

**Government of Pakistan**  
**(Establishment Division)**  
SECRETARIAT TRAINING INSTITUTE  
\*\*\*\*\*

F.No 5-3/2023-SD-II

Dated 18<sup>th</sup> July, 2023

**MEMORANDUM**

**Subject:** NOMINATIONS FOR ONE WEEK (PART-TIME) TRAINING COURSE ON " FINANCIAL ISSUES RELATING TO PENSION AND RETIREMENT" FROM 21-08-2023 TO 25-08-2023.

STI is organizing subject course from 21-08-2023 to 25-08-2023. The course shall commence from 0900 to 1100 hours daily or as notified otherwise. Details are as follows: -

**Target Audience / Group:**

This course is designed for BPS 11-16.

**Course objectives:**

To build the capacity of the participants in preparation of pension cases and relevant documents.

**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	vi)	TA/DA Rules.

2. Nominations of suitable officers/officials of the Federal Government Ministries / Divisions / Departments and Organizations may reach this Institute by **15-08-2023**. **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 21-08-2023 at **0900 hours**. **No registration shall be allowed after 0900 hours.** The course is free of charge, however, if TA/DA for participation is admissible, the same may be claimed from the respective nominating Organizations. STI offers an equal opportunity training environment. Female employees are encouraged to apply.

  
(Muhammad Haroon Rashied)  
Deputy Director (SD)

**Joint Secretary (Admn), Ministries / Divisions /Heads of Departments**  
**Heads of Subordinate Offices/Autonomous Bodies.**

Address: Plot No.7, Sector H-9, Islamabad. Fax:051-9265183 Website:www.sti.gov.pk e-mail: ddsd2@sti.gov.pk