

## **Background**

Punjab Institute of Agriculture Marketing (PIAM) organized one week induction training for ten Agricultural Officers recruited through Punjab Public Service Commission (PPSC) in Economics & Marketing Wing of Agriculture department. This batch of officers was comprised of 8 male and 02 female officers. These officers were new in Govt. Sector and had no prior experience of working in any Govt. organization. Therefore, PIAM arranged five days training program at Punjab Institute of Agriculture Marketing, 21-Davis Road Lahore w.e.f. 06-02-2019 to 12-02-2019. The new officers of Agriculture Marketing Wing were trained on, Scope and functions of Directorate of Agriculture Marketing, legal framework and Scope of PAMP Ordinance 1978, New legal framework of PAMRA, PEEDA Act 2006, Budgeting and Financing, Audit Procedure, Punjab Civil Servants Act 1974, Revised Leave Rules 1981 and Delegation of Financial Powers Rules 2016. The detail training schedule is attached on page 03.

The purpose of this training was to strengthen the capacity of officers about legal framework, scope of PAMP Ordinance 1978 and new legal framework in the light of PAMRA. It was to build the capacity of Agriculture Officers for effective planning, management and administrative procedures in Agriculture Marketing. Training was organized to explain the Scope of Agriculture Marketing Information Service, role of modern techniques in reforming Agriculture Marketing System and scope of monitoring and evaluation in policy formulation relating to Agriculture Marketing System.

## **Objectives**

Main objectives of the training are to:

- Make participants understand the legal framework and scope of PAMP Ordinance 1978 and PAMP (G) Rules 1979, comply with the relevant rules while regulating the sale and purchase of Agriculture Produce in markets.
- Enhance the capacity of all the Agriculture Officers (E&M) about “Role of Modern Techniques in Reforming Agriculture Marketing System”

- Make participants understand the office management (filing, noting and drafting system), Revised Leave Rules-1981 and Administrative Procedures.
- Strengthen the capacity of Agriculture Officers about Budgetary matters and Audit procedure
- Make participants understand the Recruitment and Promotion Policy, Delegation of Financial Power Rules 2016
- To improve the presentation handling and team work practices of participants during syndicate / group exercises.
- To improve the mental and physical health of participants by engaging them in different sports activities like playing badminton, table tennis etc.

### **Expected outcomes**

The training was designed to achieve the following outcomes:

- Effective service delivery mechanism of Agriculture Officers (E&M)
- Better office management (filing, noting and drafting system)
- Better understanding about financial powers and budgetary matters
- Importance of Agriculture Marketing Information mechanism in effective Agriculture and Marketing System
- Enhance understanding about all relevant laws of Agriculture Marketing
- Solve the disciplinary matters of employees with true spirit of rules & regulations
- Good understanding about scope of “Mandi App” and establishment of model markets linked with improved infrastructure and auction proceedings in Agriculture markets

### **Organization of Training Session**

The training was organized under the supervision of Mr. Ehsan Bhutta, Special Secretary Agriculture Marketing, facilitated by Mr. Muhammad Ajmal, Director PIAM and staff members (Mr. Farhaq Zafar & Mr. Zahid Majeed) in cooperation with Mr. Azeem Azfar Legal Advisor, ADU, Mr. Nawaz Khalid, Additional Secretary Finance, Mr. Rab

Nawaz Khan Director (Rtd) Finance Department, Mr. Saddique Akbar Minhas, Secretary Archives (Rtd) and Mr. Arshad Baig, Director CCPO Lahore as resource persons.

