

## EXECUTIVE PROGRAMME WING

## ANNUAL TRAINING PROGRAMME OF FOR YEAR 2017 FOR THE OFFICERS IN BS 17 TO 19

Sl.No.	Course Title	Schedule	Major Contents	Objectives	TARGET AUDIENCE
1.	<b>Promotion Policy / Rules</b>	09-01-2017 To 13-01-2017  (Five days- Part-Time)	<ul style="list-style-type: none"> <li>• Relevant Provisions of Civil Servants Act 1973.</li> <li>• Civil Servants APT Rules,</li> <li>• Civil Servants Seniority Rules 1993</li> <li>• Salient features of Promotion Policy.</li> <li>• Quantification.</li> </ul>	<ul style="list-style-type: none"> <li>• Creating awareness on existing framework of rules on promotion in the Federal Government.</li> <li>• Improving professional expertise in preparation of cases for promotion at various levels</li> </ul>	BS – 17  To  BS - 19
2.	<b>Improving Personal Effectiveness</b>	23-01-2017 To 27-01-2017  (Five days- Part-Time)	<ul style="list-style-type: none"> <li>• How to improve personal effectiveness, ethos and attitudinal change</li> <li>• Managing self and SWOT analysis</li> <li>• Emotional intelligence for successful leaders</li> <li>• How to improve interpersonal communication skills</li> </ul>	<ul style="list-style-type: none"> <li>• Improving self-awareness, confidence building, teamwork and interpersonal communication skills</li> </ul>	BS – 17  To  BS - 19
3.	<b>Public Sector Management</b>	06-02-2017 To 03-03-2017  (Four Weeks- Part-Time)	<ul style="list-style-type: none"> <li>• Rules of Business</li> <li>• Secretariat Noting and Drafting</li> <li>• Secretariat Instructions &amp; Office Procedures</li> <li>• Financial Rules &amp; Budgeting</li> <li>• Daftri Urdu</li> <li>• Human Resource Management</li> <li>• Service Laws &amp; Rules</li> <li>• MIS &amp; e-government</li> <li>• Forms of Communications</li> </ul>	<ul style="list-style-type: none"> <li>• Providing learning on how professional knowledge and efficiency of staff may be enhanced to achieve desired goals in public sector organizations.</li> </ul>	BS – 17  To  BS - 19
4.	<b>Effective Communication and Negotiations Skills</b>	13-03-2017 To 17-03-2017  (Five days- Part-Time)	<ul style="list-style-type: none"> <li>• Fundamentals of communication and negotiation skills</li> <li>• Improving organizational communication</li> <li>• Negotiation and problem solving techniques</li> <li>• The role of information technology for improving communication skills</li> </ul>	<ul style="list-style-type: none"> <li>• To cater emerging requirements of negotiation and communication skills for effective utilization of human resources.</li> <li>• Clarity in language to avoid consequences affecting organizational purpose</li> </ul>	BS – 17  To  BS - 19

