

GOVERNMENT OF PAKISTAN
MINISTRY OF COMMERCE

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

Islamabad, the 14th May, 2024

CIRCULAR

SUBJECT: - ONE WEEK (PART-TIME) TRAINING COURSE ON "FINANCIAL ISSUES RELATED TO PENSION & RETIREMENT"

Secretariat Training Institute is organizing subject courses from 03-06-2024 to 07-06-2024. 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:-

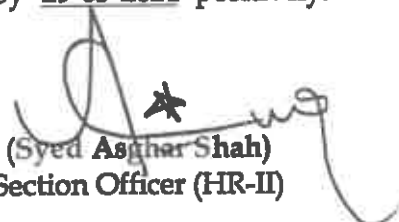
To update and refresh knowledge of Participants about the Financial Rules and Procedures.

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. servants	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 30-05-2024. Late nomination will not be entertained. Selected officials/ nominee(s) will report to the Institute for registration on 03-06-2024 at 0900 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 29-05-2024 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.5-3/2024-SD-II

Dated 9th May, 2024

MEMORANDUM

Subject: ONE WEEK (PART-TIME) TRAINING COURSE ON "FINANCIAL ISSUES RELATED TO PENSION & RETIREMENT".

STI is organizing subject course from 03-06-2024 to 07-06-2024. 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 BS 11-16.

Course objectives:


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

Course 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. servants.	iv)	G.P. Fund Rules/Advances/Final Payment procedures.
v)	Revised Leave Rules, 1980 and TA/DA Rules.		

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 30-05-2024. 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 3rd June, 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)

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.