

Government of Pakistan
FINANCE DIVISION
HRM Wing
(QA-I Section)

C I R C U L A R

Subject: - **ONE WEEK (PART-TIME) TRAINING COURSE ON "SERVICE RULES AND REGULATIONS" FROM 20.11.2023 TO 24.11.2023**

STI is organizing subject course from 20.11.2023 to 24.11.2023. The training sessions will be held from 11:30 a.m. to 1:30 p.m 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) An over view of Civil Servant Act, 1973.	ii) Civil Servant Appointment, Promotion and Transfer Rules, 1973
iii) Civil Servant Efficiency & Discipline (E&D) Rules, 2020	iv) Conduct Rules, 1964
v) Appeal Rules, 1977.	vi) Promotion Rules, 2019
vii) Seniority Rules, 1993	viii) Revised Leave Rules, 1980
ix) Public Procurement Rules, 2004	x) Retirement from Government Service

2 Interested Officials are requested to forward their nominations duly recommended by the Head of the Wing concerned to **QA-I Section** by **8.11.2023**.


(Madiha Rafique)
Section Officer (QA-I)
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All Officials (BPS 11-16), Finance Division, Islamabad
Finance Division's u.o No.F.3 (3) QA-I/2023-353 dated 2.11.2023

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