

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

F. No. 5-1/2014-SD.II (ii)

Dated: 1st April, 2015

MEMORANDUM

Subject:- **CAPACITY BUILDING 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 : 05 days
Dates : 18th to 22nd May, 2015.
Timing : 0900 – 1100 hours
Target Group : DDOs/Cashiers & equivalent.
Course Outlines :

<input type="checkbox"/> Financial Management in Public Sector Organizations (Accounting and financial reporting standards, new accounting model/chart of accounts, cash based accounting system & modified based accounting and accrual based accounting system).	<input type="checkbox"/> Duties & responsibilities of DDOs Cashiers (Cash handling, Maintenance of Cash Book, disbursement of claims, Appropriation Register, Monthly Expenditure Statement & Reconciliation with AGPR/Banks).
<input type="checkbox"/> Budget Preparation.	<input type="checkbox"/> Development and non-development expenditures.
<input type="checkbox"/> Preparation of bills/sanctions and relevant provisions of GFR/FTR.	<input type="checkbox"/> Financial Powers delegated to the Ministries/ Divisions and Heads of the Departments.

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 officers/officials may reach this Institute by 14th May, 2015. **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 18-05-2015 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/PT

Islamabad, the 16th April, 2015

The nomination should reach this Section latest by 11th May, 2015.


(Muhammad Maqsood Ali)
Section Officer

Member(Dev.Communications) is requested to enter/display the subject circular on Planning Commission's website

Training Section
Diary No. 176
Date: 15-04-2015