No. 2(13)/2009-Admn-I
Government of Pakistan
Ministry of Commerce
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Islamabad, the 20ᵗʰ October, 2014

CIRCULAR

Pakistan Manpower Institute has invited the nominations for the following training course having basic knowledge in the related field scheduled to be held in the month of November, 2014:-

i.	Four Days Computer Training Course on "**Internet and its Application**" from **24ᵗʰ** to **27ᵗʰ November, 2014** (Timing: 9:00 a. m to 2:00 p.m).	**10-11-2014**

2.   It is therefore requested that the nomination of suitable officers/officials of BS-11 and above along with their E-Mail Address duly approved/recommended by their respective senior officers may kindly be furnished to the undersigned as the date mentioned against each course.

(Qazi Imran-ud-Din)
Section Officer (Admn-I)

DIRECTOR (TRAINING)
Phone (O) 051-9252546 Fax 051- 9252595
Email, rana_mef@hotmail.com

Subject: - **COMPUTER TRAINING COURSE ON: "INTERNET AND ITS APPLICATIONS" (24-27, NOVEMBER, 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/staff of Public, Private Sector Organizations and Non-governmental Organizations (NGOs) all over the Pakistan.

2.   PMI has planned to organize a training course on **"Internet and Its Applications (24-27, November, 2014).** The objective of the course is to upgrade the skills of the participants and to familiarize them with the latest tools/techniques in the discipline of Information Technology and its applications.

3.   You are requested kindly to send nomination(s) for the above said IT course from your organization of the personals (BS-11 and above) having some basic knowledge in the related field. **Nominees are required to bring their one recent passport size photograph and copy of their official identity card along with them for the registration purpose. Timing of the course will be from 0900 to 1400 hours. The Institute will not charge any fee for this course**. However, TA/DA, accommodation if involved, will be provided to the participants by their respective organizations.

4.   in case of any further information Mr. Asif Safdar Assistant Director/Course Coordinator may be contacted on Telephone No.051-9252552, Email. rana_mef@hotmail.com).

With best regards.

Yours sincerely,

(JAVAID IQBAL)