



Government of Pakistan
M/o of Professional and Technical Training
Pakistan Manpower Institute

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Shahrah-e-Suhrawardy
Near Zero Point
Islamabad:
Ref.No. Admn.8(76)/11-C
Dated 13th Sept., 2011

Director General

Subject:- **COMPUTER TRAINING COURSE ON : "DATABASE BUILDING WITH MS ACCESS"(10-15 OCTOBER, 2011**

Dear Sir/Madam,

Pakistan Manpower Institute (PMI) organizes capacity building training courses, seminars & workshops including computer training programmes 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) all over the country.

PMI has planned to organize a training course on "**Database Building with MS Access**" (10-15 October, 2011) 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 be able to set up a database in their respective organizations.

Your are requested kindly to send nomination(s) for the course from your organization of the personnel 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. Javaid Iqbal, Deputy Director/Course Coordinator (Ph.9252546) may be contacted for further information, if any. Contact/fax numbers of nominating agencies/nominess, if provided, will facilitate us in confirmation of nominations.

Yours sincerely,


(Muhammad Azam)

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



Islamabad, the 23rd September, 2011

CIRCULAR

Copy of Pakistan Manpower Institute D.O letter No. Admn.8(76)/11-C, dated 13-09-2011 is forwarded with the request that nomination of suitable officers, duly approved by their respective officer may kindly be furnished to Admn-I Section latest by **03-10-2011**.


(MARIA KAZI)
Section Officer (Admn-I)

All Officers, Ministry of Commerce, Islamabad.