

No. 1/7/TRG/CB/BISP/14/229

Islamabad, 12th October, 2017

CIRCULAR

Subject: - **PAKISTAN MANPOWER INSTITUTE (PMI) Various TRAINING COURSES -**

Pakistan ManPower Institute (PMI), Ministry of Federal Education & Professional Training is organizing the Training events in the wide spectrum of Human Resource Management (HRM) and Human Resource Development (HRD) for the month of October, 2017. The training courses are going to be organized for the managers and executives of public and private sector organizations to disseminate information to the participants and enhance their skills.


2. The Training Courses and Schedule are as under:

Sr. No.	Name of Event	Duration
1	Application of Project Management in MS Project	16-18 Oct, 2017
2	Filing Income Tax Returns	19-20 Oct, 2017
3	Effective Time Management Skills	23-25 Oct, 2017

3. All BISP Wings are requested to convey suitable nomination(s) of the Officers for the training programs Sr. No.1 till **15-10-2017**, Sr.No.2 till **16-10-2017** & Sr. No.18-10-2017. The PMI Circulars are enclosed. The nominations may be forwarded to Director (Training)/Training Wing on the format given below.

S. No	Name & Designation	Training Course	Wing/ Section	Contact No.	Email Address

Enclose as above


(Amsal Zaman)
Assistant Director (Training)

Distribution:-

All DGs, Directors BISP HQ Wings

CC:

- i. PS to Secretary BISP
- ii. PS to DG (HR)
- iii. Director IT with request to upload the Circular at BISP website please.

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

Dated: 31st August, 2017

TRAINING PROGRAMS SCHEDULE FOR THE MONTH OF OCTOBER, 2017

Dear Sir/Madam,

Pakistan Manpower Institute (PMI) organizes 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.

PMI has planned to organize the following training programmes during the month of October, 2017:

S.No.	Name of Event	Duration	Course Coordinators
	Strategic Vision	03-05 Oct, 2017	Sidra-Tul-Muntaha, Assistant Director Ph. 051-9252552 pakistanmanpowerinstitute@gmail.com
	Diversity Management	09-11 Oct, 2017	Yasser Qureshi, Assistant Director Ph. 051-9252553 yasser.pmi@gmail.com
	Application of Project Management in MS Project	16-18 Oct, 2017	Sidra-Tul-Muntaha, Assistant Director Ph. 051-9252552 pakistanmanpowerinstitute@gmail.com
	Effective Time Management Skills	23-25 Oct, 2017	Yasser Qureshi, Assistant Director Ph. 051-9252553 yasser.pmi@gmail.com

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 0830 hours to 1330 hours. Participants are requested to use gate No.3 for entering into 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 of nominees may be forwarded to this Institute on the format given below:

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

Your personal attention in the matter will be highly appreciated.

Best regards,

Yours sincerely,

(Signature)
 (Khalida Gulnar)

24-11-17
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For circulation of suitable nominations.

*A. G. an
 02/10/2017*

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



DIRECTOR GENERAL

Dated: 3rd October, 2017

SUBJECT: **TRAINING PROGRAMS SCHEDULE FOR THE MONTH OF OCTOBER, 2017**

Dear Sir/Madam,

Pakistan Manpower Institute (PMI) organizes 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 Resource Management. The purpose of organizing such programmes is to disseminate information to the participants and enhance their Skills.

2. PMI has planned to organize the following work shop during the month of October, 2017.

S.No	Name of Event	Duration	Course Coordinator
1.	Filing of Income Tax Returns	19-20 Oct, 2017	Yasser Qureshi, Assistant Director Ph. 051-9252553 yasser.pmi@gmail.com

3. The above mentioned work shop is designed to give awareness to managers and executives of public and private sector organizations in filing their income tax returns so as to enable them to become self sufficient in filing their income tax returns instead of relying on professionals from the market. Nominees are requested to bring following:

1. Pay Slips (July, 2016 to June, 2017)
2. Utility Bills, July, 2016 to June, 2017 (Electricity, Gas, Telephone Govt. & Private, Cell phones)
3. Other income assets & liabilities .

You are therefore 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 0830 hours to 1330 hours. Participants are requested to use gate No.3 for entering into 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 of nominees 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,

Khalida Gulnar
(Khalida Gulnar)

Managing Director, Benazir Income Support Programme, Block "F", Pak Secretariat, Islamabad.

DG (Admin)

on file, ph:

Aug. 20.17.

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Director (Training)
Diary No. 220
Date: 09-10-2017
Secretary's Office
6308
4-10-
DG 2388
Dy. No.: 9-10-2017
Date: 9-10-2017