

**PROCEEDINGS OF TWO DAYS TRAINING  
SESSION FOR A- CLASS SECRETARIES  
MARKET COMMITTEES, PUNJAB**



**PUNJAB INSTITUTE OF AGRICULTURE  
MARKETING, LAHORE.**

## **Background**

The inaugural session of two days training was held at Punjab Institute of Agriculture Marketing on November 14<sup>th</sup>, 2018. The Secretaries of A-Class Market Committees were trained on, Public Financial Management in Market Committees, Punjab Procurement Rules-2014, PEEDA Act 2006 and Revised Leave Rules-1981.

The purpose of this training was to strengthen the capacity of officers working in the department about legal framework; financial management, procurement procedures, disciplinary and accountability rules. It was to build the capacity of officers for effective planning, management and administrative procedures in Agriculture Marketing.

## **Objectives**

Main objectives of the training are to:

- Enhance the capacity of all the stakeholders involved in the procurement process
- Make participants understand the legal framework governing the public procurements in Punjab, Procurement Rules 2014
- Improve working of (DDOs) to make procurement process transparent, economical and efficient.
- Enhance the capacity of officers of A-Class Market Committees about Financial Rules-2016 and Statutory Rules of Finance Department for Autonomous/ Corporate bodies
- Make participants understand the legal framework of PEEDA Act-2006: disciplinary and accountability proceedings, actions and penalties
- Make participants understand the legal framework of TADA & Leave Rules-1981
- Get experiential knowledge through involvement in training

## **Expected outcomes**

The training was designed to achieve the following outcomes:

- Effective service delivery mechanism of Secretary Market Committees Punjab
- Better understanding about delegation of financial powers and Statutory rules for Market Committees
- Better Knowledge on legal implications and effective procurement process
- Explain the process of selection of the right bidders for the procurement of goods or works and the making of the contract
- Enhance understanding about legal framework ; PEEDA Act 2006 and Leave rules-1981 and Administrative Procedures
- Improve understanding of the participants about inquiry proceedings under PEEDA Act 2006
- Solve the disciplinary matters of employees with true spirit of rules & regulations

## **Training Organization and Participation**

The training was organized under the supervision of Mr. Ehsan Bhutta, Special Secretary Agriculture Marketing, Mr. Liaqat Ali Raza, Director PIAM and facilitated by PIAM staff members (Mr Muhammad Usman and Mr. Farhaq Zafar) in cooperation with Mr. Arshad Baig, Director Finance CCPO Lahore, Mr. Rab Nawaz Khan, Director Finance Department, Government of Punjab and Mr. G. H. Shakir, Director DPI (Rtd) and Mr. Muhammad Akram, Chief Instructor (Rtd) MPDD resource persons.

Total 26 participants included Secretaries of A-Class Market Committees Punjab participated in two days training session.

### **Contents of Two Days Training of Secretaries of A-Class Market Committees Punjab**

<b>Days</b>	<b>Session-I</b>	<b>Session-II</b>	<b>Session-III</b>	<b>Session-IV</b>	<b>Session-V</b>
1	Inaugural Session	Financial Rules and Statutory Rules for Market Committees	Financial Rules and Statutory Rules for Market Committees	Punjab Procurement Rules-2014	Sports/Walk
2	Recap of Financial Rules and Procurement Rules	PEEDA Act 2006	PEEDA Act 2006	TADA Rules 1976 & Leave Rules 1981	Sports/Walk

### **Summary of the Training Program**

#### **Opening Session:**

The sessions were started with the recitation of Holy Quran at 9:00 AM. Mr. Liaquat Ali Raza, Director PIAM welcomed the participants and enlightened their vision by describing the importance of capacity building of staff, growers and market functionaries through interactive training sessions on modern lines. He asserted that training programs being arranged at PIAM are aimed to equip the officers with modern tools and techniques that will help them in effective and efficient discharge of their duties both in office and field. He also motivated the officers to be an active member of this learning process and resultantly improve service delivery mechanism in order to facilitate all stakeholders specially farmers. He highlighted the lacunas in the system which can only be removed through better management and knowledge about the relevant laws and rules.

