

**One Week Training Course on “How to be an Effective Superintendent” for Superintendents  
of the Sessions Courts from all over Pakistan, Azad Jammu & Kashmir and Gilgit Baltistan  
(26th February to 3rd March, 2018)**

**PROGRAMME**

**Monday, February 26, 2018**

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	
09:00 a.m.	Group Photograph	
09:00 – 10:30 a.m.	Effective Role of Superintendant in Office Management	Mr. Muhammad Hafeez Ullah Khan, Director, FJA
10:30 – 12:00 a.m.	Overview of Budget/T.A/Pension/Leave Rules-I	Syed Afzal Hasan, Accounts Officers, AGPR
12:00 – 12:30 p.m.	<b>Tea Break</b>	
12:30 – 02:00 p.m.	Overview of Budget/T.A/Pension/Leave Rules-II	Syed Afzal Hasan
02:00 – 02:30 p.m.	<b>Prayer Break</b>	
02:30– 03:00 p.m.	Documentation of T.A Bills	Mr. Salahuddin, Accounts Officer, FJA

**Tuesday, February 27, 2018**

08:30 – 10:00 a.m.	Office Management-I	Mr. Muhammad Ejaz Ghani, Joint Secretary, Ministry of Law and Justice Mr. Muhammad Ejaz Ghani
10:00 – 11:30 a.m.	Office Management-II	
11:30 – 12:00 noon	<b>Tea Break</b>	
12:00 – 01:30 p.m.	Professional Ethics	Ms. Huma Akhtar Chughtai, Director, FJA
01:30 – 01:45 p.m.	<b>Prayer Break</b>	
01:45 – 03:00 p.m.	Computer Orientation/Literacy	Mr. Tariq Aziz, Computer Programmer, FJA

**Wednesday, February 28, 2018**

08:30 – 10:00 a.m.	Service Laws: Efficiency and Discipline Rules	Mr. Abdul Matin, Director, FJA
10:00 – 11:30 a.m.	Time Management	Mr. Mubashar Ali, Chief Executive, SKIM
11:30 – 12:00 noon	<b>Tea Break</b>	
12:00 – 01:30 p.m.	Panel Discussion: Issues and Challenges being Faced by the Superintendents of Sessions Courts	<b>Facilitators:</b> Mr. Fakhar Hayat, Director General, FJA
01:30 – 01:45 p.m.	<b>Prayer Break</b>	
01:45 – 03:00 p.m.	Computer Orientation/Literacy	Mr. Tariq Aziz, Computer Programmer, FJA

**Thursday, March 1, 2018**

08:30 – 10:00 a.m.	Transparency through Public Procurement Rules-I	Mr. Muhammad Farooq, Expert
10:00 – 11:30 a.m.	Transparency through Public Procurement Rules-II	Mr. Muhammad Farooq
11:30 – 12:00 noon	<b>Tea Break</b>	
12:00 – 01:30 p.m.	Stress Management	Mr. Mubashar Ali, Chief Executive, SKIM
01:30 – 01:45 p.m.	<b>Prayer Break</b>	
01:45 – 03:00 p.m.	Computer Orientation/Literacy	Mr. Tariq Aziz, Computer Programmer, FJA
07:30 p.m.	Academy/Social Evening	

**Friday, March 2, 2018**

08:30 – 10:00 a.m.	Selected Provisions of Law of Limitation, Court Fee, Suit Valuation & Stamp Act-I	Judge, Raja Jahanzeib Akhtar, Additional District & Sessions Judge, Attock
10:00 – 10:30 a.m.	<b>Tea Break</b>	
10:30 – 12:00 noon	Selected Provisions of Law of Limitation, Court Fee, Suit Valuation & Stamp Act-II	Judge, Raja Jahanzeib Akhtar
01:00 p.m.	Local Excursion	<b>Coordinator:</b> Mr. Tariq Aziz, Computer Programmer-I

**Saturday, March 3, 2018**

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

**Certificate Awarding Ceremony (12:30 P.M.)**

12:30 p.m.	Arrival of the Chief Guest: <b>Mr. Khalid Teepu Rana, Director General (Human Rights Cell), Supreme Court of Pakistan</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	
01:10 p.m.	Group Photograph	
01:15 p.m.	Lunch	

27.02.2018