Sl.No.	Course Title	Schedule	Major Contents	Objectives	TARGET AUDIENCE
5.	<b>Daftry Urdu</b>	20-03-2017 To 24-03-2017  (Five days- Part-Time)	۱۔ دفتری زبان کی تعریف، اہمیت و افادیت ۲۔ کیفیت نویسی ۳۔ اقسام مراسلت ۴۔ دفتری اصلاحات ۵۔ مسودہ نویسی	<ul style="list-style-type: none"> <li>To build capacity to read and write rules in National Language with a sound understanding of Urdu terminology.</li> </ul>	BS – 17  To  BS - 19
6.	<b>Budget Preparation and implementation in Public Sector</b>	03-04-2017 To 07-04-2017  (Five days- Part-Time)	<ul style="list-style-type: none"> <li>Financial Administration in Public Sector Organizations</li> <li>Budget, legal framework, charged expenditure, voted expenditure, Federal consolidated Fund / Public Accounts Grants.</li> <li>Preparation of Budget.</li> <li>Accounting</li> <li>Auditing</li> </ul>	<ul style="list-style-type: none"> <li>To build their capacity in preparing budget estimates / revised estimates / appropriation and re-appropriation of funds according to the instructions on the subject.</li> </ul>	BS – 17  To  BS - 19
7	<b>Orientation in Office Procedure</b>	17-04-2017 To 21-04-2017  (Five days- Part-Time)	<ul style="list-style-type: none"> <li>Organization &amp; structure of the Federal Government (ROB), 1973.</li> <li>Distribution of work &amp; responsibilities</li> <li>Basics of Secretariat Instructions:</li> <li>Basics of conduct of business in the Parliament (ROB) 1973.</li> <li>Legislation (ROB, 1973).</li> <li>Handling of classified documents</li> <li>Recording, Indexing &amp; weeding of files.</li> <li>Consultation among Divisions (ROB, 1973)</li> <li>Miscellaneous (Secretariat Instructions 57 – 63 Appendix-E).</li> <li>Conduct of cases of the Federal Govt. in courts (SL Appendix 'F' Sub section 1 -4 &amp; 20-23).</li> </ul>	<ul style="list-style-type: none"> <li>To enhance skills of participants in Office Procedures &amp; Practices</li> </ul>	BS – 17  To  BS - 19
8	<b>Service Laws and Rules</b>	24-04-2017 To 28-04-2017  (Five days- Part-Time)	<ul style="list-style-type: none"> <li>Civil Servants Act-1973</li> <li>Government Servants Conduct Rules, 1964</li> <li>General Principles of Leave</li> <li>Revised Leave Rules 1980</li> <li>TA / DA Rules</li> </ul>	<ul style="list-style-type: none"> <li>To refresh professional knowledge for better understanding /application of rules on the subject</li> </ul>	BS – 17  To  BS - 19

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9.	<b>Disciplinary Procedure in Government Offices</b>	15-05-2017 To 19-05-2017  (Five days-Part-Time)	<ul style="list-style-type: none"> <li>• Civil Servants Act- 1973</li> <li>• Government Servant (Conduct) Rules-1964.</li> <li>• Civil Servant Efficiency and Discipline Rules- 1973.</li> <li>• Civil Servants (Appeal) Rules- 1977</li> <li>• Mechanism for legal relief and redressal of grievances</li> </ul>	<ul style="list-style-type: none"> <li>• To update knowledge of officers about the rules / procedures specifically related to discipline procedure in the public sector organizations.</li> </ul>	BS – 17  To  BS - 18
10.	<b>Effective Communication and Negotiation Skills</b>	29-05-2017 To 02-06-2017 (Five days-Part-Time)	<ul style="list-style-type: none"> <li>• Fundamentals of communication and negotiation skills</li> <li>• Improving organizational communication</li> <li>• Negotiation and problem solving techniques</li> <li>• The role of information technology for improving communication skills</li> </ul>	<ul style="list-style-type: none"> <li>• To cater emerging requirements of negotiation and communication skills for effective utilization of human resources.</li> <li>• Clarity in language to avoid consequences affecting organizational purpose</li> </ul>	BS – 17  To  BS - 19
11	<b>Human Rights</b>	10-07-2017 To 14-07-2017  (Five days-Part-Time)	<ul style="list-style-type: none"> <li>• Fundamental of Human Rights in Islam</li> <li>• Rights of the Minorities and women under 1973 constitution.</li> <li>• International obligations of Pakistan in respect of Human Rights - implementation mechanism</li> <li>• Issues of Human Rights in contemporary environment</li> <li>• Bonded Labor , Discrimination etc.</li> </ul>	<ul style="list-style-type: none"> <li>• To create awareness on Human Rights specially obligations of the State of Pakistan towards International Convention s.</li> </ul>	BS – 17  To  BS - 19
12.	<b>Problem Solving and Decision Making</b>	24-07-2017 To 28-07-2017  (Five days-Part-Time)	<ul style="list-style-type: none"> <li>• The nature of problems and decision making process</li> <li>• How to deal with multiple problems and maximum chance of solutions</li> <li>• Theoretical models of decisions making and problem solving techniques</li> <li>• Difficulties in the implementation of decisions in the public sector and way forward to ensure success</li> </ul>	<ul style="list-style-type: none"> <li>• To impart knowledge on modern techniques of decision making through learning alternatives and to implement t preferred solutions.</li> </ul>	BS – 17  To  BS - 19

