

GOVERNMENT OF PAKISTAN  
MINISTRY OF COMMERCE

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No. 5 (2)/2021-HR-II

Islamabad, the 17<sup>th</sup> May, 2023

**CIRCULAR**

**SUBJECT: - ONE WEEK (PART-TIME) TRAINING COURSE ON "SERVICE RULES & REGULATIONS" FROM 12-06-2023 TO 16-06-2023.**

Secretariat Training Institute (STI) is organizing subject course from 12-06-2023 to 16-06-2023. The training sessions will be held from 09:00 to 11:00 hours daily or as notified otherwise. Details are as follows:-

**Target Audience/Group:**

This course is designed for employees of BPS 11-16.

**Course objectives:-**

To refresh and update knowledge of participants about prevailing rules and regulation.

**Courses Contents/Outlines:-**

i)	An over view of Civil Servant Act. 1973.
ii)	Civil Servant Efficiency & Discipline (E&D) Rules, 2020
iii)	Civil Servants Appointment, Promotion and Transfer (AP & T) Rules, 1973
iv)	Public Procurement Rules, 2004
v)	Revised Leave Rules, 1980

2. It has been requested that nomination of suitable official of the Federal Government Ministries/Division/Department and Organizations may reach the institute latest by 08-06-2022. Late nomination will not be entertained. Selected officials/ nominee(s) will report to the Institute for registration on 12-06-2023 at 0900 hours. No registration shall be allowed after 0915 hours.

3. The interested officials of the Ministry, may forward their nomination, their nomination, duly approved by their reporting officer to HR-II section latest by 01-06-2023 positively. Nominations received after the deadline will not be entertained.

  
(Aamir Waheed)  
Section Officer (HR-II)

- i. Copy to Deputy Director (IT), Ministry of Commerce, Islamabad, with the request to upload the circular on the Ministry's official website.
- ii. Notice Board (A-Block)
- iii. Notice Board (Kohsar Block)