

GOVERNMENT OF PAKISTAN
(ESTABLISHMENT DIVISION)
SECRETARIAT TRAINING INSTITUTE

F.No.5-1/2021-SD-II

Dated 11th May, 2022

MEMORANDUM

Subject: **REQUEST FOR NOMINATIONS FOR ONE WEEK (PART-TIME) TRAINING COURSE ON "SERVICE RULES AND REGULATIONS" FROM 06-06-2022 TO 11-06-2022.**

STI is organizing subject course from 06-06-2022 to 11-06-2022. 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 officials 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 (APT) Rules, 1973
iii)	Civil Servant Efficiency (E & D) Rules, 2020	iv)	Conduct Rules, 1964
v)	Appeal Rules,1977	vi)	Promotion Rules, 2019
vii)	Seniority Rules, 1993		

2. It is requested that Nominations of suitable officials of the Federal Government Ministries/ Divisions / Departments and Organizations may reach this Institute latest by **03.06.2022**. **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. In the absence of any intimation from STI, the nominee(s) may report to this Institute for registration on **6th June, 2022 at 0830 hours. No registration shall be allowed after 0900 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)
Tele:9265193

To

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

Copy to:

- a. DD(IT) for uploading on website of STI
- b. APS to DG for information.