

Government of Pakistan  
SECRETARIAT TRAINING INSTITUTE  
(Establishment Division)

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F. No.3-6/2024-25(EP)

Islamabad, the 24<sup>th</sup> December, 2024.

MEMORANDUM

Subject: NOMINATIONS FOR TRAINING COURSE ON "PROMOTION POLICY RULES" FROM 03-02-2025 TO 07-02-2025.

Subject course is being conducted at STI Campus H-9, Islamabad from 03-02-2025 to 07-02-2025, on part time basis which shall be held daily from 9:00 to 11:00 hours or as notified otherwise. Details of the course are as follows:-

Target Audience / Group:

Officers of the Federal Government in BS-17 to BS-19.

Course Objectives:

Creating awareness on existing framework of rules on promotion in the Federal Government.  
Improving professional expertise in preparation of cases for promotion at various levels.

Major Contents:

<ul style="list-style-type: none"><li>• Relevant Provisions of Civil Servants Act 1973</li><li>• Civil Servants AP&amp;T Rules</li><li>• Civil Servants Seniority Rules 1993</li></ul>	<ul style="list-style-type: none"><li>• Salient features of Promotion Policy</li><li>• Quantification</li></ul>
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2. Ministries / Divisions / Departments and Organizations under the Federal Government are requested to send suitable nominations ( **Not more than four** ) by **30-01-2025**. Nominations may please be reconfirmed by **31-01-2025** at the given e-mail address **ddep2@sti.gov.pk**. **Late receipt of nominations will not be entertained**. As a practice, all nominations received by the cutoff date are accepted unless otherwise intimated. However, the Institute reserves the right of shortlisting the candidates. Therefore the nominee(s) may report to this Institute for registration on **03<sup>rd</sup> February, 2025 at 0900 hours. No registration shall be allowed after 0920 hours.** Course is free of charge. However, if TA/DA for participation is involved, the same shall be responsibility of the respective nominating Organization.

3. STI offers an equal opportunity training environment. Participation of women employees is highly encouraged.

4. Nominating organizations are requested to intimate necessary telephone/fax numbers for liaison.

(AFTAB AKRAM CHOHAN)

Deputy Director (EP)  
Cell No. 03335143377

To

- Joint Secretary (Admn), Ministries/ Divisions
- Heads of Departments / Subordinate Offices / Autonomous Bodies.
- AD (IT), STI with request to place the circular on website.

Address: Plot No.7, Sector H-9, Islamabad. Fax: 051-9265189 Web : www.sti.gov.pk

Please upload and communicate to concerned offices.

Asstt

Z. H. a  
3/1/2025

SO Training  
Ali Anan  
Joint Secretary (Admin)

DevCom, M/o PD&SI  
Diary No. 1364  
Date: 06-01-2025  
63/01/2025