

Government of Pakistan  
FINANCE DIVISION  
HRM Wing  
(QA-I Section)  
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**C I R C U L A R**

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

Secretariat Training Institute (STI) is organizing subject course from 02-12-2024 to 06-12-2024. 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 DDOs/Cashiers for better and standardized performance.

**Course Contents/ Outlines:**

i	Definitions of Accounting Management.	ii	Financial Management in Public Sector Organizations.
iii	Budget Preparation.	iv	Preparation of Bills/ Sanctions & relevant provisions of GFR/FTR.
v	Duties & Responsibilities of DDOs/Cashiers (Cash handling, Maintenance of Cash Book, Disbursement of claims, Appropriation Register, Monthly Expenditure Statement, & Reconciliation with AGPR/Banks	vi	Development and non-Development Expenditures. & 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 18.11.2024.**

  
(Madiha Rafique)  
Section Officer (QA-I)  
Ph: 9208523

All DDOs /Cashiers, of Finance Division, Islamabad.  
**Fin Div's u.o No.F.3 (3) QA-I/2023 dated 12.11.2024**

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