

Government of Pakistan
Benazir Income Support Programme (BISP)
“F” Block Pak Secretariat

No. 1/7-TRG&HR/CB(WP)/BISP/2014

Islamabad, 16th 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 November, 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.

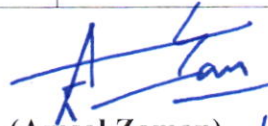
2. The Training Courses and Schedule are as under:

Sr. No.	Name of Event	Duration
1	Problem Solving Skills	30 Oct-1 st November, 2017
2	Application of Project Management in MS Project	06-08 Nov, 2017
3	PPRA Rules	13-15 Nov, 2017
4	Financial Management	20-22 Nov, 2017

3. All BISP Wings are requested to convey suitable nomination(s) of the Officers for the training programs of Sr. No.1 & ² till 23-10-2017, Sr. No.3 & 4 till 03-10-2017. The PMI Circular is 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

Encl. as above


(Amsal Zaman) 16/10/2017
Assistant Director (Training)

Distributions:-

All DGs, Directors BISP HQ Wings

CC:

- i. Director to Chairperson's Office
- ii. SO to Secretary
- iii. PS to DG (HR)
- iv. 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

DIRECTOR GENERAL

Dated: 5th October, 2017

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

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.

PMI has planned to organize the following training programs during the month of November, 2017.

S.No	Name of Event	Duration	Course Coordinators
1.	Problem Solving Skills	30 Oct-1 st Nov, 2017	Sidra-Tul-Muntaha, Assistant Director, Ph: 051-9252552 pakistanmanpowerinstitute@gmail.com
2.	Application of Project Management in MS Project	06-08 Nov, 2017	Yasser Qureshi Assistant Director, Ph:051-9252553 yasser.pmi@gmail.com
3.	PPRA Rules	13-15 Nov, 2017	Sidra-Tul-Muntaha, Assistant Director, Ph: 051-9252552 pakistanmanpowerinstitute@gmail.com
4.	Financial Management	20-22 Nov, 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
1.					

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)

Secretary's Office
By No. 6364 Secy/BISP/2017
Dated 09-10-2017
3.
DG (Admin)
D.No. 239
Date: 12-10-17
230
12-10-17

Received 15/10/2017 09:15 am

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