

Government of Pakistan  
Benazir Income Support Programme (BISP)  
"F" Block Pak Secretariat

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No. 1/7-TRG&HR/CB(WP)/BISP/2014

Islamabad, 16<sup>th</sup> October, 2017

**CIRCULAR**

Subject: - **STI TRAINING COURSE FOR 05 DAYS (PART-TIME) "SERVICE LAWS & RULES" FROM 13-11-2017 TO 17-11-2017**

Secretariat Training Institute (STI) is organizing a part time Training Course on the subject cited above to be held from 13-11--2017 to 17-10-2017 at 0900 to 1130 hours daily. The course objectives are to refresh professional knowledge for better understanding /application of rules on the subject training.

2. All BISP Wings are requested to convey suitable nomination(s) of the Officials for the aforementioned training program. The STI MEMORANDUM is enclosed which includes the Training Objectives and Course Contents etc.

3. The nominations may be forwarded to Director (Training)/Training Wing on the format given below till 30<sup>th</sup> October, 2017.

S. No	Name & Designation	Training Course	Wing/ Section	Contact No.	Email Address

Encl: as above

*Amsal Zaman*  
16/10/2017

(Amsal Zaman)  
Assistant Director (Training)

Distribution:-

All DGs, Directors BISP HQ Wings

CC:

- i. Director to Chairperson's Office
- ii. SO to Secretary
- iii. PA to DG (HR)
- iv. Director IT with request to upload the Circular at BISP website please.

Government of Pakistan  
SECRETARIAT TRAINING INSTITUTE  
(Establishment Division)

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F.No.2-3/2016-EP-I.

Islamabad, the 26th September, 2017

MEMORANDUM

Subject: NOMINATIONS FOR TRAINING COURSE ON "SERVICE LAWS & RULES"  
FROM 13-11-2017 TO 17-11-2017.

Subject course is being conducted at STI Campus H-9, Islamabad from 13-11-2017 to 17-11-2017, on part time basis which shall be held daily from 0900 to 1130 hours or as notified otherwise. Details of the course 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"><li>• Civil Servants Act-1973</li><li>• Government Servants Conduct Rules, 1964</li><li>• General Principles of Leave</li></ul>	<ul style="list-style-type: none"><li>• Revised Leave Rules 1980</li><li>• TA / DA Rules</li></ul>
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2. Ministries / Divisions / Departments and Organizations under the Federal Government are invited to send suitable nominations by 10-11-2017. Late receipt of nominations will not be entertained. Normally all nominations received by the cutoff date are accepted unless otherwise intimated. However, the Institute reserves rights of shortlisting. Therefore the nominee(s) may report to this Institute for registration on 13<sup>th</sup> November 2017 at 0845 hours. No registration shall be allowed after 0900 hours. No course fee will be charged. However, if TA/DA for participation is involved, the same may be claimed from the respective nominating Organizations.

3. STI offers an equal opportunity training environment. Participation of Women Employees is encouraged.

4. Nominating organizations are requested to intimate necessary telephone/fax numbers for contact as may be required.

  
(INAYAT SHAH)  
Director (EP)  
Tele: 9265184

To

- i) Joint Secretary (Admn), Ministries/ Divisions
- ii) Heads of Departments / Subordinate Offices / Autonomous Bodies.
- iii) AD (IT), STI with request to place the circular on website.