

GOVERNMENT OF PAKISTAN
MINISTRY OF COMMERCE

No. 5 (3)2022-Admn-I/HR-I

Islamabad, the 1st November, 2022

CIRCULAR

SUBJECT: - REQUEST FOR NOMINATIONS FOR ONE WEEK (PART-TIME) TRAINING COURSE ON DUTIES & RESPONSIBILITIES OF DDOs./ CASHIERS. (FROM 21-11-2022 TO 25-11-2022)

Secretariat Training Institute (STI) is organizing subject course from 21-11-2022 to 25-11-2022. 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	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 17-11-2022. Late nomination will not be entertained. Selected nominee (s) will report to the Institute for registration on 21-11-2022 at 09:00 hours. No registration shall be allowed after 09:15 hours.

3. The interested relevant officers/officials of the Ministry, may forward their nomination, duly approved by their reporting officer to HR-I section latest by **07-11-2022** positively. Nominations received after the deadline will not be entertained.

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


(Muhammad Imtiaz)
Section Officer (HR-1)

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