**SCHEDULE OF INDUCTION TRAINING FOR AGRICULTURE OFFICERS (E&M) 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	Attendance Tilawat-e- Quran  Introduction, Scope and Objectives of Directorate of Agriculture (E&M) Punjab	Introduction and Scope of Agriculture Marketing Information Service (AMIS)	Introduction and Objectives of Market Committee Provincial Fund Board (MCPFB)	New Initiatives for Modernization of Agriculture Marketing	Sports Activity
2	Attendance Tilawat-e- Quran  Recap of Scope and functions directorate of Agriculture (E&M)	Punjab Agriculture Produce Markets Ordinance (PAPM) 1978	Punjab Agriculture Produce Markets (G) Rules 1979	New Legal Framework of Punjab Agriculture Marketing Regularity Authority (PAMRA)	Sports Activity
3	Attendance Tilawat-e- Quran  Recap of Previous Day Training	PEEDA Act 2006	Budget Concepts & Preparation	Audit Procedure and Settlement of Audit Paras	Sports Activity
4	Attendance Tilawat-e- Quran  Recap of Previous Day Training	Punjab Civil Servant Act & Rules 1974	Introduction to Office Management; Filing, Noting Drafting and correspondence	Revised Leave Rules 1981/ TADA Rules	Sports Activity
5	Attendance Tilawat-e- Quran  Recap of Previous Day Training	Delegation of Financial Power Rules -2016	Delegation of Financial Power Rules -2016	Syndicate Activities	Closing Ceremony and Certificate Distribution

## **Summary of the Training Program**

### **Opening Session**

The sessions were started with the recitation of Holy Quran at 9:00 AM. Mr. Muhhamd Ajmal, Director PIAM warmly 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 introduced the participants about Agriculture (Economics & Marketing) Wing, objectives of department and scope of work. 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**

Pretet of the participants was conducted in order to assess their understanding about Scope and functions of Directorate of Agriculture Marketing, PAPM Ordinance 1978, PAPM (G) Rules 1979, Budget Concepts, Civil Servants Act 1974, Contract Policy 2004, Audit Procedure, Financial Power Rules 2016 and PEEDA Act 2006, so that minor changes can be made in the training mechanism keeping in view their level of understanding about the subject. Summary results of pretesting can be seen in last section of the report.

## **Day 01 Proceedings:**

The first lecture on composition and scope of Economics and Marketing wing of Agriculture was begun at 9:45 A.M. by Mr. Liaqat Ali Raza, Director of Agriculture (E&M). He briefed participants about establishment, organogram and functions of Directorate of Agriculture (E&M). He further explained components of Agriculture marketing wing. He also explained duties of Extra Assistant Director of Agriculture (EADA) and Agriculture Officers (E&M). He briefed participants about structure, functioning mechanism of Market Committees and procedure of establishment of Agriculture produce Markets in Punjab. At the end, he explained legal framework and monitoring of Agriculture markets.

After lunch, Mr. Muhammad Ajmal, Director PIAM delivered lecture on Scope and functions of Agriculture marketing information service (AMIS) and introduction to Punjab Institute of Agriculture Marketing (PIAM). He briefed the participants that how information regarding arrival and prices of agriculture commodities in agriculture markets is being collected by AMIS on daily basis. He further explained that main aim of AMIS is to enhance the efficiency of existing marketing system through provision of timely, reliable and useable market information to growers, traders, consumers and policy makers in Punjab.

In last session of Day 01, Mr. Munir Ahmad, Director MCPFB delivered lecture to the participants on composition and functions of Market Committee Provincial Fund Board (MCPFB). He briefed the participants that MCPFB provides advance loan at nominal rate to the Market Committees for infrastructural developments in Agriculture produce markets in Punjab.

## **Day 02 Proceedings:**

The first lecture on revenue collection was begun at 9:15 AM by resource person, Mr. Muhammad Ajmal, Director PIAM. The resource person briefed the participants that Market Committee shall be the authority to issue license to a dealer under section 5 of PAPM Ordinance 1978. He also briefed the participants about section 6 which deals with Application for license fee to be paid and cancellation or suspension of license. He explained that how a market committee can be established under section 7 of PAPM

Ordinance 1978 for every notified market area. Market committee shall issue and cancel license to brokers, weighmen, measurers, surveyors, changers, palledars, warehousemen, boriotas, tolas, tokrewalas and rehriwalas under section 9 of this ordinance.

