

**GOVERNMENT OF PAKISTAN  
(ESTABLISHMENT DIVISION)  
SECRETARIAT TRAINING INSTITUTE  
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F.No.5-1/2023-SD-II

Dated 13<sup>th</sup> December, 2023

**MEMORANDUM**

Subject: **RE-SCHEDULE OF ONE WEEK (PART-TIME) TRAINING COURSE ON "GENERAL FINANCIAL RULES & PROCEDURES".**

STI is organizing subject course from **18.12.2023 to 22.12.2023**. The training sessions will be held from **09:00 to 11:00 a.m.** 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)	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 ).	v)	• Pay (FR/SR Part III, IV & V).

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 **15-12-2023**. **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 **18<sup>th</sup> December, 2023 at 09:00 hours. No registration shall be allowed after 09:30 a.m.** 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.**

  
**(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.