIRCULAR**

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 July to December,2012 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 July 2012 To December 2012**

S. No.	Courses	Jul	Aug	Sep	Oct	Nov	Dec
1.	Basic I. T. Training (MS. Office 2007)			3 ----- 28		5 ----- 30	
2.	Basic I. T. Training (Special for Teachers)	3 ----- 31					
3.	Microsoft Power Point 2007	23 ----- 30			10 ----- 17		3 ----- 10
4.	Impage Professional 2000			18 ----- 25		5 ----- 12	
5.	Word Processing (MS. Word 2007)			12 ----- 26		12 ----- 28	
6.	Spread Sheet Analysis (MS. Excel)		1 ----- 15		3 ----- 17		3 ----- 17
7.	Corel DRAW – X3		1 ----- 10				18 ----- 31
8.	Microsoft Access 2007		1 ----- 15		2 ----- 16		
9.	SQL, PL/SQL (Oracle)			3 ----- 28		5 ----- 29	
10.	Oracle 10g Forms	2 ----- 26					3 ----- 27
11.	SQL Server – 2000					1 ----- 16	
12.	Microsoft ASP. Net				1 ----- 19		
13.	Microsoft Visual Basic.Net						10 ----- 28
14.	PHP	9 ----- 27				12 ----- 30	
15.	My – SQL (Database)			10 ----- 28			10 ----- 28

**Note:** This training schedule is tentative. The nominations may reach PCB as early as possible but at least three weeks prior to the commencement date of a particular course. The selected candidates will be individually informed about the detailed final programme of the course. The nominees may be relieved by their respective organization only after receipt of confirmation from the Bureau.