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13.	<b>Disaster Management A Conceptual framework.</b>	07-08-2017 To 11-08-2017  (Five days- Part-Time)	<ul style="list-style-type: none"> <li>• Disaster Risk Situation and Pakistan's vulnerabilities</li> <li>• Disaster management cycle – Understanding the concept</li> <li>• International DRR frameworks and their linkage with national policy and plans</li> <li>• National DRR Policy and NDMP – An overview</li> <li>• DRR mainstreaming and its linkage with development process</li> <li>• Policy level multi-hazard mitigation measures</li> <li>• Response mechanism and international appeal.</li> <li>• Linking CBDRM with annual development planning</li> <li>• Mainstreaming vulnerable groups in DRM</li> <li>• Climate risk management : Challenges and opportunities</li> <li>• International humanitarian standards and principles</li> </ul>	<ul style="list-style-type: none"> <li>• To create awareness on the subject</li> <li>• To create awareness for actions by individuals, groups and organizations in crises.</li> <li>• To prepare them to set and maintain standardized procedure to overcome crises</li> <li>• To enable them to disseminate information to relevant stakeholders.</li> </ul>	BS – 17  To  BS - 19
14	<b>Good Governance in Public Sector</b>	21-08-2017 To 25-08-2017  (Five days- Part-Time)	<ul style="list-style-type: none"> <li>• Good Governance Definition, Scope &amp; its facets</li> <li>• Elements of good governance</li> <li>• Challenges of Good Governance in Pakistan</li> <li>• How to improve Good Governance in Public institutions</li> <li>• Decision Making Process &amp; its implementation.</li> </ul>	<ul style="list-style-type: none"> <li>• To create awareness about the major components of good governance</li> <li>• To create effective response to the present and future needs of society.</li> </ul>	BS – 17  To  BS - 19
15.	<b>Changing Dynamics in Public Administration</b>	11-09-2017 To 15-09-2017 (Five days- Part-Time)	<ul style="list-style-type: none"> <li>• Public Administration in perspective.</li> <li>• Government Organizations and its functions.</li> <li>• Changing role of Bureaucracy and transformation Leadership.</li> <li>• Way forward for Improving Performance in the Public Sector.</li> <li>• E-Governance</li> </ul>	<ul style="list-style-type: none"> <li>• To develop understanding on working of the Government by adding value to essentials of Public Administration for better delivery of services in the light of emerging needs of modern society. To enhance leadership skills by introducing changing role of bureaucracy.</li> </ul>	BS – 17  To  BS - 18

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16.	<b>Disciplinary Procedures in Government Offices</b>	25-09-2017 To 29-09-2017  (Five days- Part-Time)	<ul style="list-style-type: none"> <li>• Civil Servants Act- 1973</li> <li>• Government Servant (Conduct) Rules-1964.</li> <li>• Civil Servant Efficiency and Discipline Rules- 1973.</li> <li>• Civil Servants (Appeal) Rules- 1977</li> <li>• Mechanism for legal relief and redressal of grievances</li> </ul>	<ul style="list-style-type: none"> <li>• To update knowledge of officers about the rules / procedures specifically related to discipline procedure in the public sector organizations.</li> </ul>	BS – 17  To  BS - 19
17.	<b>Budget Preparation and implementation in Public Sector</b>	09-10-2017 To 13-10-2017  (Five days- Part-Time)	<ul style="list-style-type: none"> <li>• Constitutional Provisions:- Articles 78 to 82</li> <li>• Budget – Introduction (GFR 62-66) i) Difference between current and development budget. ii) Parts of current budget i.e. part-I &amp; II etc.</li> <li>• General Procedure for Estimating (GFR 67-68)</li> <li>• Estimates of Revenue and Ordinary Expenditure (GFR 69, 70 ,70-A, 71)</li> <li>• Estimates of Fresh Charges (GFR 74, 75, 76, 77, 79)</li> <li>• An overview of New System of Financial Control and Budgeting-2006</li> <li>• Relationship between delegation of powers and GFR</li> </ul>	<ul style="list-style-type: none"> <li>• To build their capacity in preparing budget estimates / revised estimates / appropriation and re-appropriation of funds according to the instructions on the subject.</li> </ul>	BS – 17  To  BS - 19
18.	<b>Daftri Urdu</b>	23-10-2017 To 27-10-2017  (Five days- Part-Time)	<p>۱۔ دفتری زبان کی تعریف، اہمیت و افادیت ۲۔ کیفیت نویسی ۳۔ اقسام مراسلت ۴۔ دفتری اصلاحات ۵۔ مسودہ نویسی</p>	<ul style="list-style-type: none"> <li>• To build capacity to read and write rules in National Language with a sound understanding of Urdu terminology.</li> </ul>	BS – 17  To  BS - 19

