

GOVERNMENT OF PAKISTAN
MINISTRY OF COMMERCE

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

Islamabad, the 9th January, 2024

CIRCULAR

SUBJECT: - ONE WEEK (PART-TIME) TRAINING COURSE ON "SERVICE RULES & REGULATIONS"

Secretariat Training Institute is organizing subject courses from 06-02-2024 to 09-02-2024. 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 refresh and update knowledge of participants about prevailing rules and regulations.

Courses Contents/Outlines:-

i)	Conduct Rules 1964 (Case Study and Presentation)	ii)	(E & D) Rules, 2020 (Case Study and Presentation)
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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 26-01-2024. Late nomination will not be entertained. Selected officials/ nominee(s) will report to the Institute for registration on 06-02-2024 at 09:00 a.m hours. No registration shall be allowed after 0915 hours.

3. The interested officials of the Main Ministry, may forward their nomination, duly approved by their reporting officer to HR-II section latest by 19-01-2024 positively. Nominations received after the deadline will not be entertained.


(Syed Asghar Shah)
Section Officer (HR-II)

- 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)

**GOVERNMENT OF PAKISTAN
(ESTABLISHMENT DIVISION)
SECRETARIAT TRAINING INSTITUTE

F.No.5-6/2023-SD-II

Dated 5th January, 2024

MEMORANDUM

Subject: ONE WEEK (PART-TIME) TRAINING COURSE ON "SERVICE RULES & REGULATIONS".

STI is organizing subject course from 06-02-2024 to 09-02-2024. 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 of BPS 11-16.

Course objectives:

To refresh and update knowledge of participants about prevailing service rules and regulations

Course Contents/Outlines:

i) Conduct Rules, 1964. Case Study and Presentation)	ii) E&D Rules, 2020 (Case Study and Presentation)
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2. Owing to limited seating capacity, maximum two nominees from an organization would be accepted subject to first come first served basis. It is requested that Nominations of suitable officials of the Federal Government Ministries/Divisions/ Departments and Organizations may reach this Institute latest by 26-01-2024. Late nominations will not be entertained. Normally all nominations received by the cutoff date are accepted unless otherwise intimated. Nominating agency may, therefore, intimate its Phone/ Fax/ Mob Nos./ E-mail for this purpose and also confirm acceptance of their nominations over telephone number mentioned below. Selected officials/ nominee(s) may report to this Institute for registration on 6th February, 2024 at 0900 hours. No registration shall be allowed after 0915 hours. The course is free of charge, however, if TA/DA for participation is involved; the same may be claimed from the respective nominating Organizations. Nominations from outstation i.e. other than Islamabad/Rawalpindi will not be entertained/ accepted.

3. Participants must attend all modules in order to become eligible for the Certificate.


(Muhammad Haroon Rashied)
Deputy Director (SD-II)
Ph: 051-9265193

To

- (i) Joint Secretaries (Admn), Ministries/ Divisions, located at Islamabad/ Rawalpindi.
- (ii) Heads of Attached Departments/Subordinate Offices/Autonomous Bodies.
- (iii) DD (IT) for uploading STI website.