

F.6 (291)/2016-FJA
Federal Judicial Academy
I s l a m a b a d

**One Week Training Course on “Capacity Building of Supportive Court Officers”
for the officers of Supreme Court and High Courts from all over Pakistan and
Azad Jammu & Kashmir (8 – 12 February, 2016)**

PROGRAMME

Monday, 8th February, 2016

08:15 a.m. Registration

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. Professional Ethics -I

Mrs. Shaista Shahid, Educational Expert

10:30 – 11:30 a.m. Professional Ethics -II

Mrs. Shaista Shahid

11:30 – 12:00 noon **Tea Break**

12:00 – 01:30 p.m. Service Laws: Efficiency and Discipline Rules

Mr. Salahuddin, Director, FJA

01:30 – 02:30 p.m. Computer Orientation

Mr. Tariq Aziz, Computer Programmer, FJA

Tuesday 9th February, 2016

08:30 – 10:00 a.m. Public Sector Financial Management System
of Pakistan

Mr. Muhammad Salim Khan, Director Admin,
Auditor General of Pakistan

10:00 – 11:30 a.m. Recruitment, Appointment, Seniority, Promotion,
Transfer, Posting and Deputations

Mr. Muhammad Ejaz Ghani, Director, STI, Islamabad

11:30 – 12:00 noon **Tea Break**

12:00 – 01:30 p.m. Performance Evaluation Reporting (PER)

S. M. Afaq Makhdoomi, Ex-Joint Secretary
Cabinet Division, Islamabad.

01:30 – 03:00 p.m. Computer Orientation

Mr. Tariq Aziz, Computer Programmer, FJA

Wednesday 10th February, 2016

08:30 – 10:00 a.m. Transparency through Public Procurement Rules
Procurement Regulatory Authority (PPRA)

Mr. Muhammad Farooq

10:00 – 11:30 a.m. Transparency through Public Procurement Rules
Procurement Regulatory Authority (PPRA)

Mr. Muhammad Farooq

11:30 – 12:00 noon **Tea Break**

12:00 – 01:30 p.m. Overview of T.A/Pension/Leave Rules-I

Syed Safdar Hussain Shah, Deputy Director
(Financial Regulations) Secretariat Training
Institute, Islamabad

01:30 – 02:30 p.m. Overview of T.A/Pension/Leave Rules-II

Syed Safdar Hussain Shah

Thursday 11th February, 2016

08:30 – 10:00 a.m. Office Management-I

Mr. Badar-ul-Arifeen, Deputy Secretary (Investment)
Ministry of Finance, Islamabad

10:00 – 11:30 a.m. Office Management-II

Mr. Badar-ul-Arifeen

11:30 – 12:00 noon **Tea Break**

12:00 – 01:30 p.m. Daftari Urdu-I

Mr. Noor Ahmad Shad, Ex-Deputy Secretary
Establishment Division, Islamabad

01:30 – 02:30 p.m. Daftari Urdu-II

Mr. Noor Ahmad Shad

Friday 12th February, 2016

08:30 – 10:00 a.m. Self, Stress and Time Management-I

Mrs. Shaista Shahid, Educational Expert

10:00 – 11:30 a.m. Self, Stress and Time Management-II

Mrs. Shaista Shahid

11:30 – 12:00 noon **Tea Break**

12:00–12:30 p.m. Evaluation/ Clearance

Certificate Awarding Ceremony (2:15 p.m.)

02:15 p.m. Arrival of the Chief Guest: **Mr. Arbab Muhammad Arif, Registrar, Supreme Court of Pakistan, Islamabad.**

02:20 p.m. Recitation from the Holy Quran

02:25 p.m. Views of the Participants.

02:30 p.m. Address by the Director General

02:35 p.m. Address by the Chief Guests

02:40 p.m. Certificate Distribution

02:50 p.m. Group Photograph

03:00 p.m. Lunch