

GOVERNMENT OF PAKISTAN  
MINISTRY OF COMMERCE

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

Islamabad, the 9<sup>th</sup> January, 2024

**CIRCULAR**

**SUBJECT: - ONE WEEK (PART-TIME) TRAINING COURSE ON "GENERAL FINANCIAL RULES & PROCEDURES"**

Secretariat Training Institute is organizing subject courses from 12-02-2024 to 16-02-2024. The training sessions will be held from 09:00 to 11:00 a.m daily or as notified otherwise. Details are as follows:-

**Target Audience/Group:**

This course is designed for BPS 11-16.

**Course objectives:-**

To update and refresh knowledge of Participants about the Financial Rules and Procedures.

**Courses Contents/Outlines:-**

i)	Overview of Financial Control & Budgeting, 2006. (Case Study and Presentation)
ii)	Expenditure and Payment of Moneys (GFR Chapter 2, Section II) (Case Study and Presentation)
iii)	Defalcations, losses, etc. (GFR Chapter 2, Section V) (Case Study and Presentation)

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 07-02-2024. Late nomination will not be entertained. Selected officials/ nominee(s) will report to the Institute for registration on 12-02-2024 at 11:30 a.m hours. No registration shall be allowed after 09:15 a.m.

3. The interested officials of the Main Ministry, may forward their nomination, duly approved by their reporting officer to HR-II section latest by 01-02-2024 positively. Nominations received after the deadline will not be entertained.

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

- 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)

**GOVERNMENT OF PAKISTAN  
(ESTABLISHMENT DIVISION)  
SECRETARIAT TRAINING INSTITUTE  
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F.No.5-1/2023-SD-II

Dated 5<sup>th</sup> January, 2024

**MEMORANDUM**

**Subject: ONE WEEK (PART-TIME) TRAINING COURSE ON "GENERAL FINANCIAL RULES & PROCEDURES"**

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This course is designed for BS 11-16.

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**Course Contents/Outlines:**

i)	Overview of Financial Control & Budgeting, 2006. (Case Study and Presentation)
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iii)	Defalcations, losses, etc. (GFR Chapter 2, Section V) (Case Study and Presentation)

2. Owing to limited seating capacity, maximum two nominees from an organization would be accepted subject to first come first served basis. It is requested that Nominations of suitable officials of the Federal Government Ministries/ Divisions/ Departments and Organizations may reach this Institute latest by 07-02-2024. Late nominations will not be entertained. Normally all nominations received by the cutoff date are accepted unless otherwise intimated. Nominating agency may, therefore, intimate its *Phone/ Fax/ Mob Nos./ E-mail for this purpose and also confirm acceptance of their nominations over telephone number mentioned below*. Selected officials/ nominee(s) may report to this Institute for registration on 12<sup>th</sup> February, 2024 at 09:00 hours. No registration shall be allowed after 09:15 a.m. The course is free of charge, however, if TA/DA for participation is involved; the same may be claimed from the respective nominating Organizations. Nominations from outstation i.e. other than Islamabad/ Rawalpindi will not be entertained/ accepted.

  
(Muhammad Haroon Rashied)  
Deputy Director (SD-II)  
Ph: 051-9265193

- (i) Joint Secretaries (Admn), Ministries/ Divisions, located at Islamabad / Rawalpindi.
- (ii) Heads of Attached Departments / Subordinate Offices / Autonomous Bodies.
- (iii) DD (IT) for uploading STI website.