

**GOVERNMENT OF PAKISTAN
MINISTRY OF COMMERCE**

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

Islamabad, the 9th February, 2024

CIRCULAR

SUBJECT: - ONE WEEK (PART-TIME) TRAINING COURSE ON "GENERAL FINANCIAL RULES & PROCEDURES"

Secretariat Training Institute is organizing subject courses from 11-03-2024 to 15-03-2024. 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:-

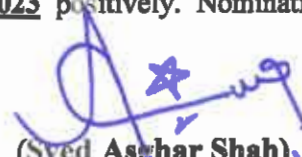
To update and refresh knowledge of Participants about the Financial Rules and Procedures.

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/SR Part 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 04-03-2024. Late nomination will not be entertained. Selected officials/ nominee(s) will report to the Institute for registration on 11-03-2024 at 10:00 a.m hours. No registration shall be allowed after 10:15 a.m.

3. The interested officials of the Main Ministry, may forward their nomination, duly approved by their reporting officer to HR-II section latest by 01-03-2023 positively. Nominations received after the deadline will not be entertained.


(Syed Asghar Shah)
Section Officer (HR-II) 12/02/2024

- 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)