

**F.6(269)/2015-FJA
Federal Judicial Academy
Islamabad**

**ONE WEEK TRAINING COURSE ON “HOW TO BE AN EFFECTIVE NAZIR/BUDGET
AND ACCOUNTS EXAMINER” FOR NAZIRS/ BUDGET AND ACCOUNTS EXAMINERS
FROM ALL OVER PAKISTAN AND AJ&K (4TH TO 9TH MAY, 2015)**

PROGRAMME

Monday, 4th May 2015

08:30 a.m.	Registration	
09:00 - 10:00 a.m.	Etiquettes and Mannerism	Dr. Naeem Mushtaq
10:00 - 11:30 a.m.	Overview of General Financial Rules (GFR)	Mr. Muhammad Ayaz, Financial Advisor, Pakistan Atomic Energy Commission
11:30 - 12:00 noon	Tea Break	
12:00 - 01:30 p.m.	Fundamental Rules & Supplementary Rules (FR &SR)	Mr. Muhammad Ayaz
01:30 - 02:30 p.m.	Computer Orientation (Microsoft Excel-I)	Mr. Tariq Aziz, Computer Programmer, FJA

Tuesday 5th May 2015

08:30 - 10:00 a.m.	Transparency through Public Procurement Rules	Mr. Muhammad Farooq, Deputy Director, Public Procurement Regulatory Authority (PPRA)
10:00 - 11:30 a.m.	Noting, Drafting & Official Correspondence-I	Mr. Noor Ahmad Shad, Ex-Deputy Secretary Establishment Division, Islamabad.
11:30 - 12:00 noon	Tea Break	
12:00 - 01:30 p.m.	Noting, Drafting & Official Correspondence-II	Mr. Noor Ahmad Shad
01:30 - 02:30 p.m.	Computer Orientation (Microsoft Excel-II)	Mr. Tariq Aziz, Computer Programmer FJA

Wednesday 6th May 2015

08:30 - 10:00 a.m.	Public Sector Financial Management System of Pakistan	Mr. Muhammad Salim Khan, Director (Training)/Change Management, PIFRA
10:00 - 11:30 a.m.	Preparation of Budget and Revised Budget Estimates, Schedule of Expenditure-I	Mr. Muhammad Ayaz, Financial Advisor, Pakistan Atomic Energy Commission
11:30 - 12:00 noon	Tea Break	
12:00 - 01:30 p.m.	Preparation of Budget and Revised Budget Estimates, Schedule of Expenditure-I I	Mr. Muhammad Ayaz
01:30 - 02:30 p.m.	Computer Orientation (Microsoft Excel-III)	Mr. Tariq Aziz, Computer Programmer, FJA

Thursday 7th May 2015

08:30 - 10:00 a.m.	Internal/External Audit	Mr. Muhammad Salim Khan, Director (Training)/Change Management, PIFRA
10:00 - 11:30 a.m.	Mechanism of Accounts in District Judiciary	Mr. Niaz Muhammad Khan, Special Judge (Customs, Taxation & Anti-Smuggling), Peshawar
11:30 - 12:00 noon	Tea Break	
12:00 - 01:30 p.m.	Revenue Deposit and Sheriff's Petty Accounts	Mr. Niaz Muhammad Khan
01:30 - 02:30 p.m.	Computer Orientation (Microsoft Office-I)	Mr. Tariq Aziz, Computer Programmer, FJA

Friday 8th May 2015

08:30 - 10:00 a.m.	Handling and Resolution of Audit Objections	Mr. Muhammad Salim Khan, Director (Training)/Change Management, PIFRA
10:00 - 11:30 a.m.	Computer Orientation (Microsoft Office-II)	Mr. Tariq Aziz, Computer Programmer, FJA
11:30 - 12:00 noon	Tea Break	

Saturday, 9th May 2015

08:30 - 10:15 a.m.	Pension Rules & Maintenance of Accounts Books	Mr. Muhammad Ayaz, Financial Advisor, Pakistan Atomic Energy Commission
10:15 - 10:30 a.m.	Tea Break	
10:30 - 11:45 a.m.	Pension, Loan and Advances to Government Servants	Mr. Muhammad Ayaz
11:45 - 12:00 noon	Evaluation/ Clearance	

CONCLUDING CEREMONY

12:00 noon	Arrival of the Chief Guest:
12:05 p.m.	Recitation from the Holy Quran
12:10 p.m.	Views of the Participants.
12:25 p.m.	Address by the Director General
12:40 p.m.	Address by the Chief Guest
12:50 p.m.	Certificate Distribution
01:00 p.m.	Group Photograph
01:05 p.m.	Lunch