

F.6(313)/2016-FJA
Federal Judicial Academy
Islamabad

One Week Training Course on “How to be an Effective Nazir/Budget and Accounts Examiner”
for Nazirs/Budget and Accounts Examiners from all over Pakistan, Azad Jammu &
Kashmir and Gilgit Baltistan (21-26 November, 2016)

REVISED PROGRAMME

Monday, 21st November, 2016

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.	Public Financial Management System: An Intro	Mr. Muhammad Ayaz, Accountant General, AJK
10:30 – 11:30 a.m.	Overview of General Financial Rules (GFR)	Mr. Muhammad Ayaz
11:30 – 12:00 noon	Tea Break	
12:00 – 01:30 p.m.	Fundamental Rules & Supplementary Rules (FR &SR)	Mr. Muhammad Ayaz
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 22nd November, 2016

08:30 – 10:00 a.m.	Preparation of Budget and Revised Budget Estimates, Schedule of Expenditure-I	Syed Safdar Hussain Shah, Deputy Director
10:00 – 11:30 a.m.	Preparation of Budget and Revised Budget Estimates, Schedule of Expenditure-II	Syed Safdar Hussain Shah
11:30 – 12:00 noon	Tea Break	
12:00 – 01:30 p.m.	Powers and Responsibilities of DDOs	Syed Safdar Hussain Shah,
01:30 – 03:00 p.m.	Time Management	Mr. Mubashar Ali, Chief Executive, SKIM

Wednesday 23rd November, 2016

08:30 – 10:00 a.m.	Internal/External Audit	Mr. Muhammad Salim Khan, Director, Pakistan Housing Authority
10:00 – 11:30 a.m.	Pension Rules & Maintenance of Accounts Books	Syed Safdar Hussain Shah, Deputy Director, (Financial Regulations), STI
11:30 – 12:00 noon	Tea Break	
12:00 – 01:30 p.m.	Pension, Loan and Advances to Government Servants	Syed Safdar Hussain Shah
01:30 – 02:30 p.m.	Computer Orientation (Microsoft Excel-I)	Mr. Tariq Aziz, Computer Programmer, FJA

Thursday 24th November, 2016

08:30 – 10:00 a.m.	Handling and Resolution of Audit Objections	Mr. Muhammad Salim Khan, Director, Pakistan Housing Authority
10:00 – 11:30 a.m.	Daftari Urdu-I	Mr. Noor Ahmad Shad, Ex-Deputy Secretary Establishment Division, Islamabad
11:30 – 12:00 noon	Tea Break	
12:00 – 01:30 p.m.	Daftari Urdu-II	Mr. Noor Ahmad Shad
01:30 – 02:30 p.m.	Computer Orientation (Microsoft Excel-II)	Mr. Tariq Aziz, Computer Programmer, FJA

Friday 25th November, 2016

08:30 – 10:00 a.m.	Mechanism of Accounts in District Judiciary	Mr. Niaz Muhammad Khan, Director, Research and Publications, KPk Judicial Academy, Peshawar.
10:00 – 10:30 a.m.	Tea Break	
10:30 – 12:00 noon	Revenue Deposit and Sheriff's Petty Accounts	Mr. Niaz Muhammad Khan
01:00 p.m.	Local Excursion	Coordinator: Syed Wajid Ali Shah, Administrative Officer, FJA

Saturday, 26th November, 2016

08:30 – 10:15 a.m.	Transparency through Public Procurement Rules-I	Mr. Muhammad Farooq, Section Officer, Establishment Division
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 – 12:00 noon	Evaluation/ Clearance	

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

12:30 p.m.	Arrival of the Chief Guest: Hob'ble Mr. Justice Mushir Alam, Judge, 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	
12:55 p.m.	Address by the Chief Guests	
01:05 p.m.	Certificate Distribution	
01:15 p.m.	Group Photograph	
01:20 p.m.	Lunch	