

F.6 (351)/2018-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, Azad Jammu &
Kashmir and Gilgit Baltistan (07-12 May, 2018)**

PROGRAMME

Monday, May 07, 2018

Inaugural Ceremony

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 – 12:00 noon	Overview of Fundamental Rules & Supplementary Rules (FR&SR)	Mr. Muhammad Ayaz
12:00 – 12:30 p.m.	Tea Break	
12:30 – 02:00 p.m.	Time Management	Syed Inayat Shah, Executive Director, STI
02:00 – 02:30 p.m.	Documentation of T.A Bills	Mr. Salahuddin, Accounts Officer, FJA
02:30 – 03:15 p.m.	Computer Orientation/Literacy	Mr. Tariq Aziz, Computer Programmer, FJA

Tuesday, May 08, 2018

08:30 – 10:00 a.m.	Office Management-I	Mr. Noor Ahmad Shad, Ex-Deputy Director, STI
10:00 – 11:30 a.m.	Office Management-II	Mr. Noor Ahmad Shad
11:30 – 12:00 noon	Tea Break	
12:00 – 01:30 p.m.	Professional Ethics	Ms. Huma Akhtar Chughtai, Director, FJA
01:30 – 01:45 p.m.	Prayer Break	
01:45 – 03:15 p.m.	Stress Management	Syed Inayat Shah, Executive Director, STI

Wednesday, May 09, 2018

08:30 – 10:00 a.m.	Internal/External Audit	Mr. Muhammad Adil, Accounts Officers, AGPR
10:00 – 11:30 a.m.	Handling and Resolution of Audit Objections	Mr. Muhammad Adil
11:30 – 12:00 noon	Tea Break	
12:00 – 01:30 p.m.	Preparation of Budget and Revised Budget Estimates, Schedule of Expenditure-I	Syed Safdar Hussain Shah, Ex-Deputy Director, STI, Islamabad
01:30 – 01:45 p.m.	Prayer Break	
01:45 – 03:15 p.m.	Preparation of Budget and Revised Budget Estimates, Schedule of Expenditure-II	Syed Safdar Hussain Shah

Thursday, May 10, 2018

08:30 – 10:00 a.m.	Maintenance of Accounts Books	Syed Afzal Hasan, Accounts Officers, AGPR
10:00 – 11:30 a.m.	Pension Rules, Loan and Advances to Government Servants-I	Syed Afzal Hasan
11:30 – 12:00 noon	Tea Break	
12:00 – 01:30 p.m.	Pension Rules, Loan and Advances to Government Servants-II	Syed Afzal Hasan
01:30 – 01:45 p.m.	Prayer Break	
01:45 – 03:15 p.m.	Computer Orientation (Microsoft Excel)	Mr. Tariq Aziz, Computer Programmer, FJA
08:00 p.m.	Academy/Social Evening	

Friday, May 11, 2018

08:30 – 10:00 a.m.	Mechanism of Accounts in District Judiciary	Mr. Javed Rasheed Mehboobi, D&SJ (R)
10:00 – 10:30 a.m.	Tea Break	
10:30 – 12:00 noon	Revenue Deposit and Sheriff's Petty Accounts	Mr. Javed Rasheed Mehboobi
01:00 p.m.	Local Excursion	Coordinator: Mr. Asif Majeed, Computer Programmer, FJA

Saturday, May 12, 2018

08:30 – 10:15 a.m.	Transparency through Public Procurement Rules-I	Mr. Muhammad Farooq, Deputy Director, Foreign Office
10:15 – 10:30 a.m.	Tea Break	
10:30 – 11:45 a.m.	Transparency through Public Procurement Rules-II	Mr. Muhammad Farooq
11:45 – 12:00 noon	Evaluation/ Clearance	

Certificate Awarding Ceremony (12:00 noon)

12:00 noon	Arrival of the Chief Guest: Mr. Muhammad Khalid Nawaz, District & Sessions Judge, Rawalpindi	
12:05 p.m.	Recitation from the Holy Quran	
12:10 p.m.	Views of the Participants.	
12:15 p.m.	Address by the Director General	
12:20 p.m.	Address by the Chief Guests	
12:30 p.m.	Certificate Distribution	
12:40 p.m.	Group Photograph	
12:45 p.m.	Lunch	

07/05/2018