

**CIRCULAR**

Subject: - **ONE WEEK (PART-TIME) TRAINING COURSE ON "FINANCIAL ISSUES RELATED TO PENSION & RETIREMENT" FROM 27.01.2025 to 31.01.2025**

STI is organizing subject course from 27.1.2025 to 31.1.2025. 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 officials of BPS 11-16.

**Course Objectives:**

To update and refresh knowledge of Participants about the Financial Rules and Procedures.

**Course Contents/ Outlines:**

i	Preparation of Service Book (with practical exercise)	ii	Pension Rules/Preparation of Pension Papers (FR/SR).
iii	Benevolent and Group Insurance Rules / benefits for serving & retiring Govt. servants.	iv	G.P. Fund Rules/Advances/Final Payment procedures.
v	Revised Leave Rules, 1980 and TA/DA Rules.		

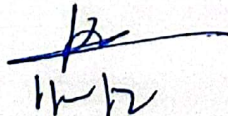
2. Interested Officials are requested to forward their nominations duly recommended by the Head of the concerned Wing to **QA-I Section** by **3.1.2025**.

O/C

  
(Madiha 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/2024 dated 11.12.2024**

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

  
H/H