

Government of Pakistan  
**SECRETARIAT TRAINING INSTITUTE**  
 (Establishment Division)

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F.No.2-1/2018-EP.

Islamabad, the 8th March, 2018

**MEMORANDUM**

Subject: **NOMINATIONS FOR TRAINING COURSE ON " BUDGET PREPARATION AND IMPLEMENTATION IN PUBLIC SECTOR " FROM 09-04-2018 TO 13-04-2018.**

Subject course is being conducted at STI Campus H-9, Islamabad from 09-04-2018 to 13-04-2018, 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 build their capacity in preparing budget estimates / revised estimates / appropriation and re-appropriation of funds according to the instructions on the subject

**Major Contents:**

<ul style="list-style-type: none"> <li>Constitutional Provisions:-                     <ul style="list-style-type: none"> <li>i) Budget Introduction</li> <li>ii) Difference between current and development budget</li> <li>iii) Part of current budget i.e. part I &amp; II etc.</li> </ul> </li> <li>General Procedure for Estimating</li> </ul>	<ul style="list-style-type: none"> <li>Estimates of Revenue and Ordinary Expenditure</li> <li>Estimates of Fresh Charges .</li> <li>An overview of New System of Financial Control and Budgeting – 2006</li> <li>Relationship between delegation of powers and GFR.</li> </ul>
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2. Ministries / Divisions / Departments and Organizations under the Federal Government are invited to send suitable nominations by **06-04-2018**. **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 **9<sup>th</sup> April 2018 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.

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Sr JS (E)

To  
 ARSHAD ALI CHAUDHARY  
 Joint Secretary (Admn.)

- 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.

Officers from the Budget are to be nominated.

(INAYAT SHAH)  
 Director (EP)  
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3-14/2018  
 circulate to BEA  
 via website