

Government of Pakistan
Ministry of Professional and Technical Training
Pakistan Manpower Institute

Phone(O) 9252554
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Shahrah-e-Suhrawardy
Near Zero Point
Islamabad:
Ref.No. Admn.8(81)/12-CT
Dated 5th March, 2012

Director General

Subject:- COMPUTER TRAINING COURSE ON : "MS EXCEL"(9-13 APRIL, 2012)

Dear Sir/Madam,

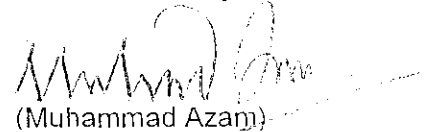
Pakistan Manpower Institute (PMI) organizes training courses in the wide spectrum of development and utilization of human resources for the officers/executives from public and private sector organizations and non-governmental organizations (NGOs) dealing with various aspects of human resource development and employment promotion.

PMI has planned to organize a training course on "MS Excel"(9-13 April, 2012)". The objective of the course is to upgrade the skills of the participants and to familiarize them with MS Excel and its Application. After attending the course the participants will be able to work on MS Excel in their respective organizations.

You are requested kindly to send nomination(s) for the course from your organization of the personnels having some basic knowledge in the related field. **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, if involved, will be provided to the participants by their respective organizations. Your personal interest in the matter will be highly appreciated.

Mr. Javid Iqbal (Ph.9252546), Deputy 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
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Islamabad, the 21st March, 2012

CIRCULAR

Copy of Pakistan Manpower Institute's letter No. Admn.8 (81)/12-CT, dated 05-03-2012 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 02-04-2012.



(MARIA KAZI)

Section Officer (Admn-I)