After Tea break, the resource person briefed participants that a levy and market fee on sale and purchase of Agriculture produce can be collected under section 19 of ordinance rule 36 of PAPM (G) Rule 1979. A receipt in Form 'I' shall forthwith be issued to the person making payment of market fee. He also briefed the participants that section 34 deals with penalties; whoever contravenes the provisions of Section 4 shall on conviction, be punishable with fine which may extend to one thousand rupees and, in case of a continuing contravention. . Provided that buyers and sellers exempted under rule 08 from taking license shall be considered as licensees.

After lunch break, the lecture on new legal framework, Punjab Agriculture Marketing Regulatory Authority (PAMRA) was begun by resource person, Mr. Azeem Azfar, Legal Advisor, Agriculture Delivery Unit (ADU) Punjab, Lahore. He highlighted the importance of PAMRA and also described its implications. He further explained the powers and functions of PAMRA; Shift to high-value agriculture, standardization by trade organizations, accreditation of good agricultural practices, single registration for market operators including wholesale markets, collection points and dealers and exemption to the farmer markets for direct marketing. He briefed that how paradigm shift in Agriculture Marketing System will cater for domestic as well as global challenges.

In last session on Day 02, Mr. Waseem Iqbal, EADA (E&M) Hqtr, Lahore delivered lecture on new initiatives for modernization of Agriculture Marketing. He briefed the participants that 30 F&V/Grain markets have been selected in phase-I for infrastructural development (platforms and sheds) and centralized monitoring using Information Communication Technology (ICT). He further explained that civil works in 05 Agriculture markets will be done in 2018-2019. He also highlighted that real time data would be collected through launching new application (Mandi App) in Agriculture Markets. He further explained that weighing bridges and CCTV camera would be installed in Agriculture markets in Punjab.

### **Day 03 Proceedings:**

In first session on day 03, Mr. Nawaz Khalid, Additional Secretary Finance, Govt of Punjab 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 and collection of relevant record.

After tea break on day 03, 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 resource person explained section 04 of PEEDA Act to the participants. 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.

After lunch break on day 03, Mr. Arshad Baig, Director Finance, CCPO office Lahore delivered lecture on budgeting and financing. He defined public finance, public finance management, planning (budgetary mechanism), kinds of funds and legislative accountability. He briefed the participants that article 118 of the constitution 1973, defines the provincial consolidated fund (PCF) and public account. Money could only be paid into and drawn from PCF under Article 119 of the Constitution, 1973 & Rule 17.2 of PFR Vol. 1. The resource person explained the elements of financial management i.e. budgeting, accounting and auditing in detail. He also explained seven phases of budgetary process and

budgetary mechanism; administrative approval of budget, technical sanctions and excess grant etc. He further explained the criteria of distribution of national resources by National Finance Commission (NFC) Award.

In last session of day 03, the resource person delivered lecture on audit procedure, audit inspection reports and settlement of audit Paras. He defined what is audit, purpose of audit and functions of audit. He explained the significance and concepts of internal and external audit. He also explained the articles 168-171 of Constitution of Pakistan pertaining to audit procedure. The resource person briefed the participants about auditable documents. The document contains; previous audit reports, annual budget release, budget sanction, expenditure statement, schedule of payment, record of expenditure (bills and vouchers), cashbook and stock register.

The resource person explained the audit process: observations, advance paras, proposed draft paras and draft para. The audit report reveals the violation of authority, regularity, propriety and detection of errors and frauds. The resource person briefed about some irregularities committed by Government officers/officials i.e. split up of expenditures, sanction beyond competency, misclassification of head of accounts and purchase of goods on exorbitant rates. Moreover, he explained the procedure of annotated reply and settlement of audit paras. He also explained the classification of relevant accounts committee for settlement of audit paras. He briefed trainees that proposed draft paras (PDP) and draft paras may be discussed in special departmental accounts committee (SDAC) and public accounts committee (PAC) respectively.

