

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

F.No.5-1/2024-SD-II

Dated 15th December, 2023

MEMORANDUM

Subject: ONE WEEK (PART-TIME) TRAINING COURSE ON "FINANCIAL ISSUES RELATED TO PENSION & RETIREMENT".

STI is organizing subject course from 08.01.2024 to 12.01.2024. 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 BS 11-16.

Course objectives:

To update and refresh knowledge of Participants about the Financial Rules and Procedures.

Course Contents/Outlines:

i)	Preparation of Service Book (with practical exercise).	ii)	Pension Rules/Preparation of Pension Papers (FR/SR).
iii)	Benevolent and Group Insurance Rules / benefits for serving & retiring Govt. servants.	iv)	G.P. Fund Rules/Advances/Final Payment procedures.
v)	Revised Leave Rules, 1980 and TA/DA Rules.		

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 **03-01-2024**. **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 **8th January, 2024 at 0900 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. Participants must attend all modules in order to become eligible for the Certificate.


(Muhammad Haroon Rashied)
Deputy Director (SD-II)

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.