

One Week Training Course on “Capacity Building of Supportive Court Officers” for the officers of Supreme Court and High Courts from all over Pakistan and Azad Jammu & Kashmir (9 – 14 January, 2017)

PROGRAMME

Monday, 9th January, 2017

08:15 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. Professional Ethics -I

Miss Nusrat Yasmeen, Director, FJA

10:30 – 11:30 a.m. Professional Ethics -II

Miss Nusrat Yasmeen

11:30 – 12:00 noon **Tea Break**

12:00 – 01:30 p.m. Performance Evaluation Reporting (PER)

S. M. Afaq Makhdoomi, Ex-Joint Secretary

01:30 – 01:45 p.m. **Prayer Break**

01:45 – 02:15 p.m. Documentation of T.A Bills

Mr. Salahuddin, Accounts Officer, FJA

02:15 – 03:00 p.m. Computer Orientation

Mr. Tariq Aziz, Computer Programmer, FJA

Tuesday 10th January, 2017

08:30 – 10:00 a.m. Recruitment, Appointment, Seniority, Promotion, Transfer, Posting and Deputations-I

Mr. Muhammad Ejaz Ghani, Director, Secretariat Training Institute (STI), Islamabad.

10:00 – 11:30 a.m. Recruitment, Appointment, Seniority, Promotion, Transfer, Posting and Deputations-II

Mr. Muhammad Ejaz Ghani

11:30 – 12:00 noon **Tea Break**

12:00 – 01:30 p.m. Public Sector Financial Management System of Pakistan

Mr. Muhammad Salim Khan, Director, PHA, Islamabad.

01:30 – 01:45 p.m. **Prayer Break**

01:45 – 03:00 p.m. Computer Orientation

Mr. Tariq Aziz, Computer Programmer, FJA

Wednesday 11th January, 2017

08:30 – 10:00 a.m. Office Management-I

Mr. Muhammad Ejaz Ghani, Director, STI

10:00 – 11:30 a.m. Office Management-II

Mr. Muhammad Ejaz Ghani

11:30 – 12:00 noon **Tea Break**

12:00 – 01:30 p.m. Self, Stress and Time Management-I

Mr. Mubashar Ali, Chief Executive, SKIM

01:30 – 01:45 p.m. **Prayer Break**

01:45 – 03:00 p.m. Self, Stress and Time Management-II

Mr. Mubashar Ali

Thursday 12th January, 2017

08:30 – 10:00 a.m. Daftari Urdu-I

Mr. Noor Ahmad Shad, Ex-Deputy Secretary Establishment Division, 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. Overview of T.A/Pension/Leave Rules-I

Syed Safdar Hussain Shah, Deputy Director, STI

01:30 – 01:45 p.m. **Prayer Break**

01:45 – 03:00 p.m. Overview of T.A/Pension/Leave Rules-II

Syed Safdar Hussain Shah

Friday 13th January, 2017

08:30 – 10:00 a.m. Service Laws: Efficiency and Discipline Rules

Mr. Muhammad Farooq, Deputy Director, Ministry of Foreign Affairs, Islamabad.

10:00 – 10:15 a.m. **Tea Break**

10:15 – 11:45 a.m. Team Building and Crises Management

Mr. Mubashar Ali, Chief Executive, SKIM

01:00 p.m. Local Excursion

Coordinator: Syed Wajid Ali Shah, Admin Officer, FJA

Saturday, 14th January, 2017

08:30 – 10:00 a.m. Transparency through Public Procurement Rules-I

Mr. Muhammad Farooq, Deputy Director, Ministry of Foreign Affairs, Islamabad.

10:00 – 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

Concluding Ceremony (12:30 p.m.)

12:30 p.m. Arrival of the Chief Guest: **Hon’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

12:50 p.m. Address by the Chief Guest

12:55 p.m. Certificate Distribution

01:05 p.m. Group Photograph

01:15 p.m. Lunch

12/01/017