

4(1)

Government of Pakistan
SECRETARIAT TRAINING INSTITUTE
(Establishment Division)

F.No.2-4/2018-19 EP.

Islamabad, the 27th November, 2018

MEMORANDUM

Subject: **NOMINATIONS FOR TRAINING COURSE ON "PROMOTION POLICY / RULES" FROM 07-01-2019 TO 11-01-2019.**

Subject course is being conducted at STI Campus H-9, Islamabad from 07-01-2019 to 11-01-2019, on part time basis which shall be held daily from 0900 to 1115 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:

Creating awareness on existing framework of rules on promotion in the Federal Government. Improving professional expertise in preparation of cases for promotion at various levels

Major Contents:

<ul style="list-style-type: none"> • Relevant Provisions of Civil Servants Act 1973 • Civil Servants APT Rules • Civil Servants Seniority Rules 1993 	<ul style="list-style-type: none"> • Salient features of Promotion Policy • Quantification
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2. Ministries / Divisions / Departments and Organizations under the Federal Government are invited to send suitable nominations by **03-01-2019**. Nominations be please reconfirm by 04-01-2019 at the given e-mail address mrs.madiahakamal@gmail.com **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 **7th January, 2019 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.

Training Section
 File No. 707
 Date: 07-12-18

DS/EP

ARSHAD ALI CHAUDHARY
Joint Secretary (Admin)

06/12/18
Shatti

(MADHIA AKHTAR)
Director (EP)
Tele: 9265199

Ministry

**MINISTRY OF PLANNING, DEVELOPMENT & REFORM
(Training Section)**

No.4(1)Trg/Estb-IV/PDR/2018

Islamabad, the 13th December, 2018

Nominations should reach this Section by 27-12-2018.

(Ayesha Javed)
Section Officer

All officers of Ministry of Planning, Development & Reform

Copy to:-

Project Director(Dev. Communications) is requested to enter/display the subject circular on Planning Commission's website