#### **Day 04 Proceedings:**

In first session on day 04, Mr. Ehsan Bhutta, Special Secretary Agriculture Marketing took recap from participants on PAPM Ordinance 1978, new legal framework (PAMRA) PEEDA Act 006 and Budget concepts. He directed participants to take interest in training session and furnish their concepts about administrative laws and legal framework of Agriculture marketing. He also visited hostel of PIAM and appreciated arrangements regarding residence made by PIAM for participants.

In second session on day 04, lecture on Punjab Civil Servants Act 1974 and Contract Employment Policy 2004 was delivered by Siddique Akbar Minhas, Secretary Archives (Rtd), Government of the Punjab. He explained that probation period is two years for direct recruitment and one year for promotion. He briefed the participants that section 08 deals with promotion policy and criteria for promotion. He explicated that section 09 defines posting and transfer of government employees. He further briefed participants that section 10, 11 and 12 deals with termination, reversion to lower scale and retirement from service.

In third session, the resource person delivered lecture on office management. He briefed trainees regarding importance of maintenance of various office records. He also briefed the participants regarding noting on files, preparation of reports, working paper and minutes of meeting. He said that Government employees should take into account some measures during maintenance of files and drafting of letter. He further explained data must be authenticated, sequenced, contained all relevant information and self explanatory. He further explained that store items must be kept in good and efficient condition and protect them from deterioration.

After lunch break on day 04, the resource person delivered lecture on TADA rules 1976 & Revised Leave rules 1981. He briefed 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 04, sports activates were performed by new recruits during their training tenure. It would make them physically sound and robust in their approach towards performing their duties in field. Moreover, all participants participated enthusiastically in sports activities and ensured commitment regarding their interests in healthy activities.

There is no denying the fact that extra-curricular activities always play a positive in determining once outlook on and off life.

### **Day 05 Proceedings:**

In first session on day 05, lecture on Delegation of Financial rules 2016 was delivered by Mr. Rab Nawaz Khan, Director (Rtd) Finance Department, Government of Punjab, Lahore. He briefed participants that article 118 of the constitution 1973, defines the provincial consolidated fund (PCF) and public account. Money could only be paid into and drawn from the PCF under legislature's approval under Article 119 of the Constitution, 1973 & rule 17.2 of PFR Vol. 1. He briefed the participants that main objective of budget preparation is to estimate salary and non- salary expenditure and revenue collection. He explained the extent and limitations of Financial Power Rules; money can be withdrawn from fund under Act, categorization of financial authorities under first schedule and second schedule.

In second session on day 05, the resource person further explained the roles and responsibilities of Drawing and Disbursing Officer (DDO). He explained the role of DDO in money matters, budget matters, procurement matters, stock matters, audit matters, service matters and in internal control. He asserted that DDO must be careful in money matters i.e. cash drawl, cash disbursement, maintenance of cashbook, preparation of accounts and reconciliation statement. He further explained that no money should be drawn from the treasury unless it is required for immediate disbursement or has already been paid out of permanent advance (rule2.10 PFR Vol-1).

### **Syndicate Presentation:**

After lunch break on day 05, Mr. Ehsan Bhutta, worthy Special Secretary Agriculture Marketing personally assessed individual presentation and gave valuable feedbacks to participants. He appreciated hard works of candidates and critically analyzed their performance during their tenure. He further guided young aspirants regarding challenging nature of field exposure. He advised them to stay in the ambit of law regarding discharging of duties and remained affixed with office management, administration and financial rules.

