

GOVERNMENT OF PAKISTAN  
(ESTABLISHMENT DIVISION)  
SECRETARIAT TRAINING INSTITUTE  
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F.No.5-6/2023-SD-II

Dated 24<sup>th</sup> October, 2023

**MEMORANDUM**

Subject: **ONE WEEK (PART-TIME) TRAINING COURSE ON "SERVICE RULES & REGULATIONS" FROM 20-11-2023 TO 24-11-2023.**

STI is organizing subject course from 20-11-2023 to 24-11-2023. The training sessions will be held from 11:30 a.m. to 1:30 p.m. 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

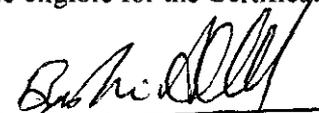
**Course Contents/Outlines:**

i)	An over view of Civil Servant Act. 1973.	ii)	Civil Servant Appointment, Promotion and Transfer (AP & T) Rules, 1973
iii)	Civil Servant Efficiency & Discipline (E&D) Rules, 2020	iv)	Conduct Rules, 1964.
v)	Appeal Rules, 1977.	vi)	Promotion Rules, 2019.
vii)	Seniority Rules. 1993	viii)	Revised Leave Rules, 1980
ix)	Public Procurement Rules,2004	x)	Retirement from Government Service.

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 **15-11-2023. 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 **20<sup>th</sup> November, 2023 at 11:30 a.m. No registration shall be allowed after 12:00 noon.** 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.

Secretariat Training Institute  
Date: 24-10-2023

  
(Bashir Ahmed Solangi)  
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.