

MEMORANDUM

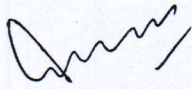
Subject:- **TRAINING COURSE ON "DUTIES & RESPONSIBILITIES OF DDOs/CASHIERS"**

The subject part-time training course is being conducted for DDOs/Cashiers & equivalent. The main objective of the course is to update knowledge of participants about the rules & orders in accordance with the Govt. instructions in order to achieve organizational results. Course detail is as under:-

Duration : 03 days
Dates : December 29th to December 31st, 2014.
Timing : 0900 – 1100 hours
Target Group : DDOs/Cashiers & equivalent.
Course Outlines :

- Development Expenditures & Non-Development Expenditures.
- Financial Powers delegated to the Ministries/Divisions and Head of the Department.
- Duties & responsibilities of DDOs and Cashier etc.

2. The Institute will neither charge any fee nor allow any TA/DA for participation in the course, however, if admissible may be claimed from the respective Ministries/ Divisions / Departments / Organizations.
3. Nominations of the suitable officials may reach this Institute by 24th Dec., 2014. **Late nominations may not be entertained.** All nominations received by the cut off date are normally accepted unless otherwise intimated. Nominating Agency may, therefore, intimate its Phone / Fax / Mob Nos. for the purpose. In the absence of any intimation from STI, the nominee (s) may report to this Institute for registration on 29-12-2014 at 08.30 a.m. **No registration shall be allowed after 09.00 a.m.**
4. For any further information, please contact the sender.

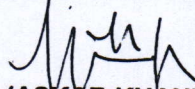

(GHAZANFAR HUSSAIN)
Deputy Director (SD.II)

MINISTRY OF PLANNING, DEVELOPMENT & REFORM
(Training Section)

No.4(1)/Trg/PD/2013

Islamabad, the 20th November, 2014

The nomination should reach this Section latest by 5th December, 2014.


(ASKAR KHAN)
Section Officer

Director General (JACC) is requested to enter/display the subject circular on Planning Commission's website

Mr. Raheel, C/o

Please scan the letters and forward to Mr. Nayyar, webdeveloper for uploading on web-site.

25-11-14

25-11-14

Training Section
Copy No. 847
17-11-2014
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24/11

~~DS (ASST)~~

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