

Government of Pakistan  
Establishment Division  
Secretariat Training Institute  
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4(1-3)Trg/PDP/2013

F. No. 5-1/2014-SD.II.

Dated: 4<sup>th</sup> May, 2015.

**MEMORANDUM**

Subject:- **CAPACITY BUILDING TRAINING COURSE FOR UDCs/LDCs  
FROM 08-06-2015 TO 19-06-2015.**

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, for the best performance of their duties. Course details are as under:-

**Duration** : 10 days/part-time  
**Dates** : 8<sup>th</sup> to 19<sup>th</sup> June, 2015.  
**Timing** : 09.00 AM to 11.00 AM  
**Target Group** : UDCs/LDCs & equivalent.  
**Course Outlines :**

➤ Detailed Office Procedure.	➤ General Provident Fund (nomination, condition, rates of subscription, calculation of interest, advances etc.)
➤ Recording, indexing and weeding out of files.	➤ House Building Advance.
➤ Government Loans & Advances.	➤ Defalcation, waste & Fraud.
➤ Revised Leave Rules, 1980.	➤ Write off Losses.
➤ Preparation of Leave Account.	➤ Fixation of Pay
➤ Cash Handling Maintenance of Cash Book.	
➤ TA/DA Rules Preparation of TA/DA & Pay bills.	

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 05-06-2015. 1<sup>st</sup> 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 08-06-2015 at 08.30 a.m. No registration shall be allowed after 09.00 a.m.
4. The nominees may be directed to bring their nomination letter alongwith CNIC/Office Security Card for showing at the main entrance of STI.
5. For any further information, please contact the sender


  
(GHAZANFAR HUSSAIN)  
Deputy Director (SD-II)

**MINISTRY OF PLANNING, DEVELOPMENT & REFORM  
(Training Section)**  
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No.4(1-3)/Trg/PD/2013

Islamabad, the 11<sup>th</sup> May, 2015

The nomination should reach this Section latest by 2<sup>nd</sup> June, 2015.

  
(Muhammad Maqsood Ali)  
Section Officer

Member(Dev.Communications) is requested to enter/display the subject circular on Planning Commission's website

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08-05-2015  
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