

Federal Judicial Academy

I s l a m a b a d

Two-Week Capacity Building Training Course for Staff of the Federal Judicial Academy, Islamabad (22 – 25 February & 8 – 10 March, 2016)

PROGRAMME

[Week-I]

Monday, 22nd February, 2016

01:30 p.m. Registration

Inaugural Ceremony

01:45 p.m. Recitation from the Holy Quran

01:50 p.m. Inaugural address by the Director General

01:55 p.m. Group Photograph

02:00 – 03:30 p.m. Professional Ethics -I

Mrs. Shaista Shahid, Educational Expert

03:30 – 05:00 p.m. Professional Ethics -II

Mrs. Shaista Shahid

05:00 p.m. **Tea Break**

Tuesday 23rd February, 2016

02:00 – 03:30 p.m. Office Management-I

Mr. Muhammad Ejaz Ghani,

Director, STI, Islamabad

03:30 – 05:00 p.m. Office Management-II

Mr. Muhammad Ejaz Ghani

05:00 p.m. **Tea Break**

Wednesday 24th February, 2016

02:00 – 03:30 p.m. Transparency through Public Procurement Rules-I

Mr. Muhammad Farooq

Deputy Director PPRA

03:30 – 05:00 p.m. Transparency through Public Procurement Rules-II

Mr. Muhammad Farooq

05:00 p.m. **Tea Break**

Thursday 25th February, 2016

02:00 – 03:30 p.m. Daftari Urdu-I

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

03:30 – 05:00 p.m. Daftari Urdu-II

Mr. Noor Ahmad Shad

05:00 p.m. **Tea Break**

[Week-II]

Tuesday 8th March, 2016

03:00 – 04:30 p.m. Performance Evaluation Reporting (PER)

Mr. Muhammad Ejaz Ghani,

Director, STI, Islamabad

04:30 p.m. **Tea Break**

Wednesday 9th March, 2016

03:00 – 04:30 p.m. Recruitment, Appointment, Seniority, Promotion, Transfer, Posting and Deputations

Mr. Muhammad Ejaz Ghani,

Director, STI, Islamabad

04:30 p.m. **Tea Break**

Thursday 10th March, 2016

02:00 – 03:30 p.m. Overview of T.A/Pension/Leave Rules-I

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

Syed Safdar Hussain Shah

03:30 – 05:00 p.m. Overview of T.A/Pension/Leave Rules-II

05:00 p.m. **Tea Break**

Thursday 3rd March, 2016

02:00 – 03:30 p.m. Public Sector Financial Management System of Pakistan

Mr. Muhammad Salim Khan, Director

Admin, Auditor General of Pakistan

03:30 – 05:00 p.m. Service Laws: Efficiency and Discipline Rules

Mr. Salahuddin, Director, FJA

03:30 – 05:00 p.m. **Tea Break**