



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

Phone(O) 9252554
Fax: 9252595

Shahrah-e-Suhrawardy
Near Zero Point
Islamabad:
Ref.No. Admn.8(84)/12-CT
Dated 11th June, 2012

Director General

Subject:- COMPUTER TRAINING COURSE ON : "OFFICE AUTOMATION WITH MS OFFICE"(9-13 JULY, 2012)

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 private sector organizations and non-governmental organizations (NGOs) all over Pakistan.

PMI has planned to organize a training course on "Office Automation with MS Office(9-13 July, 2012)". The objective of the course is to upgrade the skills of the participants and to familiarize them with the latest tools & techniques in the field of Information Technology. After attending the course, the participants will have knowledge of basic computer applications and will be able to know the basic utilization of MS Office, Internet, networking etc. The course is combination of theory and hands-on-practice.

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, accommodation if involved, will be provided to the participants by their respective organizations. Your personal interest in the matter will be highly appreciated.

Ms. Farhat Shafiq (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 20th June, 2012

CIRCULAR

Copy of Pakistan Manpower Institute's letter No. Admn.8(84)/12-CT, dated 11-06-2012 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 27-06-2012.


(MARIA KAZI)
Section Officer (Admn-I)