



GOVERNMENT OF NWFP ESTABLISHMENT DEPARTMENT

Dated Peshawar the, 16th September, 2008

NOTIFICATION

No. SOR-II/E&AD/2(4)/08: The competent authority, in light of the Training Need Assessment (TNA) carried out by the Committee constituted for the purpose, is pleased to approve the following Pre-Service Training Module for *Tehsildars* and *Naib Tehsildars* of the Board of Revenue NWFP:

- a) The Pre-Service Training of *Tehsildars* and *Naib Tehsildars* would be for a period of 10 months which would include four (4) months training at the Pakistan Provincial Services Academy (PPSA) and six (6) months attachment;
- b) The Training Module at PPSA would be as under (the detailed module is added at *Appendix-I*):

Sl	Module	Weeks
1	Public Administration including Public Administration in Islam	One
2	Laws & