

D.S (Establishment) Office  
Diary No. 3703  
Dated: 11/01/19



Esth-IV 992  
14-01-18

WP-I(16)2018-19 T&R  
Government of Pakistan

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

DIRECTOR GENERAL

Dated: 07<sup>th</sup> January, 2019

SUBJECT: **TRAINING PROGRAMS SCHEDULE FOR THE MONTH OF FEBRUARY, 2019**

Dear Sir/Madam,

Pakistan Manpower Institute (PMI) organizes a series of training courses/seminars/workshops in the wide spectrum of Human Resource Management (HRM), Human Resource Development (HRD) Human Resource Planning (HRP) and Information Technology (IT). These programmes are organized for the managers and executives of public and private sector organizations dealing with Human Resource Management. The purpose of organizing such programmes is to disseminate information to the participants and enhance their skills.

2. PMI is organizing the following training programmes during the month of February, 2019.

S.No	Name of Event	Duration	Course Coordinators
1.	Understanding Constitution of Pakistan, Rights, Legislative Process & Constitutional jurisdiction	11-13 February, 2019	Zari Assistant Director, Ph. 051-9252552 Email. assistantdirectorpmi@gmail.com
2.	Application of Project Management in MS Project	12-14 February, 2019	Yasser Qureshi Assistant Director, Ph.051-9252553 Email.yasser.pmi@gmail.com
3.	Human Resource Management	18-20 February, 2019	Asif Safdar Assistant Director, Ph. 051-9252551 Email. rana4mef@gmail.com
4.	Budget Preparation and Implementation in Public Sector	25-27 February, 2019	Yasser Qureshi Assistant Director, Ph.051-9252553 Email.yasser.pmi@gmail.com

3. You are requested to kindly send 2-3 suitable nomination(s) of BS-17 and above or equivalent from your organizations for the above training programs. Considering availability of limited seats, PMI will accept nominations on first come first served basis. Nominees are required to bring their one recent passport size photograph and copy of their official identity/CNIC card for the registration purpose. Timings of the event will be from 0900 hours to 1330 hours. Participants are requested to use gate No.3 for entering the Institute. The Institute will not charge any fee for the training course. However, TA/DA & accommodation facility (if involved) will be provided to the participants by their respective organizations. The nomination may be forwarded to this Institute on the format given below:

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

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

Best regards,

Yours sincerely,

Plz circulate

Secretary

ALI RAZA BHUTTA  
Additional Secretary

(Humera Azam Khan)

**MINISTRY OF PLANNING, DEVELOPMENT & REFORM**  
(Training Section)

No.4(10)Trg/Estb-IV/PDR/2018

Islamabad, the 18<sup>th</sup> January, 2019

The nomination should reach this Section five (05) days before the course begins.

(Ayesha Javed)  
Section Officer

All officers of Ministry of Planning, Development & Reform

Copy to:-

Project Director(Dev. Communications) is requested to enter/display the subject circular on Planning Commission's website