Government of Pakistan
Labour and Manpower Division
Pakistan Manpower Institute

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Shahrah-e-Suhrawardy
Near Zero Point
Islamabad:
Ref.No.8(63)/10-CT
Dated   7th June. 2010

Director General

Subject:-   **COMPUTER TRAINING COURSE ON : " Office AUTOMATION WITH MS OFFICE" (5-16 July, 2010)**

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 **"Office   Automation with MS Office (5-16 July, 2010)**, The objective of the courses is to cultivate the computer literacy among the officers, upgrade their skills, to familiarize them with the latest tools/techniques in the discipline of Information Technology

You are requested kindly to send nomination(s) for the course from your organization **based in Islamabad/Rawalpindi only. Due to limited number of seats, nominations will be accepted on first-come-first-served basis. 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. Javaid Iqbal (Ph.9252546), Deputy Director/Course Coordinator may be contacted for further information, if any.

Yours sincerely,

GOVERNMENT OF PAKISTAN
MINISTRY OF COMMERCE
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No. 2(13)/2009-Admn-I

Islamabad, the 17th june 2010

CIRCULAR

Copy forwarded with the request that nomination of suitable Oficers approved by the respective concerned officers may be forwarded to this section later by 23-06-2010 positively

(Hina Gul)
Section Officer (Admn-I)

All Officers in the Ministry of Commerce Islamabad.