

F.6 (339)/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 and Azad Jammu & Kashmir (20-25 November, 2017)

PROGRAMME

Monday, 20th November, 2017

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.	Professional Ethics	Ms. Huma Akhtar Chughtai, Director, FJA
10:30 – 12:00 noon	Overview of General Financial Rules (GFR)	Mr. Muhammad Ayaz, Accountant General, AJK
12:00 – 12:30 p.m.	Tea Break	
12:30 – 02:00 p.m.	Fundamental Rules & Supplementary Rules (FR &SR)	Mr. Muhammad Ayaz
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 21st November, 2017

08:30 – 10:00 a.m.	Financial Administration in Public Sector Organizations	Syed Safdar Hussain Shah, Deputy Director, STI, Islamabad.
10:00 – 11:30 a.m.	Preparation of Budget and Revised Budget Estimates, Schedule of Expenditure-I	Syed Safdar Hussain Shah
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 22nd November, 2017

08:30 – 10:00 a.m.	Internal/External Audit	Mr. Muhammad Salim Khan, Director, Pakistan House Authority
10:00 – 11:30 a.m.	Time Management	Mr. Mubashar Ali, Chief Executive, SKIM
11:30 – 12:00 noon	Tea Break	
12:00 – 01:30 p.m.	Stress Management	Mr. Mubashar Ali
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 23rd November, 2017

08:30 – 10:00 a.m.	Maintenance of Accounts Books	Syed Afzal Hasan, Accounts Officers, AGPR
10:00 – 11:30 a.m.	Transparency through Public Procurement Rules-I	Mr. Muhammad Farooq, Deputy Director, Foreign Office
11:30 – 12:00 noon	Tea Break	
12:00 – 01:30 p.m.	Transparency through Public Procurement Rules-II	Mr. Muhammad Farooq
01:30 – 01:45 p.m.	Prayer Break	
01:45 – 03:15 p.m.	Handling and Resolution of Audit Objections	Mr. Muhammad Salim Khan, Director, Pakistan Housing Authority

Academy/Social Evening

Friday 24th November, 2017

08:30 – 10:00 a.m.	Mechanism of Accounts in District Judiciary	Mrs. Nusrat Yaseem Intikhab, D&SJ/Special Judge, CNS, Peshawar
10:00 – 10:30 a.m.	Tea Break	
10:30 – 12:00 noon	Revenue Deposit and Sheriff's Petty Accounts	Mrs. Nusrat Yaseem Intikhab

Saturday, 25th November, 2017

08:30 – 10:15 a.m.	Pension Rules, Loan and Advances to Government Servants-I	Syed Afzal Hasan, Accounts Officers, AGPR
10:15 – 10:30 a.m.	Tea Break	
10:30 – 11:45 a.m.	Pension Rules, Loan and Advances to Government Servants-II	Syed Afzal Hasan
11:45 – 12:00 noon	Evaluation/ Clearance	

Certificate Concluding Ceremony (12:30 p.m.)

12:30 p.m.	Arrival of the Chief Guest: Mr. Khalid Teepu Rana, Director General (H.R), Supreme Court of Pakistan, 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