

GOVERNMENT OF PAKISTAN
MINISTRY OF COMMERCE

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

Islamabad, the 5th October, 2023

CIRCULAR

SUBJECT: - REQUEST FOR NOMINATIONS FOR ONE WEEK (PART-TIME) TRAINING COURSE ON DUTIES & RESPONSIBILITIES OF DDOs./ CASHIERS, (FROM 20-11-2023 TO 24-11-2023)

Secretariat Training Institute (STI) is organizing subject course from 20-11-2023 to 24-11-2022. 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:-

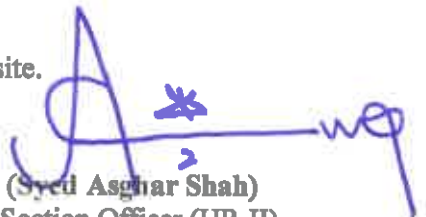
i)	Definitions of Accounting Management	ii)	Financial Management in Public Sector Organization
iii)	Budget Preparation	iv)	Preparation of Bills / Sanctions & relevant provisions of GFR/FTR.
iv)	Duties & responsibilities of DDOs/ Cashiers (Cash handling, Maintenance of Cash Book, disbursement of claims, 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 10-10-2022. Late nomination will not be entertained. Selected nominee (s) will report to the Institute for registration on 20-11-2022 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-II section latest by 07-10-2022 positively. Nominations received after the deadline will not be entertained.

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

Database Administrator,
Ministry of Commerce,
Islamabad


(Syed Asghar Shah)
Section Officer (HR-II)
05/10/2023

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