

GOVERNMENT OF PAKISTAN
(ESTABLISHMENT DIVISION)
SECRETARIAT TRAINING INSTITUTE

F.No.5-1/2022-SD-II

Dated 4th August , 2022

MEMORANDUM

Subject: **TWO WEEK (PART-TIME) TRAINING COURSE ON “SERVICE RULES & REGULATIONS” FROM 05-09-2022 TO 16-09-2022.**

STI is organizing subject course from 05.09.2022 to 16.09.2022. The training sessions will be held from 0900 to 1100 hours 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 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. It is requested that Nominations of suitable officials of the Federal Government Ministries/ Divisions / Departments and Organizations may reach this Institute latest by **01.09.2022. 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/ nominees may report to this Institute for registration on **05th September, 2022 at 09.00 hours. No registration shall be allowed after 0915 hours.** 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. STI normally encourages participation of women employees.


(RANA MUHAMMAD JAVAID)

Deputy Director (SD-II)

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To:

- (i) Joint Secretaries (Admn), Ministries/Divisions, Located at Islamabad/Rawalpindi.
- (ii) Heads of Attached Departments/ Subordinate Offices/ Autonomous Bodies.