SECRETARIAT TRAINING INSTITUTE
(Staff Development Wing)
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For the Month of March, 2024.
ANNUAL TRAINING PROGRAMME OF SD-II WING (BS 01-16) FOR THE FINANCIAL YEAR 2023-24

S.No	Course title	Time	Duration	Course Contents	Target Group
01	Service Rules & Regulations (One Week)	09:00 a.m. to 11:00 a.m.	04-03-2024 to 08-03-2024	• Conduct Rules, 1964. • An over view of Civil Servant Act. 1973. • APT Rules, 1973 • Appeal Rules, 1977. • E&D Rules, 2020.	BPS 11-16
02	Duties and Responsibilities of DDOs/Cashiers (One Week)	11:30 a.m. to 01:30 p.m.	04-03-2024 to 08-03-2024	• Definitions of Accounting Management. • Financial Management in Public Sector Organizations. • Budget Preparation. • Preparation of bills/sanctions & relevant provisions of GFR/FTR. • Duties & responsibilities of DDOs/Cashiers (Cash handling, Maintenance of Cash Book, disbursement of claims, Appropriation Register, Monthly Expenditure Statement, & Re-conciliation with AGPR/Banks). • Development and non-development expenditures. • Financial Powers delegated to the Ministries/ Divisions and Heads of the Departments.	DDOs/ Cashiers
03	General Financial Rules & Procedures (One Week)	10:00 a.m. to 12:00 noon	11-03-2024 To 15-03-2024	• Overview of Financial Control & Budgeting, 2006. • Expenditure and Payment of Moneys (GFR Chapter 2, Section II • Defalcations, losses, etc. (GFR Chapter 2, Section V).: • Re-appropriations and Supplementary grants(GFR Chapter 5, Section IX): • Establishment(GFR Chapter 6, Section II): • Stores (GFR Chapter 8, Section I, II & IV). • Pay (FR/SR Part III, IV & V).	BPS 11-16
04	Orientation on E-Office (3 days)	10:00 a.m. to 12:00 noon	25-03-2024 to 27-03-2024	• Introduction to E-Office • How to create E-file in Programme • Scanning and adding of previous Noting and correspondence in E-file • Adding PUC/FR and other documents and Noting in E-file • How to create DFA • Submission of file to seniors and issuance of letters/OM, Memorandum, U.O.and other forms of communications to concerned office • Acceptance/forwarding of external receipts	Superintendents/ Assistants/UDCs LDCs.

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

➢ DD (IT) for uploading STI website.