

GOVERNMENT OF PAKISTAN  
(ESTABLISHMENT DIVISION)  
SECRETARIAT TRAINING INSTITUTE  
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F.No.5-3/2024-SD-II

Dated 3<sup>rd</sup> July, 2024

MEMORANDUM

Subject: ONE WEEK (PART-TIME) TRAINING COURSE ON "FINANCIAL ISSUES RELATED TO PENSION & RETIREMENT" FROM 12-08-2024 TO 16-08-2024

STI is organizing subject course from 12-08-2024 to 30-08-2024. 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 06-08-2024. 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 12<sup>th</sup> August, 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.

  
(NAUSHEEN KALEEM)  
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.

Address: Plot No.7, Sector H-9, Islamabad. Fax: 051-9265183 Website: [www.sti.gov.pk](http://www.sti.gov.pk)