

F.6 (326)/2017-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 (08-13 May, 2017)**

REVISED PROGRAMME

Monday, 08th May, 2017

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 Sector Financial Management System of Pakistan	Mr. Muhammad Salim Khan, Director (Finance) PHA Foundation, Islamabad
10:30 – 12:00 noon	Mechanism of Accounts in District Judiciary	Mrs. Nusrat Yaseem Intikhab, D&SJ/Special Judge, CNS, Peshawar
12:00 – 12:30 p.m.	Tea Break	
12:30 – 02:00 p.m.	Revenue Deposit and Sheriff's Petty Accounts	Mrs. Nusrat Yaseem Intikhab
02:00 – 02:30 p.m.	Documentation of T.A Bills	Mr. Salahuddin, Accounts Officer, FJA
02:30 – 03:00 p.m.	Computer Orientation/Literacy	Mr. Tariq Aziz, Computer Programmer, FJA

Tuesday 09th May, 2017

08:30 – 10:00 a.m.	Internal/External Audit	Mr. Muhammad Salim Khan, Director, Pakistan Housing Authority
10:00 – 11:30 a.m.	Preparation of Budget and Revised Budget Estimates, Schedule of Expenditure-I	Syed Safdar Hussain Shah, Deputy Director, STI, Islamabad.
11:30 – 12:00 noon	Tea Break	
12:00 – 01:30 p.m.	Preparation of Budget and Revised Budget Estimates, Schedule of Expenditure-II	Syed Safdar Hussain Shah
01:30 – 01:45 p.m.	Prayer Break	
01:45 – 03:00 p.m.	Computer Orientation (Microsoft Excel-I)	Mr. Tariq Aziz, Computer Programmer, FJA

Wednesday 10th May, 2017

08:30 – 10:00 a.m.	Maintenance of Accounts Books	Syed Afzal Hasan, Accounts Officers, AGPR
10:00 – 11:30 a.m.	Pension Rules, Loan and Advances to Government Servants-I	Syed Afzal Hasan
11:30 – 12:00 noon	Tea Break	
12:00 – 01:30 p.m.	Pension Rules, Loan and Advances to Government Servants-II	Syed Afzal Hasan
01:30 – 01:45 p.m.	Prayer Break	
01:45 – 03:00 p.m.	Computer Orientation (Microsoft Excel-II)	Mr. Tariq Aziz, Computer Programmer, FJA

Thursday 11th May, 2017

08:30 – 10:00 a.m.	Time Management	Mr. Mubashar Ali, Chief Executive, SKIM
10:00 – 11:30 a.m.	Stress Management	Mr. Mubashar Ali
11:30 – 12:00 noon	Tea Break	
12:00 – 01:30 p.m.	Handling and Resolution of Audit Objections	Group Captain Abdul Sattar Anjum, Director Business Development
01:30 – 01:45 p.m.	Prayer Break	
01:45 – 03:00 p.m.	Computer Orientation (Microsoft Excel-III)	Mr. Tariq Aziz, Computer Programmer, FJA
07:45 p.m.	Academy/Social Evening	

Friday 12th May, 2017

08:30 – 10:00 a.m.	Transparency through Public Procurement Rules-I	Mr. Muhammad Farooq, Deputy Director, Foreign Office
10:00 – 10:30 a.m.	Tea Break	
10:30 – 12:00 noon	Transparency through Public Procurement Rules-II	Mr. Muhammad Farooq

Certificate Awarding Ceremony (12:00 noon)

12:00 noon	Arrival of the Chief Guest: Mr. Sohail Nasir, D&SJ, Rawalpindi	
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 Guests	
12:30 p.m.	Certificate Distribution	
12:40 p.m.	Group Photograph	
12:45 p.m.	Lunch	

Saturday, 13th May, 2017

08:30 – 10:15 a.m.	Overview of General Financial Rules (GFR)	Mr. Muhammad Ayaz, Accountant General, AJK
10:15 – 10:30 a.m.	Tea Break	
10:30 – 11:45 a.m.	Fundamental Rules & Supplementary Rules (FR &SR)	Mr. Muhammad Ayaz
11:45 – 12:00 noon	Evaluation/ Clearance	

