

GOVERNMENT OF PAKISTAN  
MINISTRY OF COMMERCE

\*\*\*\*\*

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

Islamabad, the 17<sup>th</sup> November, 2021

**CIRCULAR**

**SUBJECT: - REQUEST FOR NOMINATIONS FOR ONE WEEK (PART-TIME) TRAINING COURSE ON "SERVICE RULES AND REGULATIONS" FROM 13-02-2021 TO 17-12-2021**

Secretariat Training Institute is organizing subject courses from 13-12-2021 to 18-12-2021. 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)	APT Rules, 1973
iii)	E & D Rules, 2020	iv)	Conduct Rules 1964
v)	Appeal Rules,1977	vi)	Promotion Policy, 2019
vii)	Seniority Rules,1993		

2. Owing to limited seating capacity, maximum two nominees from an organization would be accepted subject to first come first served basis. It has been requested that nomination of suitable official of the Federal Government Ministries/Division/Department and Organizations may reach the institute latest by 09-12-2021. Late nomination will not be entertained. Selected officials/ nominee(s) will report to the Institute for registration on 13-12-2021 at 0900 hours. No registration shall be allowed after 0915hours.

3. The interested officials of the Ministry of Commerce, Islamabad who fulfill the eligibility criteria may forward their nomination, latest by 06-12-2021 positively.

  
(Muhammad Arshid)  
Deputy Director (HR-II)  
051-9217786

- Copy to Deputy Director (IT), Ministry of Commerce, Islamabad, with the request to upload the circular on the Ministry's website.
- Notice Board