

GOVERNMENT OF PAKISTAN
(ESTABLISHMENT DIVISION)
SECRETARIAT TRAINING INSTITUTE

F.No.5-8/2023-SD-II

Dated 30th January, 2024

MEMORANDUM

Subject: **ONE WEEK (PART-TIME) TRAINING COURSE ON DUTIES & RESPONSIBILITIES OF DDOs./ CASHIERS.**

STI is organizing subject course from 04-03-2024 to 08-03-2024. The training sessions will be held from **11:30 a.m. to 01:30 p.m.** daily or as notified otherwise. Details are as follows:-

Target Audience / Group:

This course is designed for DDOs./ Cashiers.

Course objectives:

Capacity building of DDOs/ Cashiers for better and standardized performance.

Course Contents / Outlines:

i)	Definitions of Accounting Management.	ii)	Financial Management in Public Sector Organizations.
iii)	Budget Preparation.	iv)	Preparation of Bills/Sanctions & relevant provisions of GFR/FTR.
v)	Duties & responsibilities of DDOs/Cashiers (Cash handling, Maintenance of Cash Book, disbursement of claims, Appropriation Register, Monthly Expenditure Statement, & Re- conciliation with AGPR/Banks).	vi)	Development and non- Development Expenditures. & Financial Powers Delegated to the Ministries/ Divisions and Heads of the Departments.

2. Owing to limited seating capacity, **maximum two nominees from an organization** would be accepted subject to first come first served basis. It is requested that Nominations of suitable officials of the Federal Government Ministries/ Divisions /Departments and Organizations may reach this Institute latest by **26-02-2024**. **Late nominations will not be entertained**. Normally all nominations received by the cutoff date are accepted unless otherwise intimated. Nominating agency may, therefore, intimate its Phone/ Fax/ Mob Nos./ E-mail for this purpose and also confirm acceptance of their nominations over telephone number mentioned below. Selected officials/ nominee(s) may report to this Institute for registration on **4th January, 2024 at 11:30 a.m.** **No registration shall be allowed after 11:45 a.m.** The course is free of charge, however, if TA/DA for participation is involved; the same may be claimed from the respective nominating Organizations. Nominations from outstation i.e. other than Islamabad/Rawalpindi will not be entertained/ accepted.

3. Participants must attend all modules in order to become eligible for the Certificate.

Secretary (Training Institute)
Date: 30-01-2024


(Muhammad Haroon Rashied)
Deputy Director (SD-II)
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To

- (i) Joint Secretaries (Admn), Ministries/ Divisions, located at Islamabad / Rawalpindi.
- (ii) Heads of Attached Departments / Subordinate Offices / Autonomous Bodies.
- (iii) DD (IT) for uploading STI website.