

Government of Pakistan  
FINANCE DIVISION  
HRM Wing  
(QA-I Section)  
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**C I R C U L A R**

Subject: - **ONE WEEK (PART-TIME) TRAINING COURSE ON "SERVICE RULES AND REGULATIONS" FROM 6-11-2023 TO 10-11-2023**

STI is organizing subject course from 6-11-2023 to 10-11-2023. The training sessions will be held from 09:00 to 11:00 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) An over view of Civil Servant Act, 1973.	ii) Civil Servant Appointment, Promotion and Transfer (AP&T) 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 23.10-2023**.

  
(Madma Rafique)  
Section officer (QA-I)  
Ph: 9208523

All Officials (BPS 11-16), Finance Division, Islamabad

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

dated 11-10-2023

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