

4(1) Trg/PD/2013

Government of Pakistan
SECRETARIAT TRAINING INSTITUTE
(Establishment Division)

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

Islamabad, the 27th October, 2017

MEMORANDUM

Subject: **NOMINATIONS FOR TRAINING COURSE ON " FINANCIAL ISSUES RELATING TO RETIREMENT" FROM 25-12-2017 TO 29-12-2017.**

Subject course is being conducted at STI Campus H-9, Islamabad from 25-12-2017 to 29-12-2017, 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:

Building capacity of participants in preparation of pension papers and other relevant documents for quick disposal of retirement cases.

Major Contents:

<ul style="list-style-type: none"> • Preparation of Service Book (with practical exercise) • Benevolent and Group Insurance Rules & Other benefits offered by FEB& GI for the in-service & retiring Government Servants. 	<ul style="list-style-type: none"> • Pension Rules /Preparation of Pension papers. • G.P Fund Rules and G.P Fund Advances/ Final Payment • Revised leave Rules, 1980 • TA/DA Rules.
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2. Ministries / Divisions / Departments and Organizations under the Federal Government are invited to send suitable nominations by **22-12-2017**. **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 **25th December 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.

MINISTRY OF PLANNING, DEVELOPMENT & REFORM
(Training Section)

No.4(1)/Trg/PD/2013

Islamabad, the 16th November, 2017

The nomination should reach this Section latest by **tomorrow on 17-11-2017.**

Mr. Aurangzeb

(Adrees Ahmed)
Section Officer

20-11-17

Training Section
73
15-11-2017

(2016) Office
Dated: 14.11.17

731
13-11-17

Ac(AeB)
14-11-17

14-11-17