

# 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
<b>Day 1</b>		
<i>Wednesday, 06<sup>th</sup> 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	
<b>Day 2</b>		
<i>Thursday, 07<sup>th</sup> 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)	
<b>Day 3</b>		
<i>Monday, 11<sup>th</sup> 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	
<b>Day 4</b>		
<i>Tuesday, 12<sup>th</sup> 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	
<b>Day 5</b>		
<i>Wednesday, 20<sup>th</sup> 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	
<b>Day 6</b>		
<i>Thursday, 21<sup>st</sup> 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	