

Government of Pakistan
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 20.11.2023 TO 24.11.2023**

The subject course is being conducted at STI Campus H-9, Islamabad from 20.11.2023 to 24.11.2023 on part time basis which shall be held daily from 09.00 to 11:00 hours 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 **13.11.2023**.


(Madiha Rafique)
Section Officer (QA-I)
Ph: 9208523

All Officers (BS17-19), Finance Division, Islamabad

Finance Division's u.o No.F.3 (3) QA-I/2023-24-360

dated 02.11.2023

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