

No. F. 6(304)/2016-FJA
FEDERAL JUDICIAL ACADEMY
I s l a m a b a d

**Three-Day Capacity Building Training for Establishment of
Consumer Protection Court, Charsadda and Staff of the
Federal Judicial Academy (28-30 July, 2016)**

Programme

Thursday 28th July, 2016

08:00 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. Etiquette and Mannerism Miss Nusrat Yasmeen, Director FJA
10:30 – 11:30 a.m. Office Management-I Mr. Muhammad Ejaz Ghani, Director, STI, Islamabad
11:30 – 12:00 p.m. **Tea Break**
12:00 – 02:00 p.m. Office Management-II Mr. Muhammad Ejaz Ghani
02:00 – 03:30 p.m. Transparency through PPRA Mr. Alamzeb Khan, Joint Secretary, Aviation Division,
Cabinet Secretariat, Islamabad

Friday 29th July, 2016

08:30 – 10:00 a.m. Preparation of Court Budget Syed Safdar Hussain Shah, Deputy Director
(Financial Regulations) Secretariat Training
Institute, Islamabad.
10:00 – 11:30 a.m. Daftari Urdu Mr. Noor Ahmad Shad, Ex-Deputy Secretary
Establishment Division, Islamabad.
11:30 – 12:00 p.m. **Tea Break**

Saturday 30th July, 2016

08:30 – 10:15 a.m. Maintenance of Court Records-I Ch. Muhammad Younis, Former Judge, Lahore High Court
10:15 – 10:30 a.m. **Tea Break**
10:30 – 11:45 a.m. Maintenance of Court Records-II Ch. Muhammad Younis
11:45 – 12:15 p.m. Evaluation/ Clearance

CONCLUDING CEREMONY (12:30 p.m.)

12:30 p.m. Chief Guest: **Hon'ble Mr. Justice Miangul Hassan Aurangzeb, Judge, Islamabad High Court, Islamabad**
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
01:00 p.m. Certificate Distribution
01:05 p.m. Group Photograph
01:10 p.m. Lunch