

Government of Pakistan
FINANCE DIVISION
HRM Wing
(QA-I Section)

CIRCULAR

Subject: - **ONE WEEK (PART-TIME) TRAINING COURSE ON DUTIES & RESPONSIBILITIES OF DDOs. /CASHIERS (FROM 20-05-2024 TO 24-05-2024)**

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 or as notified otherwise. Details are as follows:-

Target Audience/ Group:

This course is designed for DDOs. /Cashiers.


Course Objectives:

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

Course 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.
v	Duties & Responsibilities of DDs/Cashiers (Cash handling., Maintenance of Cash Book, Disbursement of claims, Appropriation Register, monthly Expenditure Statement, & Reconciliation with AGPR/Banks	Vi	Development and non-Development Expenditure. & Financial Powers Delegated to the Ministries / Divisions and Heads of the Departments

2. Interested Officials are requested to forward their nominations duly recommended by the Head of the concerned Wing to QA-I Section by 07.05.2024.


(Aamir Habib Abbasi)
Dy. Secretary (QA/PMDU)
Ph: 9208523

All DDOs /Cashiers. of Finance Division, Islamabad.
Fin Div's u.o No.F.3 (3) QA-I/2023 dated 9.4.2024

⇒ Webmaster with the request to upload the circular on Finance Division's website.