

FINANCE DIVISION
HRM Wing.
(QA-I Section)

C I R C U L A R

Subject: - **NOMINATIONS FOR TRAINING COURSE ON "OFFICE PROCEDURE AND PRACTICES" FROM 20.01-2025 TO 24.01.2025**

The subject course is being conducted at STI Campus H-9, Islamabad from 20.01.2025 to 24.01.2025, on part time basis, (09:00 to 11:00 hours daily) or as notified otherwise. Details are as follows:-

Target Audience/ Group:

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


Course Objectives:

To refresh professional knowledge for better understanding / application of rules on the subject.

Major Contents:

<ul style="list-style-type: none">• Civil Servants Act-1973• Secretariat Instruction• Conduct Rules, 1964.	<ul style="list-style-type: none">• Revised Leave Rules 1980• TA/DA Rules
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2. Interested Officers are requested to forward their nominations for above mentioned course, duly, recommended by the Head of the Wing concerned, to QA-I Section by **15.01.2025**.


(Aamir Habib Abbasi)
Dy. Secretary (QA/PMDU)
Ph: 9208523

All Officers (BS17-19), Finance Division, Islamabad
Finance Division's u.o No.F.3 (3) QA-I/2023-24

dated 01.01.2025

⇒ Webmaster with the request to upload the circular on Finance Division's website.