

Government of Pakistan
SECRETARIAT TRAINING INSTITUTE
(Establishment Division)

F.No.5-1/2017-SD-II (B)

Islamabad, the 10th October, 2018.

MEMORANDUM

Subject: NOMINATIONS FOR ONE WEEK (PART-TIME) TRAINING COURSE ON "GENERAL FINANCIAL RULES & PROCEDURES" FROM 26-11-2018 TO 30-11-2018.

Secretariat Training Institute is organizing the subject course from 26-11-2018 to 30-11-2018. The course shall commence from 09:15 a.m. for two hours daily or as notified otherwise. Details are as follows:-

Target Audience / Group: BPS 11-16.

Course objectives:

To update and refresh knowledge of participants about the financial rules, regulations and official practices.

Course Contents / Outlines:

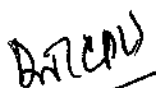
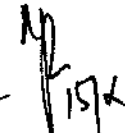
| | |
|--|--|
| <input type="checkbox"/> Overview of Financial Control & Budgeting, 2006. | <input type="checkbox"/> Establishment (GFR Chapter 6, Section II). |
| <input type="checkbox"/> Expenditure and Payment of Moneys (GFR Chapter 2, Section II) | <input type="checkbox"/> Stores (GFR Chapter 8, Section I, II & IV). |
| <input type="checkbox"/> Defalcations, losses, etc. (GFR Chapter 2, Section V). | <input type="checkbox"/> Pay (FR/SR Part III, IV & V). |
| <input type="checkbox"/> Re-appropriations and Supplementary grants (GFR Chapter 5, Section IX). | |

2. Owing to the limited seating capacity, **maximum three nominees from an organization would be accepted** subject to first come first served basis. Nominations from Ministries / Divisions / Departments and Organizations must reach this Institute by **20-11-2018**. **Late nominations will not be entertained.** Nominating agency may, therefore, intimate its Phone/ Fax/ Mob Nos./ E-mail for this purpose. In the absence of any intimation from STI, the nominee(s) may report to this Institute for registration on **26th November, 2018 at 0915 hours.** **No registration shall be allowed after 0915 hours.** The course is free of charge. However, if TA/DA for participation is involved, the same may be claimed from the respective nominating Organizations.

3. STI encourages participation of women employees.


(MUHAMMAD SALEEM)
Director
Tele: 9265185

To

- Joint Secretaries (Admn), Ministries/ Divisions, located at Islamabad / Rawalpindi.
- Heads of Attached Departments/Subordinate Offices / Autonomous Bodies.

Received 16/10/18

JOS (Admn)
Cy. No. 904
Date: 15-10-18