

F.6 (299)/2016-FJA  
FEDERAL JUDICIAL ACADEMY  
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**One Week Training Course on “How to be an Effective Superintendent” for Superintendents  
of the Sessions Courts from all over Pakistan, Azad Jammu & Kashmir and Gilgit Baltistan  
(09 – 14 May, 2016, 2016)**

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**PROGRAMME**

**Monday, 9<sup>th</sup> May, 2016**

08:00 a.m.	Registration	
<b><u>Inaugural Ceremony</u></b>		
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 – 10:00 a.m.	Self & Time Management-I	Mrs. Shaista Shahid, Educational Expert
10:00 – 11:30 a.m.	Self & Time Management-II	Mrs. Shaista Shahid
11:30 – 12:00 noon	<b>Tea Break</b>	
12:00 – 01:30 p.m.	Overview of Government Servants Conduct Rules	Mr. Badar-ul-Arifeen, Deputy Secretary (Investment), Ministry of Finance Division
01:30 – 02:30 p.m.	Performance Evaluation Reporting (PER)	Mr. Badar-ul-Arifeen

**Tuesday 10<sup>th</sup> May, 2016**

08:30 – 10:00 a.m.	Selected Provisions of Law of Limitation, Court Fee, Suit Valuation & Stamp Act-I	Ms. Nusrat Yasmeen, Director, FJA
10:00 – 11:30 a.m.	Selected Provisions of Law of Limitation, Court Fee, Suit Valuation & Stamp Act-II	Ms. Nusrat Yasmeen
11:30 – 12:00 noon	<b>Tea Break</b>	
12:00 – 01:30 p.m.	Service Laws: Efficiency and Discipline Rules	Mr. Salahuddin, Director, FJA
01:30 – 02:30 p.m.	Computer Orientation/Literacy	Mr. Tariq Aziz, Computer Programmer, FJA

**Wednesday 11<sup>th</sup> May, 2016**

08:30 – 10:00 a.m.	Recruitment, Appointment, Seniority, Promotion, Transfer, Posting and Deputations	Mr. Muhammad Ejaz Ghani, Director Secretariat Training Institute, Islamabad.
10:00 – 11:30 a.m.	Overview of Budget/T.A/Pension/Leave Rules-I	Syed Safdar Hussain Shah, Deputy Director (Financial Regulations) S.T.I., Islamabad
11:30 – 12:00 noon	<b>Tea Break</b>	
12:00 – 01:30 p.m.	Overview of Budget/T.A/Pension/Leave Rules-II	Syed Safdar Hussain Shah
01:30 – 02:30 p.m.	Overview of Budget/T.A/Pension/Leave Rules-III	Syed Safdar Hussain Shah

**Thursday 12<sup>th</sup> May, 2016**

08:30 – 10:00 a.m.	Transparency through Public Procurement Rules-I	Mr. Muhammad Farooq, Expert
10:00 – 11:30 a.m.	Transparency through Public Procurement Rules-II	Mr. Muhammad Farooq
11:30 – 12:00 noon	<b>Tea Break</b>	
12:00 – 01:30 p.m.	Noting, Drafting & Correspondence-I	Mr. Muhammad Ejaz Ghani, Director,
01:30 – 02:30 p.m.	Noting, Drafting & Correspondence-II	Mr. Muhammad Ejaz Ghani

**Friday 13<sup>th</sup> May, 2016**

08:30 – 10:00 a.m.	Daftari Urdu-I	Mr. Noor Ahmad Shad, Ex-Deputy Director, Secretariat Training Institute, Islamabad.
10:00 – 11:30 a.m.	Daftari Urdu-II	Mr. Noor Ahmad Shad
11:30 – 12:00 noon	<b>Tea Break</b>	

**Saturday, 14<sup>th</sup> May, 2016**

08:30 – 10:15 a.m.	Overview of General Financial Rules (GFR)	Mr. Muhammad Ayaz, Accountant General, AJK
10:15 – 10:30 a.m.	<b>Tea Break</b>	
10:30 – 11:45 a.m.	Fundamental Rules & Supplementary Rules (FR & SR)	Mr. Muhammad Ayaz
11:45 – 12:15 p.m.	Evaluation/ Clearance	

**Certificate Awarding Ceremony (12:30 P.M.)**

12:30 p.m.	Arrival of the Chief Guest: <b>Mr. Arbab Muhammad Arif, Registrar, Supreme Court of Pakistan, Islamabad.</b>
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
12:50 p.m.	Address by the Chief Guest
12:55 p.m.	Certificate Distribution
01:10 p.m.	Group Photograph
01:15 p.m.	Lunch

12/05/2016