

GOVERNMENT OF PAKISTAN  
MINISTRY OF COMMERCE

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

Islamabad, the 27<sup>th</sup> November, 2023

**CIRCULAR**

**SUBJECT: - ONE WEEKS (PART-TIME) TRAINING COURSE ON "SERVICE RULES AND REGULATIONS" FROM 11-12-2023 TO 15-12-2023**

Secretariat Training Institute (STI) is organizing subject course from 11-12-2023 to 15-12-2023. The training sessions will be held from 11:30 a.m to 01:30 p.m daily. 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 service rules and regulations.

**Courses Contents/Outlines:-**

i)	Conduct Rules 1964	ii)	An over view of Civil Servant Act. 1973
iii)	Civil Servant Appointment, Promotion and Transfer (AP & T) Rules, 1973	iv)	Appeal Rules, 1977.
v)	Civil Servant Efficiency & Discipline (E&D) Rules, 2020		

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 05-12-2023. Late nomination will not be entertained. Selected officials/ nominee(s) will report to the Institute for registration on 11-12-2023 at 11:00 hours. No registration shall be allowed after 12:00 noon.

3. The interested officials of the Ministry, may forward their nomination, duly approved by their reporting officer to HR-II section latest by 01-12-2023 positively. Nominations received after the deadline will not be entertained.

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

27/11/2023

- ✓ 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)