### **Certificate Distribution Ceremony by the Minister of Agriculture Punjab:**

At the end of training, Mr. Nauman Ahmad Langrial, Minister for Agriculture came on certificate distribution ceremony on invitation of Special Secretary Agriculture Marketing (SSAM) to motivate advise and distribute certificates among newly inducted participants. He welcomed all participants and congratulated them on their induction in Agriculture department. He emphasized that how Agriculture Sector mode of production can play a pivotal role in consolidation/ strengthening the economy of Pakistan. He said that Government is taking numerous initiatives regarding uplifting the Agriculture sector of Pakistan. He took feedback from training participants about training contents, class environment and quality of knowledge imparted by resource person. He appreciated Special Secretary Agriculture Marketing Mr. Ehsan Bhutta and Mr. Muhammad Ajmal, Director PIAM on successfully organizing valuable induction training session for newly recruited Agriculture officers in Economics & Marketing wing of Punjab. At the end, he distributed certificates among participants on the basis of their performance in training.

## Training Evaluation:

On last day of training at around 2:00 P.M. post training evaluation was conducted about the subject understanding and usefulness of training. Summary results of post training evaluation are given as under:

Sr No.	Name	Domicile	Pre Test Marks 25	Post Test Marks 40	Individual Presentation Marks: 15	Discipline & Participation Marks: 15	Syndicate Presentati on Marks: 15	Sports Activity Marks: 10	Total Marks
1	<b>Miss Khadija Asad</b>	Faisalabad	12	19	11	12	12	5	71
2	<b>Mr. Arslan Ahmad</b>	Vehari	7	25	8	10	6	8	64
3	<b>Mr. Jawad Anwar</b>	Bahawalnagar	8	25	10	7	7	4	61
4	<b>Mr. Aulia Wakeel</b>	Mianwali	8	22	9	10	5	6	60
5	<b>Mr. Muhamm ad Babar</b>	Bahawalnagar	9	21	8	7	8	5	58
6	<b>Mr. Yasir Mehmood</b>	Sialkot	6	22	10	8	6	4	56
7	<b>Mr. Imran Sattar</b>	Muzaffar Garh	8	22	7	8	5	3	53
8	<b>Mr. Waqar ul Islam</b>	Bahawalnagar	9	16	10	5	4	4	48
9	<b>Mr. Shahbaz Ahmad</b>	Sargodha	7	16	8	5	6	5	47
10	<b>Miss Maryam Mushtaq</b>	Faisalabad	2	22	5	7	5	3	44



Mr. Muhammad Ajmal, Director PIAM welcomed participants in induction training



Mr. Liaqat Ali Raza, Director (E&M) briefed participants about scope/functions of Directorate of Agriculture (E&M)



Mr. Muhammad Ajmal, Director PIAM delivered lecture on scope of AMIS



Mr. Azeem Azfar, Advisor ADU delivered lecture on new legal reforms (PAMRA)



Mr. Arshad Baig, Director Finance, CCPO Lahore briefed participants about budgeting/financing



Mr. Nawaz Khalid, Additional Secretary Finance delivered lecture on PEEDA Act



Mr. Ehsan Bhutta, Special Secretary Agriculture Marketing delivered lecture on Audit Procedure



Mr. Sadiq Akbar Minhas, Secretary Archives (Rtd) delivered lecture on Civil servants Act 1974



Sports activity was conducted at PIAM hostel to keep participants healthy and sound



Mr. Ehsan Bhutta, Special Secretary Agriculture Marketing taking review of training session.



Post test was conducted of participants to evaluate their understanding about Agriculture marketing



Mr. Ehsan Bhutta, Special Secretary Agriculture Marketing, conducted syndicate presentation of participants.



Mr. Muhammad Ajmal, Director PIAM briefing Minister for Agriculture about training session



Minister for Agriculture, Mr. Nauman Ahmad Langrial welcomed participants and encouraged them to work for Agriculture department



Minister for Agriculture, Mr. Nauman Ahmad Langrial distributing certificates among participants.



Group photo of training participants with Worthy Minister for Agriculture, Mr. Nauman Ahmad Langrial.