



F. No. 11(17)/2014-CT  
Government of Pakistan

Ministry of Federal Education and Professional Training  
**PAKISTAN MANPOWER INSTITUTE**  
Shahrah-e-Suhrawardy near Zero Point  
Islamabad, Dated 24<sup>th</sup> October, 2014

**DIRECTOR**

Phone (O) 051-9252546 Fax 051- 9252595  
Email, rana\_mef@hotmail.com

**SUBJECT: COMPUTER TRAINING COURSE SCHEDULE FOR THE MONTH OF DECEMBER, 2014.**

Dear Sir,

Pakistan Manpower Institute (PMI) organizes a series of training courses/seminars/workshops in the wide spectrum of Human Resource Development and other important national and international issues. These programmes are organized for the Officers and Executives from Public and Private Sector Organizations dealing with human resource development and management. The purpose of organizing such activities is to disseminate information to the participants and enhance their Skills.

2. The Institute has planned to organize a Computer Training Course on the following subject.

Name of Course/Seminar	Duration	Course Coordinator
<i>Modern Data Base Management</i>	<i>22-24, December, 2014</i>	<i>Mr. Asif Safdar, Assistant Director</i>

3. You are requested to send nomination(s) of officers of BS-11, and above for the above stated course from your organization. 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 courses/seminar will be from 0900 to 1400. The Institute will not charge any fee for the above mentioned course. However, TA/DA & accommodation facility, if needed, will be provided to the participants by their respective organizations. The nomination of nominees may forward to this Department on the format given below.

S.No	Name & Designation	Name of Course/Seminar	Contact No.	Email Address
1.				

4. Your personal interest in the matter will be highly appreciated.

5. In case of further information required the respective course coordinator may be contacted as mentioned at Para 2 of this letter.

With best regards.

Yours sincerely,

(*Javed Iqbal*)

Secretary

Secretary Office

Joint Secretary (A) Office  
Copy No. 1030  
Dated: 30.10.2014

DS (A&B).....  
By No: 467  
31-10-2014

**MINISTRY OF PLANNING, DEVELOPMENT & REFORM**  
**(Training Section)**  
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No.4(10-1)/Trg/PD&R/2013

Islamabad, the 7<sup>th</sup> November, 2014

The nomination should reach this Section latest by 14<sup>th</sup> November, 2014.

(*ASKAR KHAN*)  
Section Officer

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

*Mr. Raheel c/o*

*11/11/14*