## **Pre-Test**

Pretest of the participants was conducted in order to assess their understanding about Financial Rules 2016 and Statutory Rules for Autonomous bodies i.e. Market Committees, Punjab Procurement Rules-2014, PEEDA Act 2006 and TADA & Leave Rules 1981 so that minor changes can be made in the training mechanism keeping in view their level of understanding about the subject.

### **Day 01 Proceedings:**

The first lecture on financial management was begun at 10:00 AM by resource person, Mr. Rab Nawaz Khan, Director Finance Department (Rtd) Government of Punjab, Lahore. The resource person briefed the participants about Delegation of Financial Power Rules 2016. He also briefed the participants about statutory rules of autonomous/ corporate bodies specially market committees in Punjab. He further explained the elements of public finance management in market committees i.e. budget (receipt and expenditures) budget execution and accounting. He briefed the participants about market committee fund; power to borrow and recovery of dues under rule 26 and 32 of PAPM (G) Rules 1979 respectively. The resource person explained the budgetary mechanism of market committee in detail i.e. budget estimation, re-appropriation of funds and supplementary budget etc.

In third session of day 01, the resource person briefed participant about legal proceedings i.e. levy of surcharge, supersession of market committee, arbitration board and dissolution of market committees. He further defined the Audit and legislative proceedings according to the Constitution of Pakistan. The resource person explicated in details the challenges and issues in existing structure of market committees in Punjab. He said that functions of market committee are inconsistent to the constitutional provision of Article 140-A and 170-B regarding Local Government and Audit respectively. He briefed the participants about irritants in issuance of License Fee, Authority to budget approval, recovery of arrears under Land Revenue Act 1967, no application of balance sheet and weak mechanism of trial and proceedings. At the end, he gave a way forward for efficient functioning of market committees regarding financial management.

In fourth session, Mr. Arshad Baig, Director Finance, I.G. office Lahore, delivered lecture on Punjab Procurement Rules 2014. He explained types of procurement; purchase of goods, hiring of services and execution of works. He further briefed the participants about issues and challenges faced by procuring agencies during procurement. The resource person explicated the sequence of procurement process. He explained competitive method and alternative method of procurement in details. The resource person further explained the principles of procurement to ensure transparency and improve efficiency of procuring agency. At the end, he briefed the participants about procedure of open competitive bidding; single stage one envelope, single stage two envelope, two stage one envelope and two stage two envelopes.

### **Day 02 Proceedings:**

In first session of 2<sup>nd</sup> day, Mr. Ehsan Bhutta, Special Secretary Agriculture Marketing Punjab along with Mr. Liaqat Ali Raza, Director PIAM took sudden quiz from participants. He asked questions about Delegation of Financial Power Rules-2016, Statutory Rules for Market Committees, Punjab Procurement Rules 2014, PEEDA Act 2006 and Leave Rules 1981. He directed to the Director PIAM as well as instructors PIAM to strictly evaluate performance of participants and ensure compliance of directions.

In second session of day 02, Mr. G.H. Shakir, DPI (Rtd) Lahore, delivered lecture on PEEDA Act 2006. He briefed the participants that PEEDA Act 2006 is applicable on whole Punjab, employees in Government service, employees in corporation, autonomous bodies, Organizations controlled by Government and retired employees of the Government. The resource person construed the difference between preliminary and regular inquiry. He briefed the participants about grounds for initiating probe/ investigation/ facts finding inquiry. He further explained the limitations of probe, time limit, effects and complete procedure of probing. He made understand the participants about recording of statement of complainant, recording of statement of witness provided by complainant, collection of relevant record, hand writing expert and verification from immigration department. He imparted knowledge about report writing of regular inquiry.

In third session, the resource person briefed the participants that a competent authority under section 05 (b) read with section 09 can issue appointment letter to inquiry officer/inquiry committee along with charges to initiate a regular inquiry against accused. The accused has to submit written defense within 07 days to the inquiry officer/ inquiry committee. Moreover, section 08 defines action taken by competent authority in case of conviction against accused or plea bargain under any law. The inquiry officer or inquiry committee has to follow procedure of inquiry under section 10. The resource person defined the powers of an inquiry officer under section 11 and duties of departmental representative under section 12 of PEEDA Act 2006.

