

	FOUR WEEKS TRAINING COURSE FOR THE PROMOTION OF ASSISTANTS (BS-16)/ STENOGRAPHERS (BS-14) TO SUPERINTENDENT (BS-17) (From 24.07.2017 To 18.08.2017)	Modules on Basic Concept Of Management, Service Delivery & FM	Course Coordinator Senior Instructor	Module In-charge Instructor (D)	Venue Class Room of Hostel Block
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3rd WEEK

Day / Date	08:45 09:00	09:00 10:00	10:00 11:00	11:00 12:00	12:00 12:30	12:30 01:30	01:30 02:30	02:30 03:30
Monday 07.08.2017	RECITATION FROM HOLY QURAN WITH TRANSLATION AND TALK ON ANY TOPIC ON MORALITY, ETHICS ETC BY THE PARTICIPANTS.	Coordination among Different Departments (Syed Mehmood Javed) Secretary (R)	Coordination among Different Departments (Syed Mehmood Javed) Secretary (R)	Managing office Affairs and inspection (Syed Mehmood Javed) Secretary (R)	Tea Break	Presentations by Participants	Presentations by Participants	Lunch & Zohar Prayer (Dining Hall, Hostel Block)
Tuesday 08.08.2017		Maintenance of cash book (Ms Robina Faisal) D.G Audit Army	Reconciliation of Accounts with A/G office/DO Office (Ms Robina Faisal) D.G Audit Army	Reconciliation of Accounts with A/G office/DO Office (Ms Robina Faisal) D.G Audit Army		Instructions about writing PERs (Mian Inam-ul-Haq) Secretary (Retd)	Instructions about writing PERs (Mian Inam-ul-Haq) Secretary (Retd)	
Wednesday 09.08.2017		GP Fund Rules (Mr. Muhammad Arshad) AS, Finance Department)	GP Fund Rules (Mr. Muhammad Arshad) AS, Finance Department)	GP Fund Rules (Mr. Muhammad Arshad) AS, Finance Department)		Time Limit for Disposal of official work and checks on Delays (Muhammad Jafar Ali Khan) Deputy Secretary Regulations, S&AGD	Time Limit for Disposal of official work and checks on Delays (Muhammad Jafar Ali Khan) Deputy Secretary Regulations, S&AGD	
Thursday 10.08.2017		PEEDA ACT 2006 (Maqsood Ahmad) A.S Prosecution	PEEDA ACT 2006 (Maqsood Ahmad) A.S Prosecution	PEEDA ACT 2006 (Hands on Exercise) (Maqsood Ahmad) A.S Prosecution		Punjab Service Tribunal Act (Mr. Mukhtar Ahmad) Secretary (R)	Punjab Service Tribunal Act (Mr. Mukhtar Ahmad) Secretary (R)	
Friday 11.08.2017		Personal Grooming and Behavior of a Gentleman (Syed Mehmood Javed) Directing Staff (R)	Appropriate Etiquette and Public Dealing (Syed Mehmood Javed) Directing Staff (R)	Presentations by Participants		Friday Prayer		