

GOVERNMENT OF PAKISTAN
(ESTABLISHMENT DIVISION)
SECRETARIAT TRAINING INSTITUTE

F.No.5-1/2025-SD(1)

Dated 11th September, 2025

MEMORANDUM

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

STI is organizing subject course from 06-10-2025 to 10-10-2025. 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.

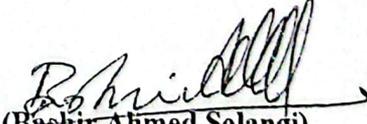
Course objectives:

To efficiently deal with financial matters.

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)	vi)	Stores (GFR Chapter 8, Section I, II & IV) 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 **30-09-2025**. 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 **06th October, 2025 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.


(Bashir Ahmed Solangi)
Deputy Director (SD)

To

- (i) Joint Secretaries (Admn), Ministries/ Divisions, located at Islamabad / Rawalpindi.
- (ii) Heads of Attached Departments / Subordinate Offices / Autonomous Bodies.
- (iii) AD (IT) for uploading STI website.

Address: Plot No.7, Sector H-9, Islamabad. Fax: 051-9265200 Website: www.sti.gov.pk