

4(1-3)

Government of Pakistan
SECRETARIAT TRAINING INSTITUTE
(Establishment Division)

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

Islamabad, the 21st May, 2018

MEMORANDUM

Subject: NOMINATIONS FOR TRAINING COURSE ON "DISCIPLINARY PROCEDURE IN GOVERNMENT OFFICES" FROM 25-06-2018 TO 29-06-2018.

Subject course is being conducted at STI Campus H-9, Islamabad from 25-06-2018 to 29-06-2018, 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 update knowledge of officers about the rules / procedures specifically related to discipline procedure in the public sector organizations.

Major Contents:

<ul style="list-style-type: none">• Civil Servants Act- 1973• Government Servant (Conduct) Rules- 1964.• Civil Servant Efficiency and Discipline Rules- 1973	<ul style="list-style-type: none">• Civil Servants (Appeal) Rules- 1977• Mechanism for legal relief and redressal of grievances
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2. Ministries / Divisions / Departments and Organizations under the Federal Government are invited to send suitable nominations by 22-06-2018. 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 25th June, 2018 at 0845 hours. No registration shall be allowed after 0900 hours. No course fee will be charged. However, if TADA 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.

DS/KE

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Nadeem Ahmed Bhatti
DS/EP/BS

(INAYAT SHAH)
Director (EP)

MINISTRY OF PLANNING, DEVELOPMENT & REFORM
(Training Section)

No.4(1-3)Trg/Estb-IV/PDR/2018

Islamabad, the 4th June, 2018

Nominations should reach this Section by 19-06-2018.

(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