<table>
<tr><td colspan="2" align="center">Government of Pakistan
Ministry of Education and Training
<i>PAKISTAN MANPOWER INSTITUTE</i></td></tr>
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Government of Pakistan
Ministry of Education and Training
PAKISTAN MANPOWER INSTITUTE

Phone (O) 051- 9252554
Fax: 051- 9252595

Shahrah-e-Suhrawardy
Near Zero Point
Islamabad:

DIRECTOR GENERAL

Ref.No. 8 (91)/13-CT
Dated: January 21st, 2013

Subject: -   **COMPUTER TRAINING COURSE ON: "WORD PROCESSING WITH MS WORD" (25th FEBRUARY - 1st MARCH, 2013)**

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/staff from public and private sector organizations and non-governmental organizations (NGOs) all over Pakistan.

2.   PMI has planned to organize a training course on *"Word Processing with MS Word" " (25th February – 1st March , 2013)*. The objective of the course is to upgrade the skills of participants and to familiarize them with MS Word and its application.

3.   You are requested kindly to send nomination(s) for the course from your organization. **Timing of the course will be from 0900 to 1130 a.m. The Institute is not charging any fee for this course**. However, TA/DA, accommodation if involved, will be provided to the participants by their respective organizations. Your personal interest in the matter will be highly appreciated.

4.   Mr. Asif Safdar (Ph.9252552), Assistant Director/Course Coordinator may be contacted for further information, if any. Contact/fax numbers of nominating agencies/nominees, if provided, will facilitate us in confirmation and also for making future correspondence.
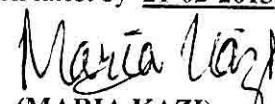
Yours sincerely,

(Muhammad Azam)

MOST IMMEDIATE

No. 2(13)/2009-Admn-I
Government of Pakistan
Ministry of Commerce
◇◇◇◇

Islamabad, the 19th February, 2013

C I R C U L A R

Copy of Pakistan Manpower Institute's letterNo.8(91)/13-CT,dated 21-01-2013 is forwarded with the request that nomination of suitable officers, duly approved/recommended by their respective senior officers may kindly be furnished to Admn-I Section latest by **21-02-2013**.

(MARIA KAZI)
Section Officer (Admn-I)