

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

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

Islamabad, 16th January, 2018

CIRCULAR

Subject: - **PAKISTAN MANPOWER INSTITUTE (PMI) TRAINING PROGRAMS SCHEDULE FOR THE MONTH OF FEBRUARY, 2018**

PMI is organizing the series of Training events in the wide spectrum of Human Resource Management (HRM), Human Resource Development (HRD) and Information Technology (IT) for the month of February, 2018. 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 | 12-16 February, 2018 |
| 2 | Harassment of Women at Workplace | 19-21 February, 2018 |
| 3 | Auditing System in Public Sector | 26-28 February, 2018 |
| 4 | MS Power Point | 27 Feb – 01 March, 2018 |

3. All BISP Wings are requested to convey suitable nomination(s) of the Officers for the training programs of Sr. No.1 to 4 till 29-01-2018. The PMI Letter of Training Programs is enclosed. BISP is to send 2-3 nominations of BS-17 and above or equivalent to PMI for each training course. 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) 16/01/2018
Assistant Director (Training)

Distribution:-

All DGs, Directors BISP HQ Wings

CC:

- i. Director to Chairperson's Office
- ii. SO to Secretary
- iii. Director Training, BISP HQs Islamabad
- iv. Director IT with request to upload the Circular at BISP website please.
- v. Notice Boards