

Federal Judicial Academy
I s l a m a b a d

One Week Training Course on “How to be an Effective Senior Civil Judge” for Senior Civil Judges from all over Pakistan, Azad Jammu & Kashmir and Gilgit Baltistan
(03 – 08 October, 2016)

REVISED PROGRAMME

Monday, 3rd October, 2016

08:15 a.m.	Registration	
<u>Inaugural Ceremony</u>		
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.	Time Management	Mrs. Shaista Shahid, Educational Expert
10:00 – 11:30 a.m.	Stress Management	Mrs. Shaista Shahid
11:30 – 12:00 noon	Tea Break	
12:00 – 01:30 p.m.	Succession certificate and letter of Administration	Miss Nusrat Yasmeen, Director, FJA
01:30 – 02:00 p.m.	Documentation of T.A Bills	Mr. Salahuddin, Accounts Officer, FJA
02:00 – 03:00 p.m.	Computer Orientation/Literacy	Mr. Tariq Aziz, Computer Programmer, FJA

Tuesday 4th October, 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	Tea Break	
12:00 – 01:30 p.m.	Service Laws: Efficiency and Discipline Rules	Mr. Muhammad Ejaz Ghani, Director, Secretariat Training Institute, Islamabad.
01:30 – 02:30 p.m.	Computer Orientation/Literacy	Mr. Tariq Aziz, Computer Programmer, FJA

Wednesday 5th October, 2016

08:30 – 10:00 a.m.	Selected Provisions of Law of Limitation, Court Fee, Suit Valuation & Stamp Act-I	Miss. Nusrat Yasmeen, Director, FJA
10:00 – 11:30 a.m.	Selected Provisions of Law of Limitation, Court Fee, Suit Valuation & Stamp Act-II	Miss. Nusrat Yasmeen
11:30 – 12:00 noon	Tea Break	
12:00 – 01:30 p.m.	Overview of Budget/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 Budget/T.A/Pension/Leave Rules-II	Syed Safdar Hussain Shah

Thursday 6th October, 2016

08:30 – 11:00 a.m.	Visit to Supreme Court of Pakistan <i>Coordinator:</i>	Syed Wajid Ali Shah, Admin Officer, FJA
11:30 – 12:00 noon	Tea Break	
12:00 – 01:30 p.m.	Small Claims and Minor Offences Courts Ordinance	Ms. Sadaf Khokhar, Addl. Director, FJA
07:30. p.m.	Social Evening	

Friday 7th October, 2016

08:30 – 10:00 a.m.	ADR-Disputes and Disputes Resolution System-I	Mr. Salman Farooq, Director , FJA
10:00 – 10:30 a.m.	Tea Break	
10:30 – 12:00 noon	ADR-Disputes and Disputes Resolution System-II	Mr. Salman Farooq
01:00 p.m.	Local Excursion <i>Coordinator:</i>	Mr. Shahid Amin, Librarian, FJA

Saturday, 8th October, 2016

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

Certificate Awarding Ceremony (12:30 p.m.)

12:30 p.m.	Chief Guest: Mr. Arbab Muhammad Arif, Registrar, Supreme Court of Pakistan, 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	