

GOVERNMENT OF PAKISTAN  
MINISTRY OF COMMERCE

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

Islamabad, the 25<sup>th</sup> July, 2022

**CIRCULAR**

**SUBJECT: - ONE WEEK (PART-TIME) TRAINING COURSE ON "FINANCIAL ISSUES RELATED TO PENSION AND RETIREMENT" FROM 22-08-2022 TO 26-08-2022.**

Secretariat Training Institute is organizing subject courses from 22-08-2022 to 26-08-2022. 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 build the capacity of the participants in preparation of pension cases and relevant documents.

**Courses Contents/Outlines:-**

i)	Preparation of Service Book (with practical exercise)	ii)	Pension Rules/ Preparation of Pension Papers (FR/SR)
iii)	Benevolent and Group Insurance Rules/ Benefits for serving & Retiring Government Servants	iv)	G.P Fund Rules/ Advance/ Final Payment Procedures
v)	Revised Leave Rules, 1980	vi)	TA/DA Rules

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 18-08-2022. Late nomination will not be entertained. Selected officials/ nominee(s) will report to the Institute for registration on 22-08-2022 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 08-08-2022 positively. Nominations received after the deadline will not be entertained

  
(Muhammad Umar Raiz)  
Assistant 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.