

Government of Pakistan

**PAKISTAN MANPOWER INSTITUTE**  
**Ministry of Federal Education & Professional Training**  
**Shahrah-e-Suhrawardy Near Zero point, Islamabad**

**DIRECTOR GENERAL**Phone (O) 051-9252554 Fax 051- 9252595**SUBJECT: COMPUTER TRAINING COURSE SCHEDULE FOR THE MONTH OF AUGUST, 2015.**

Dear Sir,

Pakistan Manpower Institute (PMI) organizes a series of training courses/seminars/workshops in the wide spectrum of Human Resource Development, Information Technology 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
Modern Data Base Management	August 03-06, 2015	Mr. Asif Safdar, Assistant Director Ph. 051-92525252 Reference F.No.12(01)/2015-16/CT Email, rana_mef@hotmail.com
Computer Concepts and Applications	August 24-27, 2015	Ms. Farhat Shafiq, Assistant Director Ph. 051-92525255 Reference F.No.12(02)/2015-16/CT

3. You are requested to send nomination(s) of officials 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.				

Your personal interest in the matter will be highly appreciated.

With best regards.

Yours sincerely,

(Dr. Fayyaz Ahmed Ranjha)

Secretary,  
 Information Technology,  
 Government of Sindh, Karachi.