

GOVERNMENT OF PAKISTAN
MINISTRY OF COMMERCE

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

Islamabad, the 9th February, 2024

CIRCULAR

SUBJECT: - ONE WEEKS (PART-TIME) TRAINING COURSE ON "SERVICE RULES AND REGULATIONS"

Secretariat Training Institute (STI) is organizing subject course from 04-03-2024 to 08-03-2024. The training sessions will be held from 09:00 a.m to 11:00 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)	AP T Rules, 1973	iv)	Appeal Rules, 1977.
v)	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 26-02-2024. Late nomination will not be entertained. Selected officials/ nominee(s) will report to the Institute for registration on 04-03-2024 at 11:00 hours. No registration shall be allowed after 09:00 hours.

3. The interested officials of the Main Ministry, may forward their nomination, duly approved by their reporting officer to HR-II section latest by 20-02-2024 positively. Nominations received after the deadline will not be entertained.

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

09/02/2024

- 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)