

GOVERNMENT OF PAKISTAN  
(ESTABLISHMENT DIVISION)  
SECRETARIAT TRAINING INSTITUTE  
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Dated 6<sup>th</sup> December, 2022

F.No.5-1/2022-SD-II

MEMORANDUM

Subject: ONE WEEK (PART-TIME) TRAINING COURSE ON "FINANCIAL ISSUES RELATED TO PENSION AND RETIREMENT" FROM 02-01-2023 TO 06-01-2023.

STI is organizing subject course from 02.01.2023 to 06.01.2023. The training sessions will be held from 0900 to 1100 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 Government Servants	iv)	G.P. Fund Rules/ Advances/ Final Payment Procedures
v)	Revised Leave Rules, 1980	vi)	TA/DA Rules

2. It is requested that Nominations of suitable officials of the Federal Government Ministries/ Divisions / Departments and Organizations may reach this Institute latest by **30.12.2022**. **Late nominations will not be entertained.** Normally all nominations received by the cutoff date are accepted unless otherwise intimated. Nor inating agency may, therefore, intimate its Phone/ Fax/ Mob Nos./ E-mail for this purpose. In the absence of any intimation from STI, the nominee(s) may report to this Institute for registration on **2<sup>nd</sup> January, 2023 at 0830 hours. No registration shall be allowed after 0900 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. Nominations from outstation i.e. other than Islamabad/Rawalpindi will not be entertained/ accepted.

3. STI normally encourages participation of women employees.

*Rana Muhammad Javaid*

(RANA MUHAMMAD JAVAID)  
Deputy Director (SD-II)  
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To

- (i) Joint Secretaries (Admn), Ministries/ Divisions, located at Islamabad / Rawalpindi.  
(ii) Heads of Attached Departments/ Subordinate Offices/ Autonomous Bodies.

Address: Plot No.7, Sector H-9, Islamabad. Fax:051-9265183 Website:www.sti.gov.pk

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