

**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 "GENERAL FINANCIAL RULES & PROCEDURES" FROM 25-12-2023 TO 29-12-2023. AT 11:30 TO 1:30 PM**

Secretariat Training Institute is organizing subject courses from 25-12-2023 to 29-12-2023. The training sessions will be held from 11:30 to 1:30 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)	Overview of Financial Control & Budgeting, 2006	ii)	Expenditure and Payment of Moneys (GFR Chapter 2, Section II)
iii)	• Defalcations, losses, etc. (GFR Chapter 2, Section V)	iv)	• Re-appropriations and Supplementary grants (GFR Chapter 5, Section IX)
v)	• Establishment (GFR Chapter 6, Section II): • Stores (GFR Chapter 8, Section I, II & IV)	vi)	• Pay (FR/SRPart III, IV & V)

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 19-12-2023. Late nomination will not be entertained. Selected officials/ nominee(s) will report to the Institute for registration on 25-12-2023 at 11:30 a.m hours. No registration shall be allowed after 1200 noon.

3. The interested officials of the Ministry, may forward their nomination, duly approved by their reporting officer to HR-II section latest by **08-12-2023** 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)