

GOVERNMENT OF PAKISTAN
MINISTRY OF COMMERCE

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

Islamabad, the 9th February, 2024

CIRCULAR

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

Secretariat Training Institute (STI) is organizing subject course from 04-03-2024 to 08-03-2024. 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 26-02-2024. Late nomination will not be entertained. Selected nominee (s) will report to the Institute for registration on 04-03-2024 at 11:30 hours. No registration shall be allowed after 11:45 hours.

3. The interested relevant officers/officials of the Main Ministry, may forward their nomination, duly approved by their reporting officer to HR-II section latest by **19-02-2024** positively. Nominations received after the deadline will not be entertained.

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

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

12/02/2024

Database Administrator,
Ministry of Commerce,
Islamabad

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