In fourth session of day 02, Mr. Muhammad Akram, Chief Instructor (Rtd) MPDD delivered lecture on TADA rules 1976 & Revised Leave rules 1981. The resource person briefed the participants about nature of journey and kind of journey in detail. He also told the participants about categories of civil servants for mileage allowance, rates of daily allowance and modes of travelling. He briefed the participants about Revised Leave Rules 1981. He explained different types of leave: leave on full pay, leave on half pay, extra ordinary leave (EOL) without pay, recreation leave, special leave, maternity leave, paternity leave, study leave and casual leave. He further explained that competent authority may grant extra ordinary leave to civil servant up to 05 years if service will be more than 10 years and up to 02 years in case of less than 10 years service. A female servant on the death of her husband is granted 130 days leave on full pay.

In last session of day 02, Mr. Ehsan Bhutta Special Secretary Agriculture Marketing took feedback from participants about training sessions and emphasized on quality assurance. He also asked questions from participants about Financial Management in Market Committees Punjab, Procurement Rules 2014, PEEDA Act 2006 and Revised Leave Rules 1981. He appreciated the efforts of the Director as well Instructors PIAM on organizing productive training program for participants. At the end, he distributed certificates among participants on successful completion of training session.

## PRE AND POST TEST EVALUATION

Sr.No.	Name	Pre Test Total marks 34	Post Test Total marks 34	Remarks
1	Miss Fatima Batool	14	24	Showed Improvement
2	Mr. Muhammad Azhar	13	24	Showed Improvement
3	Mr. Aslam Javed	17	24	Showed improvement
4	Miss Nazia Farid	09	23	Showed Improvement
5	Mr. Akhtar Hussain	12	22	Showed Improvement
6	Mr. Ijaz Saleem Manhis	14	22	Showed Improvement
7	Mr. Muhammad Yousaf	11	21	Showed improvement
8	Mr. Rao Nadeem Asghar	10	21	Showed improvement
9	Mr. Shahzad Cheema	12	20	Showed improvement
10	Mr. Muhammad Amir Shah	13	20	Showed improvement
11	Mr. Hafiz Muhammad Riaz	13	20	Showed improvement
12	Mr. Muhammad Fayyaz	10	20	Showed improvement
13	Mr. Abdul Ghafar	07	19	Showed improvement
14	Mr. Muhammad Abdullah	13	19	Showed improvement
15	Mr. Rai Muhammad Khalid	09	19	Showed improvement
16	Mr. Rao Atiq-ur-Rehan	14	19	Need improvement
17	Mr. Waheed Ahmad	09	19	Showed improvement
18	Mr. Muhammad Zubair	13	19	Showed improvement
19	Mr. Tahir Tanvir	13	17	Need improvement
20	Mr. Muhammad Younus	15	16	Hard work is required
21	Mr. Muhammad Aslam	10	16	Showed improvement
22	Mr. Muhammad Yousaf	07	16	Showed improvement
23	Mr. Shahid Iqbal	11	15	Need improvement
24	Mr. Nazeer Ahmad	08	12	Need improvement
25	Mr. Muhammad Tariq	09	10	Hard work is required
26	Mr. Irfan Mustafa	08	10	Hard work is required





**Mr. Liaqat Ali Raza, Director PIAM briefing the participants about importance of training session**



**Mr. Farhaq Zafar Instructor PIAM taking Pre-test from participants**



**Mr. Rabnawaz Khan, Director F.D (Rtd) delivering lecture on Financial Power Rules-2016**



**Mr. Arshad Baig, Director Finance delivering lecture on Punjab Procurement Rules-2014**



**Mr. Ehsan Bhutta, Special Seretary Agriculture Marketing taking sudden quiz from particiapnts**



**Mr. G.H. Shakir, DPI (Rtd) delivering lecture on PEEDA Act- 2006**





**Mr. Muhammad Akram, Chief Instructor, MPDD delivering lecture on Revised Leave Rules**



**Mr. Ehsan Bhutta, Special Secretary Agriculture Marketing distributing certificates among participants**



**Director PIAM leading the walk activity at end of training session**

