

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

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

Dated 5<sup>th</sup> January, 2024

**MEMORANDUM**

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

STI is organizing subject course from **12.02.2024 to 16.02.2024**. 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. (Case Study and Presentation)
ii)	Expenditure and Payment of Moneys (GFR Chapter 2, Section II) (Case Study and Presentation)
iii)	Defalcations, losses, etc. (GFR Chapter 2, Section V) (Case Study and Presentation)

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 **07-02-2024**. **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 **12<sup>th</sup> February, 2024 at 09:00 hours**. **No registration shall be allowed after 09:15 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.**

  
(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.