

C I R C U L A R

Subject: - **NOMINATIONS FOR TRAINING COURSE ON "SECRETARIAT INSTRUCTIONS / RULES OF BUSINESS" FORM 05-02-2024 TO 09-02-2024**

The subject course is being conducted at STI Campus H-9, Islamabad from 05.02.2024 to 09.02.2024 on part time which shall be held daily from 09:00 to 11:00 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 Management

Major Contents:

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| <ul style="list-style-type: none">• Secretariat Instructions• Rules of Business• Appointment, Promotion and Transfer (APT) Rules | <ul style="list-style-type: none">• Corporate Governance• Strategy formulation |
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2. Interested Officers are requested to forward their nominations duly recommended by the AFS/Head of the respective Wing concerned to **QA-I Section by 29.01.2024**


(Madina Rafique)
Section officer (QA-I)
Ph: 9208523

All Officers (BPS 17-19), Finance Division, Islamabad

Finance Division's u.o No.F.3 (3) QA-I/2014

dated 12-01-2024

⇒ Webmaster with the request to upload the circular on Finance Division's website.