

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 (22 – 27 January, 2018)

PROGRAMME

Monday, 22nd January, 2018

08:30 a.m.	Registration	
<u>Inaugural Ceremony</u>		
08:45 a.m.	Recitation from the Holy Quran	
08:50 a.m.	Inaugural address by the Director General	
09:15 a.m.	Group Photograph	
09:15 – 10:30 a.m.	Overview of General Financial Rules (GFR)	Mr. Muhammad Ayaz, Accountant General, AJK
10:30 – 12:00 noon	Fundamental Rules & Supplementary Rules (FR &SR)	Mr. Muhammad Ayaz
12:00 – 12:30 p.m.	Tea Break	
12:30 – 02:00 p.m.	Performance Evaluation Reporting (PER)	Mr. Sajid Mansoor Asadi, Director, FGEHF
02:00– 02:30 p.m.	Documentation of T.A Bills	Mr. Salahuddin, Accounts Officer, FJA
02:30 – 03:00 p.m.	Computer Orientation	Mr. Tariq Aziz, Computer Programmer, FJA

Tuesday 23rd January, 2018

08:30 – 10:00 a.m.	Recruitment, Appointment, Seniority, Promotion, Transfer, Posting and Deputations-I	Mr. Muhammad Ejaz Ghani, Joint Secretary, Ministry of Law and Justice
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.	Daftari Urdu-I	Mr. Noor Ahmad Shad, Ex-Deputy Secretary Establishment Division, Islamabad
01:30 – 01:45 p.m.	Prayer Break	
01:45 – 03:15 p.m.	Daftari Urdu-II	Mr. Noor Ahmad Shad

Wednesday 24th January, 2018

08:30 – 10:00 a.m.	Office Management-I	Mr. Muhammad Ejaz Ghani, Joint Secretary, Ministry of Law and Justice
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.	Transparency through Public Procurement Rules-I	Mr. Muhammad Farooq, Deputy Director, Ministry of Foreign Affairs, Islamabad.
01:30 – 01:45 p.m.	Prayer Break	
01:45 – 03:15 p.m.	Transparency through Public Procurement Rules-II	Mr. Muhammad Farooq

Thursday 25th January, 2018

08:30 – 10:00 a.m.	Public Sector Financial Management System of Pakistan	Mr. Muhammad Salim Khan, Director, PHA Islamabad.
10:00 – 11:30 a.m.	Service Laws: Efficiency and Discipline Rules	Mr. Abdul Matin, Director, 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 – 03:15 p.m.	Self, Stress and Time Management-II	Mr. Mubashar Ali

Friday 26th January, 2018

08:30 – 10:00 a.m.	Professional Ethics	Ms. Huma Akhtar Chughtai, Director, FJA
10:00 – 10:30 a.m.	Tea Break	
10:30 – 12:00 noon	Panel Discussion	Facilitators: Mr. Fakhar Hayat, Director General, FJA
01:00 p.m.	Local Excursion	Coordinator: Mr. Asif Majeed, CP-II, FJA

Saturday, 27th 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 – 12:00 noon	Overview of Budget/T.A/Pension/Leave Rules-II	Syed Afzal Hasan
12:00 – 12:15p.m.	Evaluation/ Clearance	

Concluding Ceremony (12:30 p.m.)

12:30 p.m.	Arrival of the Chief Guest: Raja Jawad Abbas Hassan, Registrar, Islamabad High Court, 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	