

**GOVERNMENT OF PAKISTAN
MINISTRY OF COMMERCE**

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

Islamabad. the 24th November, 2022

CIRCULAR

SUBJECT: - TWO WEEKS (PART-TIME) TRAINING COURSE ON "SERVICE RULES AND REGULATIONS" FROM 12-12-2022 TO 23-12-2022

Secretariat Training Institute (STI) is organizing subject course from 12-12-2022 to 23-12-2022. The training sessions will be held from 09:00 a.m to 11:00 a.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 rules and regulations.

Courses Contents/Outlines:-

i)	An over view of Civil Servant Act. 1973	ii)	Civil Servant Appointment, Promotion and Transfer (AP &T) Rules, 1973
iii)	Civil Servant Efficiency & Discipline (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)	Public Procurement Rules, 2004	x)	Retirement from Government Service

2. It has been requested that nomination of suitable official of the Federal Government Ministries / Divisions / Departments and Organizations may reach Secretariat Training Institute (STI), latest by 08-12-2022. Late nomination will not be entertained. Selected officials/ nominee(s) will report to the Institute for registration on 12-12-2022 at 09:00 a.m hours. No registration shall be allowed after 09:15 a.m.

3. The interested officials of the Ministry, may forward their nomination, their nomination, duly approved by their reporting officer to HR-II section latest by 02-12-2022 positively. Nominations received after the deadline will not be entertained.


(Muhammad Arshid)
Section Officer (HR-II)

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