

**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, Azad Jammu &
Kashmir and Gilgit Baltistan (7 – 12 December, 2015)**

PROGRAMME

Monday, 7th December 2015

Inaugural Ceremony

08:30 a.m.	Recitation from the Holy Quran	
08:35 a.m.	Inaugural address by the Director General	
08:50 a.m.	Group Photograph	
09:00 – 10:30 a.m.	Preparation of Budget and Revised Budget Estimates, Schedule of Expenditure-I	Syed Safdar Hussain Shah Deputy Director (Financial Regulations) Secretariat Training Institute, Islamabad
10:30 – 11:30 a.m.	Preparation of Budget and Revised Budget Estimates, Schedule of Expenditure-II	Syed Safdar Hussain Shah
11:30 – 12:00 noon	Tea Break	
12:00 – 01:30 p.m.	Time and Self Management	Mr. Hashim Abro, Coordination, Publication and Media Officer, FJA
01:30 – 02:30 p.m.	Computer Orientation (Microsoft Excel-I)	Mr. Tariq Aziz, Computer Programmer, FJA

Tuesday 8th December 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.	Internal/External Audit	Mr. Muhammad Salim Khan
11:30 – 12:00 noon	Tea Break	
12:00 – 01:30 p.m.	Powers and Responsibilities of DDOs- I	Syed Safdar Hussain Shah Deputy Director (Financial Regulations)
01:30 – 03:00 p.m.	Powers and Responsibilities of DDOs- II	Syed Safdar Hussain Shah

Wednesday 9th December 2015

08:30 – 10:00 a.m.	Handling and Resolution of Audit Objections	Mr. Muhammad Salim Khan
10:00 – 11:30 a.m.	Pension Rules & Maintenance of Accounts Books	Syed Safdar Hussain Shah
11:30 – 12:00 noon	Tea Break	
12:00 – 01:30 p.m.	Pension, Loan and Advances to Government Servants	Syed Safdar Hussain Shah
01:30 – 02:30 p.m.	Computer Orientation (Microsoft Excel-III)	Mr. Tariq Aziz, Computer Programmer, FJA

Thursday 10th December 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.	Daftari Urdu-I	Mr. Noor Ahmad Shad, Ex-Deputy Secretary Establishment Division, Islamabad
11:30 – 12:00 noon	Tea Break	
12:00 – 01:30 p.m.	Daftari Urdu-II	Mr. Noor Ahmad Shad
01:30 – 02:30 p.m.	Computer Orientation (Microsoft Office-IV)	Mr. Tariq Aziz, Computer Programmer, FJA

Friday 11th December 2015

08:30 – 10:00 a.m.	Mechanism of Accounts in District Judiciary	Mr. Niaz Muhammad Khan, Director, Research and Publications, KPk Judicial Academy, Peshawar.
10:00 – 11:30 a.m.	Revenue Deposit and Sheriff's Petty Accounts	Mr. Niaz Muhammad Khan
11:30 – 12:00 noon	Tea Break	

Saturday, 12th December 2015

08:30 – 10:15 a.m.	Overview of General Financial Rules (GFR)	Mr. Muhammad Ayaz, Financial Advisor, Pakistan Atomic Energy Commission, Islamabad.
10:15 – 10:30 a.m.	Tea Break	
10:30 – 11:45 a.m.	Fundamental Rules & Supplementary Rules (FR &SR)	Mr. Muhammad Ayaz
11:45 – 12:00 noon	Evaluation/ Clearance	

Certificate Awarding Ceremony (12:30 p.m.)

12:30 p.m.	Arrival of the Chief Guest: Ms. Izzat Jahan Aqdu, Additional Registrar (Administration), Supreme Court of Pakistan	
12:35 p.m.	Recitation from the Holy Quran	
12:40 p.m.	Views of the Participants.	
12:45 p.m.	Address by the Director General	
12:55 p.m.	Address by the Chief Guests	
01:05 p.m.	Certificate Distribution	
01:15 p.m.	Group Photograph	
01:20 p.m.	Lunch	