

**GOVERNMENT OF PAKISTAN
(ESTABLISHMENT DIVISION)
SECRETARIAT TRAINING INSTITUTE**

F.No.5-1/2023-SD-II

Dated 30th January, 2024

MEMORANDUM

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

STI is organizing subject course from 11-03-2024 to 15-03-2024. The training sessions will be held from 10:00 to 12:00 noon, 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 **04-03-2024**. **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 **11th March, 2024 at 10:00 a.m. No registration shall be allowed after 10:15 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.**

3. Participants must attend all modules in order to become eligible for the Certificate.

Secretariat Training Institute
Date: 30-01-2024
To


(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.