

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 "GENERAL FINANCIAL RULES & PROCEDURES"**.

With reference to STI letter F.No.5-1/2025-SD(1) dated 11<sup>th</sup> September, 2025 on the subject cited above. STI is organizing subject training course from 6<sup>th</sup> – 10<sup>th</sup> October, 2025 on part-time basis. The course shall be held from 09:00 to 11:00 am hours daily or as notified otherwise. Details are as follows:-

**Target Audience/ Group:**

This course is designed for BS 11-16.


**Course Objectives:**

To efficiently deal with financial matters.

**Course Contents/ Outlines:**

i	Overview of Financial Control & Budgeting, 2006.	ii	Expenditure and Payment of Moneys (GFR) Chapter 2, Section II.
iii	Defalcations, losses, etc. (GFR Chapter 2, Section V).	iv	Re-appropriations and Supplementary grants (GFR Chapter 5, Section IX)
v	Establishment (GFR Chapter 6, Section II)	vi	Stores (GFR Chapter 8, Section I, II & IV) Pay (FR/SR Part III, IV & V)

2. Interested Officials (**maximum two nominations**) are requested to forward their nominations duly recommended by the Head of the concerned Wing to **QA-I Section by 23.9.2025.**

  
(Madiha Rafique)  
Section officer (QA-I)  
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All Officials (BS 11-16), Finance Division, Islamabad.

**Finance Division's U.O. No.F.3 (3) QA-I/2023      dated 15.9.2025**

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