

GOVERNMENT OF PAKISTAN
MINISTRY OF COMMERCE

No. 5 (2)2021-Admn-I/HR-I

Islamabad, the 5th April, 2024

CIRCULAR

SUBJECT: - ONE WEEK (PART-TIME) TRAINING COURSE ON DUTIES & RESPONSIBILITIES OF DDOS/ CASHIERS.

Secretariat Training Institute (STI) is organizing subject course from 20-05-2024 to 24-05-2024. The training sessions will be held from 09:00 a.m to 11:00 a.m daily. Details are as follows:-

Target Audience / Group:

The course is designed for DDOs. / Cashiers.

Course Objectives:

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

Courses Contents/Outlines:-

| | | | |
|------|---|-----|--|
| i) | Definitions of Accounting Management | ii) | Financial Management in Public Sector Organization |
| iii) | Budget Preparation | iv) | Preparation of Bills / Sanctions & relevant provisions of GFR/ FTR. |
| iv) | 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. It has been requested that nomination of suitable officials of the Federal Government Ministries/Division/Department and Organizations may reach Secretariat Training Institute (STI) latest by 14-05-2024. Late nomination will not be entertained. Selected nominee (s) will report to the Institute for registration on 20-05-2024 at 09:00 hours. No registration shall be allowed after 09:15 a.m.

3. The interested officials of the Main Ministry, may forward their nomination, duly approved by their reporting officer to HR-II section latest by 13-05-2024 positively. Nominations received after the deadline will not be entertained.

4. IT Section is requested to upload the circular on Ministry's website.

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Database Administrator,
Ministry of Commerce,
Islamabad

(Syed Asghar Shah)
Section Officer (HR-II)

22/04/2024

i. Section Officer(Accounts)/ DDO, Ministry of Commerce, Islamabad