



Government of Pakistan  
Ministry of Education and Training  
Pakistan Manpower Institute

Phone(O) 9252554  
Fax: 9252595

Shahrah-e-Suhrawardy  
Near Zero Point  
Islamabad:  
Ref.No. Admn.8(96)/2013-CT  
Dated 30<sup>th</sup> May, 2013

DIRECTOR GENERAL

Subject:- COMPUTER TRAINING COURSE ON "OFFICE AUTOMATION WITH MS OFFICE FOR BEGINNERS" (17-21 JUNE, 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 of Public, Private and Non-governmental (NGOs) sector organizations from all over Pakistan.

2. The Institute has planned to organize a training course on "OFFICE AUTOMATION WITH MS OFFICE FOR BEGINNERS" (17-21 June, 2013). The objective of the course is to upgrade the IT skills and knowledge of the participants and to familiarize them with basic programmes of computer to discharge their official duties efficiently.

3. You are kindly requested to send nomination(s) for the course, of the personnels of your organization who have basic understanding of Information Technology and who have to discharge official job duties and responsibilities which can be enhanced by completing this IT training course. Your personal interest in this matter will be highly appreciated.

4. Attached is standard operating procedure and course outline of the training course for your reference.

5. Miss. Farhat Shafiq (Ph. 9252555) 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.

With regards.

Yours sincerely,

Joint Secretary (Admn.),  
Ministry of Commerce

(Dr. Fayyaz Ahmad Ranjha)

**MOST IMMEDIATE**

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

Islamabad, the 12<sup>th</sup> June, 2013

**CIRCULAR**

Copy of Pakistan Manpower Institute's letter No. Admn.8(96)/2013-CT, dated 30-05-2013 is forwarded with the request that **nomination of suitable officers having basic understanding of Information Technology** duly approved/recommended by their respective senior officers may kindly be furnished to Admn-I Section latest by **14-06-2013** (Timing: 9:00 a.m to 1:30 p.m). Standard Operating Procedure and Course Outline of the IT Training course if required, will be taken from Admn-I Section (Room No:522).

(FAHAD RAZA)  
Section Officer (Admn-I)

All Officers, Ministry of Commerce, Islamabad.

Dy. No. 2108-Admn-I  
Dated: 10/6/2013