

One Week Training Course on "Effective Administrative/Financial Management"
for Senior Civil Judges from all over Pakistan, Azad Jammu & Kashmir and
Gilgit Balistan (08 –13 January, 2018)

PROGRAMME

Monday, 8th January, 2018

08:15 a.m.	Registration	
<u>Inaugural Ceremony</u>		
08:30 a.m.	Recitation of 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.	Effective Administration by a Senior Civil Judge	Mr. Muhammad Hafeez Ullah Khan, Director, FJA
10:30 – 12:00 noon	Judicial Ethics	Ms. Huma Akhtar Chughtai, Director, FJA
12:00 – 12:30 p.m.	Tea Break	
12:30 – 02:00 p.m.	Service Laws: Efficiency and Discipline Rules	Mr. Abdul Matin, Director, FJA
02:00– 02:30 p.m.	Documentation of T.A Bills	Mr. Salahuddin, Accounts Officer, FJA

Tuesday 9th January, 2018

08:30 – 10:00 a.m.	Public Sector Financial Management System of Pakistan	Mr. Muhammad Salim Khan, Director (Finance) PHA Foundation, Islamabad
10:00 – 11:30 a.m.	Use of computer in Financial Management-I	Mr. Tariq Aziz, Computer Programmer, FJA
11:30 – 12:00 noon	Tea Break	
12:00 – 01:30 p.m.	Use of computer in Financial Management-II	Mr. Tariq Aziz
01:30 – 01:45 p.m.	Prayer Break	
01:45 – 03:00 p.m.	Official Correspondence	Mr. Abdul Matin, Director, FJA

Wednesday, 10th January, 2018

08:30 – 10:00 a.m.	Mechanism of Accounts in District Judiciary	Mr. Javed Rasheed Mehboobi, D&SJ (R)
10:00 – 11:30 a.m.	Revenue Deposit and Sheriff's Petty Accounts	Mr. Javed Rasheed Mehboobi
11:30 – 12:00 noon	Tea Break	
12:00 – 01:30 p.m.	Transparency through Public Procurement Rules	Mr. Muhammad Farooq, Expert
01:30 – 01:45 p.m.	Prayer Break	
01:45 – 03:00 p.m.	Transparency through Public Procurement Rules	Mr. Muhammad Farooq

Thursday, 11th January, 2018

08:30 – 11:00 a.m.	Visit to Supreme Court of Pakistan	Coordinator: Mr. Tariq Aziz, Computer Programmer, FJA
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
07:00 p.m.	Academy/Social Evening	

Friday, 12th January, 2018

08:30 – 12:00 noon	Syndicate on "Issues and Challenges in Administrative/Financial Management"	
	Facilitators:	Mr. Fakhar Hayat, Director General, FJA And Mr. Salman Farooq, Director, FJA
08:30– 08:40 a.m.	Introduction and formation of groups	
08:40– 10:30 a.m.	Discussions and preparation of reports	
10:30 – 11:00 a.m.	Tea Break	
11:00 – 12:00 noon	Presentations by groups	
03:00 p.m.	Local Excursion	Coordinator: Mian Aamir Shahzad, APS

Saturday, 13th January, 2018

08:30 – 10:00 a.m.	Overview of Budget/T.A/Pension/Leave Rules-I	Syed Afzal Hasan, Accounts Officers, AGPR
10:00 – 10:30 a.m.	Tea Break	
10:30 – 11:45 a.m.	Overview of Budget/T.A/Pension/Leave Rules-II	Syed Afzal Hasan
11:45 – 12:00 noon	Evaluation/ Clearance	

Concluding/Certificate Awarding Ceremony [12:30 PM]

12:30 p.m.	Arrival of the Chief Guest: Mr. Shakeel Ahmad, Special Judge Accountability Court, Rawalpindi	
12:35 p.m.	Recitation of 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	
01:10 p.m.	Lunch	