

**No. F.6 (318)/2017-FJA  
FEDERAL JUDICIAL ACADEMY  
Islamabad**

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**One Week Training Course on “Effective Administrative/Financial Management”  
for Senior Civil Judges from all over Pakistan, Azad Jammu & Kashmir and  
Gilgit Balistan (23 – 28 January, 2017)**

**REVISED PROGRAMME**

**Monday, 23<sup>rd</sup> January, 2017**

08:15 a.m.	Registration	
<b><u>Inaugural Ceremony</u></b>		
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.	Overview of General Financial Rules (GFR)	Mr. Muhammad Ayaz, Accountant General, AJK
10:30 – 11:30 a.m.	Fundamental Rules & Supplementary Rules (FR &SR)	Mr. Muhammad Ayaz
11:30 – 12:00 noon	<b>Tea Break</b>	
12:00 – 01:30 p.m.	Service Laws: Efficiency and Discipline Rules	Mr. Muhammad Ejaz Ghani, Director, STI, Islamabad
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
02:15 – 03:00 p.m.	Computer Orientation	Mr. Tariq Aziz, Computer Programmer, FJA

**Tuesday, 24<sup>th</sup> January, 2017**

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.	Self, Stress and Time Management-I	Mr. Mubashar Ali, Chief Executive, SKIM
11:30 – 12:00 noon	<b>Tea Break</b>	
12:00 – 01:30 p.m.	Self, Stress and Time Management-II	Mr. Mubashar Ali
01:30 – 01:45 p.m.	<b>Prayer Break</b>	
01:45 – 03:00 p.m.	Computer Orientation	Mr. Tariq Aziz, Computer Programmer, FJA

**Wednesday, 25<sup>th</sup> January, 2017**

08:30 – 10:00 a.m.	Mechanism of Accounts in District Judiciary	Miss Nusrat Yasmeen, Director, FJA
10:00 – 11:30 a.m.	Revenue Deposit and Sheriff's Petty Accounts	Miss Nusrat Yasmeen
11:30 – 12:00 noon	<b>Tea Break</b>	
12:00 – 01:30 p.m.	Effective Communication Skills for Judges-I	Mrs. Shaista Shahid, Education Consultant
01:30 – 01:45 p.m.	<b>Prayer Break</b>	
01:45 – 03:00 p.m.	Effective Communication Skills for Judges-II	Mrs. Shaista Shahid

**Thursday, 26<sup>th</sup> January, 2017**

08:00 – 11:00 a.m.	<b>Visit to Supreme Court of Pakistan</b>	<b>Coordinator:</b> Mr. Asif Majeed, Computer Programmer, FJA
11:30 – 12:00 noon	<b>Tea Break</b>	
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.	<b>Prayer Break</b>	
01:45 – 03:00 p.m.	Daftari Urdu-II	Mr. Noor Ahmad Shad
07:00 p.m.	Academy/Social Evening	

**Friday, 27<sup>th</sup> January, 2017**

08:30 – 10:00 a.m.	Overview of Budget/T.A/Pension/Leave Rules-I	Syed Safdar Hussain Shah, Deputy Director, Secretariat Training Institute, Islamabad
10:00 – 10:15 a.m.	<b>Tea Break</b>	
10:15– 11:45 a.m.	Overview of Budget/T.A/Pension/Leave Rules-II	Syed Safdar Hussain Shah
01:00 p.m.	Local Excursion	<b>Coordinator:</b> Syed Wajid Ali Shah, Admin Officer, FJA

**Saturday, 28<sup>th</sup> January, 2017**

08:30 – 10:00 a.m.	Transparency through Public Procurement Rules	Mr. Muhammad Farooq, Deputy Director, Ministry of Foreign Affairs, Islamabad
10:00 – 10:30 a.m.	<b>Tea Break</b>	
10:30 – 11:45 a.m.	Transparency through Public Procurement Rules	Mr. Muhammad Farooq
11:45 – 12:00 noon	Evaluation/ Clearance	

**Concluding/Certificate Awarding Ceremony [12:30 PM]**

<b>12:30 p.m.</b>	<b>Arrival of the Chief Guest: Hon'ble Mr. Justice Aamer Farooq, Judge, Islamabad High Court, Islamabad.</b>	
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	
01:10 p.m.	Lunch	