

**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  
(20– 25 February, 2017)**

**REVISED PROGRAMME**

**Monday, February 20, 2017**

08:00 a.m.	Registration	
<b><u>Inaugural Ceremony</u></b>		
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	Ms. Nusrat Yasmeen, Director, FJA
10:00 – 11:30 a.m.	Overview of General Financial Rules (GFR)	Mr. Muhammad Ayaz, Accountant General, AJK
11:30 – 12:00 noon	<b>Tea Break</b>	
12:00 – 01:30 p.m.	Fundamental Rules & Supplementary Rules (FR &SR)	Mr. Muhammad Ayaz
01:30 – 01:45 p.m.	<b>Prayer Break</b>	
01:45– 02:15 p.m.	Documentation of T.A Bills	Mr. Salahuddin, Accounts Officer, FJA

**Tuesday, February 21, 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	<b>Tea Break</b>	
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 – 01:45 p.m.	<b>Prayer Break</b>	
01:45 – 03:00 p.m.	Selected Provisions of Law of Limitation, Court Fee, Suit Valuation & Stamp Act-II	Ms. Nusrat Yasmeen

**Wednesday, February 22, 2017**

08:30 – 10:00 a.m.	Recruitment, Appointment, Seniority, Promotion, Transfer, Posting and Deputations	Mr. Muhammad Ejaz Ghani, Director, STI
10:00 – 11:30 a.m.	Daftari Urdu-I	Mr. Noor Ahmad Shad, Ex-Deputy Director, STI
11:30 – 12:00 noon	<b>Tea Break</b>	
12:00 – 01:30 p.m.	Daftari Urdu-II	Mr. Noor Ahmad Shad
01:30 – 01:45 p.m.	<b>Prayer Break</b>	
01:45 – 03:00 p.m.	Overview of Budget/T.A/Pension/Leave Rules-I	Syed Afzal Hasan, Accounts Officers, AGPR

**Thursday, February 23, 2017**

08:30 – 10:00 a.m.	Overview of Budget/T.A/Pension/Leave Rules-II	Syed Afzal Hasan, Accounts Officers, AGPR
10:00 – 11:30 a.m.	Overview of Budget/T.A/Pension/Leave Rules-III	Syed Afzal Hasan
11:30 – 12:00 noon	<b>Tea Break</b>	
12:00 – 01:30 p.m.	Time Management	Mr. Mubashar Ali, Chief Executive, SKIM
01:30 – 01:45 p.m.	<b>Prayer Break</b>	
01:45 – 03:00 p.m.	Computer Orientation/Literacy	Mr. Tariq Aziz, Computer Programmer, FJA
07:00 p.m.	Academy/Social Evening	

**Friday, February 24, 2017**

08:30 – 10:00 a.m.	Service Laws: Efficiency and Discipline Rules	Mr. Muhammad Farooq, Expert
10:00 – 10:30 a.m.	<b>Tea Break</b>	
10:30 – 12:00 p.m.	Stress Management	Mr. Mubashar Ali

**Saturday, February 25, 2017**

08:30 – 10:15 a.m.	Transparency through Public Procurement Rules-I	Mr. Muhammad Farooq, Expert
10:15 – 10:30 a.m.	<b>Tea Break</b>	
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 (12:00 Noon)**

12:00 p.m.	Arrival of the Chief Guest: <b>Raja Jawad Abbas Hassan, Registrar, Islamabad High Court, Islamabad.</b>	
12:05 p.m.	Recitation from the Holy Quran	
12:10 p.m.	Views of the Participants.	
12:15 p.m.	Address by the Director General	
12:20 p.m.	Address by the Chief Guest	
12:25 p.m.	Certificate Distribution	
12:40 p.m.	Group Photograph	
12:45 p.m.	Lunch	

23.02.2017