

PROGRAMME**5-Day Training Program for Lahore High Court Staff**

Category: Junior Clerks (BS-11)

(19-02-2019 to 23-02-2019)

Tuesday, 19th February, 2019		
Timings	Coordinator: Farzana Shahzad Khan, Waseem Ahmad, Senior Instructors, PJA	
09:00 – 10:15 a.m.	Inauguration Ceremony	
	Batch - I	Batch - II
10:15 – 11:30 a.m.	Noting and Drafting-I Mr. Zubair Ahmad	Record Keeping and Maintenance of Files-I LHC Establishment
11:30 – 12:00 noon	Tea Break	
12:00 – 01:15 p.m.	Correspondence (Inter-departmental and with other Departments/Public)-I LHC Establishment	Noting and Drafting-I Mr. Zubair Ahmad
01:15 - 02:15 p.m.	Lunch Break	
02:15 – 03:30 p.m.	Record Keeping and Maintenance of Files-I LHC Establishment	Correspondence (Inter-departmental and with other Departments/Public)-I LHC Establishment
Wednesday, 20th February, 2019		
09:00 – 10:15 a.m.	Correspondence (Inter-departmental and with other Departments/Public)-II LHC Establishment	Noting and Drafting-II Mr. Zubair Ahmad
10:15 – 11:30 a.m.	Noting and Drafting-II Mr. Zubair Ahmad	Correspondence (Inter-departmental and with other Departments/Public)-II LHC Establishment
11:30 – 12:00 noon	Tea Break	
12:00 – 01:15 p.m.	Financial Rules (TA/DA/Medical)-I Mr. Arshad Baig	Record Keeping and Maintenance of Files-II LHC Establishment
01:15 - 02:15 p.m.	Lunch Break	
02:15 – 03:30 p.m.	Record Keeping and Maintenance of Files-II LHC Establishment	Financial Rules (TA/DA/Medical)-I Mr. Arshad Baig
Thursday, 21st February, 2019		
09:00 – 10:15 a.m.	Leave Rules Mr. Arshad Baig	I.T. Skills-I Dr. Abdul Nasir
10:15 – 11:30 a.m.	I.T. Skills-I Dr. Abdul Nasir	Leave Rules Mr. Arshad Baig
11:30 – 12:00 noon	Tea Break	
12:00 – 01:15 p.m.	Lahore High Court Staff Rules (Efficiency & Discipline)-I Syed Ijaz Qutab	I.T. Skills-III Mr. Imran M. Rabbani
01:15 - 02:15 p.m.	Lunch Break	
02:15 – 03:30 p.m.	I.T. Skills-III Mr. Imran M. Rabbani	Lahore High Court Staff Rules (Efficiency & Discipline)-I Syed Ijaz Qutab
Friday, 22nd February, 2019		
09:00 – 10:15 a.m.	I.T. Skills-II Dr. Abdul Nasir	Lahore High Court Staff Rules (Efficiency & Discipline)-II Syed Ijaz Qutab
10:15 – 11:30 a.m.	Lahore High Court Staff Rules (Efficiency & Discipline)-II Syed Ijaz Qutab	I.T. Skills-II Dr. Abdul Nasir
11:30 – 12:00 noon	Tea Break	
12:00 – 01:15 p.m.	Time Management Col. Hamid Ghani	Personal Development (Hygiene and Cleanliness)-I Mr. Asim Mullich (MPDD)
01:15 - 02:15 p.m.	Lunch Break	
02:15 – 03:30 p.m.	Personal Development (Hygiene and Cleanliness)-I Mr. Asim Mullich (MPDD)	Time Management Col. Hamid Ghani
Saturday, 23rd February, 2019		
09:00 – 10:15 a.m.	Financial Rules (TA/DA/Medical)-II Mr. Arshad Baig	Professional Ethics Col. Hamid Ghani
10:15 – 11:30 a.m.	Professional Ethics Col. Hamid Ghani	Financial Rules (TA/DA/Medical)-II Mr. Arshad Baig
11:30 – 11:45 noon	Tea Break	
11:45-01:00 p.m.	Workplace Etiquettes Mr. Basharat Ullah Malik (MPDD) (Combined)	
01:00 p.m.	Concluding Ceremony	

Dated: 11-02-2019.

Nazir Ahmad Gajana
Director General

PROGRAMME
5-Day Training Program for Lahore High Court Staff
 Category: Junior Clerks (BS-11)
 (26-02-2019 to 02-03-2019)

Batch - III

Tuesday, 26th February, 2019		
Timings	Coordinator: Farzana Shahzad Khan, Waseem Ahmad, Senior Instructors, PJA	
09:00 – 10:15 a.m.	Inauguration Ceremony	
10:15 – 11:30 a.m.	Noting and Drafting – I	Mr. Zubair Ahmad
11:30 – 12:00 noon	Tea Break	
12:00 – 01:15 p.m.	Correspondence (Inter-departmental and with other Departments/Public) – I	LHC Establishment
01:15 – 02:15 p.m.	Lunch Break	
02:15 – 03:30 p.m.	Record Keeping and Maintenance of Files – I	LHC Establishment
Wednesday, 27th February, 2019		
09:00 – 10:15 a.m.	Correspondence (Inter-departmental and with other Departments/Public) – II	LHC Establishment
10:15 – 11:30 a.m.	Noting and Drafting – II	Mr. Zubair Ahmad
11:30 – 12:00 noon	Tea Break	
12:00 – 01:15 p.m.	Financial Rules (TA/DA/Medical) – I	Mr. Arshad Baig
01:15 – 02:15 p.m.	Lunch Break	
02:15 – 03:30 p.m.	Record Keeping and Maintenance of Files – II	LHC Establishment
Thursday, 28th February, 2019		
09:00 – 10:15 a.m.	Leave Rules	Mr. Arshad Baig
10:15 – 11:30 a.m.	I.T. Skills – I	Dr. Abdul Nasir
11:30 – 12:00 noon	Tea Break	
12:00 – 01:15 p.m.	Lahore High Court Staff Rules (Efficiency & Discipline) – I	Syed Ijaz Qutab
01:15 – 02:15 p.m.	Lunch Break	
02:15 – 03:30 p.m.	I.T. Skills – III	Mr. Imran M. Rabbani
Friday, 1st March, 2019		
09:00 – 10:15 a.m.	I.T. Skills – II	Dr. Abdul Nasir
10:15 – 11:30 a.m.	Lahore High Court Staff Rules (Efficiency & Discipline) – II	Syed Ijaz Qutab
11:30 – 12:00 noon	Tea Break	
12:00 – 01:15 p.m.	Time Management	Col. Hamid Ghani
01:15 – 02:15 p.m.	Lunch Break	
02:15 – 03:30 p.m.	Personal Development (Hygiene and Cleanliness) – I	Syed Qasim Ali Shah
Saturday, 2nd March, 2019		
09:00 – 10:15 a.m.	Financial Rules (TA/DA/Medical) – II	Mr. Arshad Baig
10:15 – 11:30 a.m.	Professional Ethics	Col. Hamid Ghani
11:30 – 11:45 noon	Tea Break	
11:45-01:00 p.m.	Workplace Etiquettes	Mr. Basharat Ullah Malik (MPDD) (Combined)
01:00 p.m.	Concluding Ceremony	

Dated: 11-02-2019.

Nazir Ahmad Gajana
 Director General