

**GOVERNMENT OF PAKISTAN  
MINISTRY OF COMMERCE  
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No. 5 (2)/2021-HR-II

Islamabad, the 19<sup>th</sup> May, 2022

**CIRCULAR**

**SUBJECT: - REQUEST FOR NOMINATIONS FOR ONE WEEK (PART-TIME) TRAINING COURSE ON "SERVICE RULES AND REGULATIONS" FROM 06-06-2022 TO 11-06-2022**

Secretariat Training Institute is organizing subject courses from 06-06-2022 to 11-06-2022. 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 (E & D) Rules, 2020	iv)	Conduct Rules 1964
v)	Appeal Rules, 1977	vi)	Promotion Policy, 2019
vii)	Seniority Rules, 1993		

2. It has been requested that nomination of suitable officials of the Federal Government Ministries / Division / Department and Organizations may reach the institute latest by 03-06-2022. Late nomination will not be entertained. Selected officials/ nominee(s) will report to the Institute for registration on 06-06-2022 at 08:30 hours. No registration shall be allowed after 09:00 hours.

3. The interested officials of the Ministry, may forward their nomination, duly approved by their reporting officer to HR-II section latest by 26-05-2022 positively

  
(Muhammad Afshid)  
Deputy Director (HR-II)

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