

GOVERNMENT OF PAKISTAN
MINISTRY OF COMMERCE

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

Islamabad, the 17th August, 2022

CIRCULAR

SUBJECT: - TWO WEEKS (PART-TIME) TRAINING COURSE ON "SERVICE RULES AND REGULATIONS" FROM 05-09-2022 TO 16-09-2022

Secretariat Training Institute is organizing subject courses from 05-09-2022 to 16-09-2022. 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 employees 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 Rules, 1973
iii)	Civil Servant Efficiency (E & D) Rules, 2020	iv)	Conduct Rules 1964
v)	Appeal Rules, 1977	vi)	Promotion Rules, 2019.
vii)	Seniority Rules. 1993	viii)	Revised Leaves Rules, 1980
ix)	PPA Rules, 2004	x)	Retirement from Government Service

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 01-09-2022. Late nomination will not be entertained. Selected officials/ nominee(s) will report to the Institute for registration on 05-09-2022 at 0900 hours. No registration shall be allowed after 0915 hours.

3. The interested officials of the Ministry, may forward their nomination, duly approved by their reporting officer to HR-II section latest by 26-08-2022 positively. Nominations received after the deadline will not be entertained


((Bushra Nawaz))
Section Officer (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.