

Government of Pakistan
Ministry of Federal Education & Professional Trainings
Pakistan Manpower Institute (PMI)
Islamabad

Space available for Conferences / Seminars / Workshops and Symposium etc in PMI
Auditorium at Zero point Islamabad

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) and Human Resource Planning (HRM) and Information Technology (IT). These programs 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.. A state of the art fully furnished Auditorium comprising of 422 seats is available in the premises of PMI along with Syndicate Rooms, having facility of multimedia.

3. The Government of Pakistan has incurred huge expenditure on its construction and furnishing and the same is ready available for utilization by the various Ministries / Organizations / Corporations / Banks / Semi-Autonomous Bodies / Multi-nationals etc. on nominal rates. Detail of TORS and charges is enclosed herewith

4. For further details / information Mr. Nasirullah Khan, Administrative Officer having **Telephone No.** 051-9252548 **Fax No.**051-9252595 **Email** khushwaqt209@gmail.com, may kindly be contacted.

**TERMS & CONDITIONS FOR RESERVATIONS OF PMI AUDITORIUM,
SEMINARS AND SYNDICATE HALL**

1. All charges of the Auditorium, Seminar/Syndicate Halls are required to be deposited in advance with DDO (PMI) at least 03 days before holding of the function, for issuance of formal reservation/booking letter.
2. Rs. 10,000/- as security (refundable) will be payable at the time of confirmation /booking letter. In case of cancellation Rs. 5000/- & 6000/- will be adjusted as cancellation charges, from government & private organizations, respectively.
3. Details/schedule of the program showing name of the Chief Guest, number of participants, including foreign participants and timings of the function must be provided in writing at the time of booking;
4. Rehearsal/preparation is not allowed beyond 8:00 PM;
5. Any dismantle/alternation in the furniture or fixture is not allowed;
6. The maximum seating arrangements in the Auditorium is only 422 seats and the participants beyond the available seats are not allowed.
7. All related arrangements may be carried out in coordination with the management of PMI including the displaying of banners, steamers etc. fixing of steel nails/hooks and sticking taps on the wooden panel/walls is not allowed. Maximum size of backdrop is 14x10 feet;
8. Heavy sound system or drum beating will not be allowed;
9. Edible items/drinks are not allowed inside the Auditorium;
10. Activity/event outside the Auditorium will not allowed;
11. The management reserves the right to cancel the booking of Auditorium without assigning any reason.
12. The organizers may arrange extra lights and décor if required at their own cost;
13. All the security arrangements/parking of vehicles will be the sole responsibility of the hiring party

The detail of reservation charges of Auditorium and Syndicate Hall will be as under

S.No.	Facilities	Charges for Ministry/Division/Department and Autonomous Bodies (charges per day in rupees)	Charges for Private & Non-Governmental Sector Organizations (charges per day in rupees)
1	Charges for reservation of Auditorium	25,000/-	35,000
2.	Charges of Auditorium for Rehearsal	7500/-	7500/-
3.	Charges for reservation of Seminar and Syndicate Halls	For One 7000/- for both 10,000/-	For one 10,000/- for both 15,000/-
4.	Charges of utilities (electricity, gas etc.) consumed in Auditorium	8000/-	12,000/-
5.	Charges of utilities (electricity, gas etc.) consumed in Seminar and Syndicate Halls	5000/-	8000/-
6.	Security advance (refundable)	10,000/-	10,000/-
7.	Cancellation charges of Auditorium, Seminar and Syndicate Halls	5000/-	6000/-

Contact Person

Mr. Nasirullah Khan

Administrative Officer, PMI

Ph. +92 051 9252548

Fax: +92 051 9252595

Email: khushwaqt209@gmail.com

Contact Timings: Monday to Friday from 8:00 am to 4:00 pm