

GOVERNMENT OF PAKISTAN
MINISTRY OF COMMERCE

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

Islamabad, the 14th December, 2022

CIRCULAR

SUBJECT: - ONE WEEK (PART-TIME) TRAINING COURSE ON "FINANCIAL ISSUES RELATED TO PENSION AND RETIREMENT" FROM 02-01-2023 TO 06-01-2023.

Secretariat Training Institute (STI) is organizing subject course from 16-01-2023 to 18-01-2023. The training sessions will be held from 09:00 a.m to 11:00 a.m 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 30-12-2022. Late nomination will not be entertained. Selected officials/ nominee(s) will report to the Institute for registration on 02-01-2023 at 08:30 hours. No registration shall be allowed after 09:00 hours.

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 23-12-2022 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)