

Punjab Judicial Academy

15-Fane Road, Lahore

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One Week Capacity Building Training Program for PJA Staff

Objectives:

- To orient and refresh the basic & fundamental principles of office management.
- To enable the PJA staff to apply principles of office management.

Time	Subject	Resource Person
Day 1		
<i>Wednesday, 06th June, 2018</i>		
10:00 – 11:15 a.m.	Noting & Drafting-I	Mr. Zubair Ahmad
11:15 – 11:30 a.m.	Break	
11:30 – 12:45 p.m.	Noting & Drafting-II	
Day 2		
<i>Thursday, 07th June, 2018</i>		
10:00 – 11:15 a.m.	Financial Management-I (Pension Rules, T.A. Rules, Leave Rules)	Mr. Arshad Baig
11:15 – 11:30 a.m.	Break	
11:30 – 12:45 p.m.	Financial Management-II (Pension Rules, T.A. Rules, Leave Rules)	
Day 3		
<i>Monday, 11th June, 2018</i>		
10:00 – 11:15 a.m.	Professional Ethics-I	Mr. Asim Mullich
11:15 – 11:30 a.m.	Break	
11:30 – 12:45 p.m.	Professional Ethics-II	
Day 4		
<i>Tuesday, 12th June, 2018</i>		
10:00 – 11:15 a.m.	Financial Management – FR / SR – I	Mr. Rab Nawaz
11:15 – 11:30 a.m.	Break	
11:30 – 12:45 p.m.	Financial Management – FR / SR – II	
Day 5		
<i>Wednesday, 20th June, 2018</i>		
10:00 – 11:15 a.m.	Civil Service Laws – I	Syed Ijaz Qutab
11:15 – 11:30 a.m.	Break	
11:30 – 12:45 p.m.	Civil Service Laws – II	
Day 6		
<i>Thursday, 21st June 2018</i>		
10:00 – 11:15 a.m.	Stress & Time Management-I	Mr. Basharat Ullah Malik/ Mr. Hussain Haider
11:15 – 11:30 a.m.	Break	
11:30 – 12:45 p.m.	Stress & Time Management-II	