

Government of Pakistan  
SECRETARIAT TRAINING INSTITUTE  
(Establishment Division)

Islamabad, the 2nd March, 2018.

F.No.5-1/2017-SD-II-(B)

MEMORANDUM

Subject: NOMINATIONS FOR TWO WEEKS (PART-TIME) TRAINING COURSE ON "SERVICE RULES & REGULATIONS" FROM 30-04-2018 TO 11-05-2018.

Secretariat Training Institute is organizing the subject course from 30-04-2018 to 11-05-2018. The course shall commence from 9.00 a.m for two hours daily or as notified otherwise. Details are as follows:-

Target Audience / Group:

BPS 11-16.

Course objectives:

To refresh and update knowledge of participants about prevailing rules and regulations.

Course Contents / Outlines:

Conduct Rules, 1964.	Promotion Policy
An over view of Civil Servants Act, 1973.	Revised Leave Rules, 1980.
APT Rules, 1973.	PPRA Rules, 2004.
E&D Rules, 1973.	Retirement from Govt. Service and re-employment (Estacode Vol.I S.No. I-10 Chapter 6).
Appeal Rules, 1977.	
Seniority Rules.	

2. Nominations of suitable officers/officials of the Federal Government Ministries / Divisions / Departments and Organizations may reach this Institute by 26-04-2018. Late nominations will not be entertained. Normally all nominations received by the cut off 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 2<sup>nd</sup> January, 2017 at 0845 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.

3. STI encourages participation of women employees.

*H. Rehmani*  
(ABDUL HAFEEZ REHMANI)  
Deputy Director (SD-II)  
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Joint Secretaries (Admn), Ministries/ Divisions, located at Islamabad / Rawalpindi.  
Heads of Attached Departments/Subordinate Offices / Autonomous Bodies.

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*B. Kamran*  
*ASSISTANT*  
*SUPERINTENDENT*

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