

GOVERNMENT OF PAKISTAN  
MINISTRY OF COMMERCE

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

Islamabad, the 5<sup>th</sup> October, 2023

**CIRCULAR**

**SUBJECT: - ONE WEEK (PART-TIME) TRAINING COURSE ON "SERVICE RULES & REGULATIONS" FROM 06-11-2023 TO 10-11-2023**

Secretariat Training Institute is organizing subject courses from 06-11-2023 to 10-11-2023. The training sessions will be held from 0900 to 1100 hours daily or as notified otherwise. Details are as follows:-

**Target Audience/Group:**

This course is designed for BPS 11-16.

**Course objectives:-**

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

**Courses Contents/Outlines:-**

i)	An over view of Civil Servant Act. 1973	ii)	Civil Servant Appointment, Promotion and Transfer (APT) Rules, 1973
iii)	Civil Servant Efficiency & Discipline (E & D) Rules, 2020	iv)	Conduct Rules 1964
v)	Appeal Rules, 1977	vi)	Promotion Policy, 2019
vii)	Seniority Rules, 1993	viii)	Revised Leave Rules, 1980
ix)	Public Procurement Rules, 2004	x)	Retirement from Government Services

2. It has been requested that nomination of suitable official of the Federal Government Ministries / Divisions / Departments and Organizations may reach Secretariat Training Institute (STI), latest by 27-10-2023. Late nomination will not be entertained. Selected officials/ nominee(s) will report to the Institute for registration on 06-11-2023 at 09:00 a.m hours. No registration shall be allowed after 0915 hours.

3. The interested officials of the Ministry, may forward their nomination, duly approved by their reporting officer to HR-II section latest by **20-10-2023** positively. Nominations received after the deadline will not be entertained.

(Syed Asghar Shah)  
Section Officer (HR-II)

05/10/2023

- i. Copy to Database Administrator, 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)