

GOVERNMENT OF PAKISTAN  
MINISTRY OF COMMERCE

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

Islamabad, the 21<sup>st</sup> March, 2024

CIRCULAR

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

Secretariat Training Institute is organizing subject courses from 01-04-2024 to 05-04-2024. The training sessions will be held from 10:00 to 12:00 hours daily or as notified otherwise. Details are as follows:-

**Target Audience/Group:**

This course is designed for BPS 11-16.

**Course objectives:-**

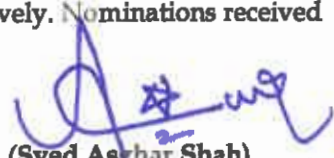
To refresh and update knowledge of participants about prevailing rules and regulations.

**Courses Contents/Outlines:-**

i)	Conduct Rules 1964	ii)	An over view of Civil Servant Act. 1973
iii)	APT Rules, 1973	iv)	Civil Servant Appointment, Promotion and Transfer
v)	E & D Rules, 2020		

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 28-03-2024. Late nomination will not be entertained. Selected officials/ nominee(s) will report to the Institute for registration on 01-04-2024 at 10:00 a.m hours. No registration shall be allowed after 1015 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 29-03-2024 positively. Nominations received after the deadline will not be entertained.

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

24/03/2024

- 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)