

**GOVERNMENT OF PAKISTAN
(ESTABLISHMENT DIVISION)
SECRETARIAT TRAINING INSTITUTE**

F.No.5-6/2023-SD-II

Dated 30th January, 2024

MEMORANDUM

Subject: **ONE WEEK (PART-TIME) TRAINING COURSE ON "SERVICE RULES & REGULATIONS"**

STI is organizing subject course from 04-03-2024 to 08-03-2024. 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 employees of BPS 11-16.

Course objectives:

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

Course Contents/Outlines:

i)	Conduct Rules, 1964.	ii)	An over view of Civil Servant Act, 1973
iii)	APT Rules, 1973	iv)	Appeal Rules, 1977
v)	E & D Rules, 2020		

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 **26-02-2024**. **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 **4th March, 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.


(Muhammad Haroon Rashied)
Deputy Director (SD-II)
Ph: 051-9265193

Khair Muhammad Kalwar
Joint Secretary (HRM)

- (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.