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19.	<b>Public Procurement Rules and Procedures</b>	30-10-2017 To 03-11-2017  (Five days- Part-Time)	<ul style="list-style-type: none"> <li>• PPRA's Authority Ordinance 2002</li> <li>• Introduction (Ordinance 2002)</li> <li>• PPRA Rules 2004 <ul style="list-style-type: none"> <li>- Definition</li> <li>- Procurement Planning</li> <li>- Advertisement</li> <li>- Pre-Qualification</li> <li>- Methods of Procurement</li> <li>- Opening &amp; Evaluation of bids</li> <li>- Acceptance / Awards of Contents</li> <li>- Redressal of Grievances</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• To develop understanding of Government rules / procedures on procurement of goods, works and services.</li> <li>• Significance of integrity in spending public money.</li> <li>• To observe economy and regularity while spending public money.</li> </ul>	BS – 17  To  BS - 19
20	<b>Service Laws &amp; Rules</b>	13-11-2017 To 17-11-2017  (Five days- Part-Time) )	<ul style="list-style-type: none"> <li>• Civil Servants Act-1973</li> <li>• Government Servants Conduct Rules, 1964</li> <li>• General Principles of Leave</li> <li>• Revised Leave Rules 1980</li> <li>• TA / DA Rules</li> </ul>	<ul style="list-style-type: none"> <li>• To refresh professional knowledge for better understanding /application of rules on the subject</li> </ul>	BS – 17  To  BS - 19
21	<b>Human Rights</b>	27-11-2017 To 01-12-2017  (Five days- Part-Time)	<ul style="list-style-type: none"> <li>• Fundamental of Human Rights in Islam</li> <li>• Rights of the Minorities and women under 1973 constitution.</li> <li>• International obligations of Pakistan in respect of Human Rights - implementation mechanism</li> <li>• Issues of Human Rights in contemporary environment</li> <li>• Bonded Labor , Discrimination etc.</li> </ul>	<ul style="list-style-type: none"> <li>• To create awareness on Human Rights specially obligations of the State of Pakistan towards International Convention s.</li> </ul>	BS – 17  To  BS - 19

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22.	<b>Orientation in Office Procedure</b>	11-12-2017 To 15-12-2017  (Five days-Part-Time)	<ul style="list-style-type: none"> <li>• Organization &amp; structure of the Federal Government (ROB), 1973.</li> <li>• Distribution of work &amp; responsibilities</li> <li>• Basics of Secretariat Instructions:</li> <li>• Basics of conduct of business in the Parliament (ROB) 1973.</li> <li>• Legislation (ROB, 1973.</li> <li>• Handling of classified documents</li> <li>• Recording, Indexing &amp; weeding of files.</li> <li>• Consultation among Divisions (ROB, 1973)</li> <li>• Miscellaneous (Secretariat Instructions 57 – 63 Appendix-E).</li> <li>• Conduct of cases of the Federal Govt. in courts (SL Appendix 'F' Sub section 1 -4 &amp; 20-23).</li> </ul>	<ul style="list-style-type: none"> <li>• To enhance skills of participants in Office Procedures &amp; Practices</li> </ul>	BS- 17  TO BS-18
23.	<b>Financial Issues Relating to Retirement</b>	25-12-2017 To 29-12-2017  (Five days-Part-Time)	<ul style="list-style-type: none"> <li>• Preparation of Service Book (with practical exercise)</li> <li>• Benevolent and Group Insurance Rules &amp; Other benefits offered by FEB&amp; GI for the in-service &amp; retiring Government Servants.</li> <li>• Pension Rules /Preparation of Pension papers.</li> <li>• G.P Fund Rules and G.P Fund Advances/ Final Payment</li> <li>• Revised leave Rules, 1980</li> <li>• TA/DA Rules.</li> </ul>	<ul style="list-style-type: none"> <li>• Building capacity of participants in preparation of pension papers and other relevant documents for quick disposal of retirement cases.</li> </ul>	BS -17  TO BS -19