

**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
(22 – 27 August, 2016)**

PROGRAMME

Monday, 22nd August, 2016

08:00 a.m.	Registration	
<u>Inaugural Ceremony</u>		
08:15 a.m.	Recitation from the Holy Quran	
08:20 a.m.	Inaugural address by the Director General	
08:30 a.m.	Group Photograph	
08:30 – 10:00 a.m.	Professional Ethics-I	Mrs. Shaista Shahid, Educational Expert
10:00 – 11:30 a.m.	Professional Ethics -II	Mrs. Shaista Shahid
11:30 – 12:00 noon	Tea Break	
12:00 – 01:30 p.m.	Selected Provisions of Law of Limitation, Court Fee, Suit Valuation & Stamp Act-I	Ms. Nusrat Yasmeen, Director, FJA
01:30 – 03:00 p.m.	Selected Provisions of Law of Limitation, Court Fee, Suit Valuation & Stamp Act-II	Ms. Nusrat Yasmeen

Tuesday 23rd August, 2016

08:30 – 10:00 a.m.	Overview of Government Servants Conduct Rules	Mr. Badar-ul-Arifeen, Deputy Secretary (Investment), Ministry of Finance Division
10:00 – 11:30 a.m.	Performance Evaluation Reporting (PER)	Mr. Badar-ul-Arifeen
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/Literacy	Mr. Tariq Aziz, Computer Programmer, FJA

Wednesday 24th August, 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	Tea Break	
12:00 – 01:30 p.m.	Overview of Budget/T.A/Pension/Leave Rules-II	Syed Safdar Hussain Shah
01:30 – 03:00 p.m.	Overview of Budget/T.A/Pension/Leave Rules-III	Syed Safdar Hussain Shah

Thursday 25th August, 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	Tea Break	
12:00 – 01:30 p.m.	Noting, Drafting & Correspondence-I	Mr. Muhammad Ejaz Ghani, Director,
01:30 – 03:00 p.m.	Noting, Drafting & Correspondence-II	Mr. Muhammad Ejaz Ghani
.08:00 p.m.	Academy/Social Evening	

Friday 26th August, 2016

08:30 – 10:00 a.m.	Overview of General Financial Rules (GFR)	Mr. Muhammad Ayaz, Accountant General, AJK
10:00 – 10:30 a.m.	Tea Break	
10:30 – 12:00 p.m.	Fundamental Rules & Supplementary Rules (FR &SR)	Mr. Muhammad Ayaz
01:00 p.m.	Local Excursion	Coordinator: Syed Wajid Ali Shah, Admin Officer, FJA

Saturday, 27th August, 2016

08:30 – 10:15 a.m.	Transparency through Public Procurement Rules-I	Mr. Muhammad Farooq, Expert
10:15 – 10:30 a.m.	Tea Break	
10:30 – 11:45 a.m.	Transparency through Public Procurement Rules-II	Mr. Muhammad Farooq
11:45 – 12:15 p.m.	Evaluation/ Clearance	

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

12:30 p.m.	Arrival of the Chief Guest: Hon'ble Mr. Justice Athar Minallah, 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	
12:55 p.m.	Certificate Distribution	
01:10 p.m.	Group Photograph	
01:15 p.m.	Lunch	