

GOVERNMENT OF PAKISTAN  
MINISTRY OF COMMERCE

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

Islamabad, the 27<sup>th</sup> November, 2023

**CIRCULAR**

**SUBJECT: - ONE WEEK (PART-TIME) TRAINING COURSE ON "FINANCIAL ISSUES RELATED TO PENSION & RETIREMENT" FROM 11-12-2023 TO 15-12-2023.**

Secretariat Training Institute is organizing subject courses from 11-12-2023 to 15-12-2023. 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 update and refresh knowledge of Participants about the Financial Rules and Procedures.

**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 Govt. | iv) | G.P. Fund Rules/Advance/Final Payment procedures   |
| v)   | Revised Leave Rules, 1980 and TA/DA Rules.                                 |     |  |

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 05-12-2023. Late nomination will not be entertained. Selected officials/ nominee(s) will report to the Institute for registration on 11-12-2023 at 0900 a.m 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 30-11-2023 positively. Nominations received after the deadline will not be entertained.

(Syed Asghar Shah)  
Section Officer (HR-II) 27/11/2023

- i. Copy to Database Administrator, Ministry of Commerce, Islamabad, with the request to upload the circular on the Ministry's official website.
- ii. Notice Board (A-Block)
- iii. Notice Board (Kohsar Block)