

Government of Pakistan
Establishment Division
Secretariat Training Institute

F. No. 5-1 / 2013-SD.II.

Dated: 6th November, 2014.

MEMORANDUM

F.No-4(1)Trg/PD/2013

Subject:- CAPACITY BUILDING TRAINING COURSE FOR UDCs/LDCs
FROM 22-12-2014 TO 26-12-2014

The subject part-time course is being conducted for UDCs/LDCs and equivalent. The main objective of the course is to build the capacity of the participants in the rules, regulations and instructions of Government. Course details are as under:-

Duration : 05 days/part-time
Dates : 22nd to 26th December, 2014.
Timing : 09.00 AM to 11.00 AM
Target Group : UDCs/LDCs & equivalent.
Course Outlines :

- ❖ Detailed Office Procedure.
- ❖ TA/DA Rules.
- ❖ Preparation of TA bills/pay bills.
- ❖ Preparation of Cash Book/Cash Handling.
- ❖ G.P. Fund/Benevolent Rules.

2. The Institute will neither charge any fee nor allow any TA/DA for participation in the course, however, if admissible may be claimed from the respective Ministries / Divisions / Departments / Organizations.

3. Nominations of the suitable officials may reach this Institute by **17-12-2014**. **Late nominations may not be entertained**. All nominations received by the cut off date are normally accepted unless otherwise intimated. Nominating Agency may, therefore, intimate its Phone/Fax/Mob Nos. for the purpose. In the absence of any intimation from STI, the nominee (s) may report to this Institute for registration on 22-12-2014 at 08.30 a.m. **No registration shall be allowed after 09.00 a.m.**

4. For any further information, please contact the sender.

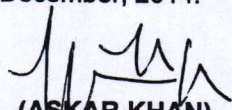

(GHAZANFAR HUSSAIN)
Deputy Director (SD.II)

MINISTRY OF PLANNING, DEVELOPMENT & REFORM
(Training Section)

No.4(1)/Trg/PD/2013

Islamabad, the 16th November, 2014

The nomination should reach this Section latest by 5th December, 2014.


(ASKAR KHAN)
Section Officer

Director General (JACC) is requested to enter/display the subject circular on Planning Commission's website

Training Section

Diary No: 848
Date: 17-11-2014

12-24
13-11-17