

7(11)

Government of Pakistan
(Establishment Division)
SECRETARIAT TRAINING INSTITUTE

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

Dated 03rd December, 2018

MEMORANDUM

Subject: NOMINATIONS FOR ONE WEEK (PART-TIME) TRAINING COURSE ON " FINANCIAL ISSUES RELATING TO PENSION AND RETIREMENT" FROM 21-01-2019 TO 25-01-2019.

STI is organizing subject course from 21-01-2019 to 25-01-2019. The course shall commence from 0915 to 1130 hours daily or as notified otherwise. Details are as follows:-

Target Audience / Group:

This course is designed for BPS 11-16.

Course objectives:

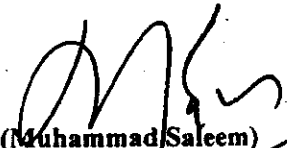
To build the capacity of the participants in preparation of pension cases and relevant documents.

Course Contents / Outlines:

i)	Preparation of Service Book (with practical exercise).	ii)	Pension Rules/Preparation of Pension papers FR/SR).
iii)	Benevolent and Group Insurance Rules/benefits for serving & retiring Govt. servants.	iv)	G.P. Fund Rules/Advances / Final Payment procedures.
v)	Revised Leave Rules, 1980	vi)	TA/DA Rules.

2. Nominations of suitable officials of the Federal Government Ministries / Divisions / Departments and Organizations may reach this Institute by 17-01-2019. Late nominations will not be entertained. Normally all nominations received by the cut off date are accepted unless otherwise intimated. Nominating agency may, therefore, intimate its Phone/ Fax/ Mob Nos. for this purpose. In the absence of any intimation from STI, the nominee(s) may report to this Institute for registration on 21 January, 2019 at 0900 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

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

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

Islamabad, the 13th December, 2018

Nominations should reach this Section by 11-01-2019.


(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