



**Government of Pakistan
Ministry of Federal Education
and Professional Trainings
Pakistan Manpower Institute**

Reminder

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Pakistan Manpower Institute
Shahrah-e-Suhrawardy
Near Zero Point
Islamabad
Ref. No. ()/14-T&R
Dated 27th June, 2014

Director (Trainings)

Subject: COMPUTER TRAINING COURSES SCHEDULE FOR THE MONTH OF JULY, 2014

Dear Sir/Madam,

Reference PMI's letter of even number dated 15th May, 2014 on the subject mentioned above.

The Institute has planned to conduct three training courses during the month of July, 2014 which are as under:-

S.No.	Name of Event	Duration	Course Coordinator
1.	Office Automation with MS Office	1 st - 4 th July, 2014	Mr. Asif Safdar Assistant Director
2.	Time Management	07 th - 10 th July, 2014	Mr. Yasser Qureshi Assistant Director
3.	Conflict Management	14 th - 15 th July, 2014	Mr. Asif Safdar Assistant Director
4.	Anger Management	21 st - 22 nd July, 2014	Mr. Javaid Iqbal, Director

You are requested to send nomination(s) of suitable Officials for BS-11 and above (Sr. 01) and (Sr. 2 - 4) Officers of BS-17 and above and Executives of Public & Private Organizations for the above training courses from your organization having some basic knowledge. **Nominees are required to bring their one recent passport size photograph and copy of their official identity card for the registration purpose.** The Institute will not charge any fee for above mentioned courses. However, TA/DA & accommodation facility, if involved, will be provided to the participants by their respective organizations. The nomination of nominees should be forwarded to this Department on the following format as given below:

S.No.	Name & Designation	Name of Course	Contact No.	Email Address.

4. **Timing of the training courses will be from 0900 to 1300 hours.** In case of any further information, Mr. Javaid Iqbal, Director 051-9252546, Mr. Yasser Qureshi, Assistant Director 051-9252553 & Mr. Asif Safdar, Assistant Director, 051-9252552, PMI may be contacted, email: Yasser.PMI@gmail.com rana.mef@hotmail.com.

TRAINING SECTION

Reminder

No.4(10-1)/Trg/PD&R/2013

Islamabad, the 8th July, 2014

The nomination should reach this Section latest by 10th July, 2014

(ASKAR KHAN)
Section Officer

Director General (JACC) is requested to enter/display the subject circular on Planning Commission's website

Office of the Secretary

Dy. No: 5610
Date: 03.07.2014

Joint Secretary (T) Office
Diary No: 1669
Dated: 24/7/14

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