



Government of Pakistan
Ministry of Education, Trainings
And standards in Higher Education
Pakistan Manpower Institute

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Shahrah-e-Suhrawardy
Near Zero Point
Islamabad
Ref. No.11(11)/14-T&R
Dated 15th May, 2014

Director

Subject: COMPUTER TRAINING COURSES SCHEDULE FOR THE
MONTH OF JUNE, 2014

Dear Sir/Madam,

Pakistan Manpower Institute (PMI) organizes training courses in the wide spectrum of Development and utilization of Human Resources and Information Technology for the officers/executives from public and sector organizations and non-governmental organizations (NGOs) all over Pakistan. The purpose of organizing such activities is to impart knowledge and new experiences among the participants.

The Institute has planned to conduct two Information Technology training courses during the month of June, 2014 as under:-

S.No.	Name of Event	Duration	Course Coordinator
1.	MS Access	17 th - 19 th June, 2014	Ms. Farhat Shafiq
2.	MS Excel	24 th - 26 th June, 2014	Ms. Farhat Shafiq

You are requested to send nomination(s) of suitable officers of BS-17 and above for the above training courses from your organization having some basic knowledge in Information Technology. **Nominees are required to bring their one recent passport size photograph and copy of their official identity card for the registration purpose.** The Institute will not charge any fee for above mentioned courses. However, TA/DA & accommodation facility, if involved, will be provided to the participants by their respective organizations. The nomination of nominees should be forwarded to this Department on the following format by 1st June, 2014 given below:

S.No.	Name & Designation	Name of Course	Contact No.	Email Address.

4. **Timing of the training courses will be from 0900 to 1300 hours.** In case of any further information, Ms. Farhat Shafiq, Assistant Director, PMI may be contacted on Ph: # 9252555 email: farhat.shafiq.pmi@gmail.com.

Yours sincerely,


(Javed Iqbal)

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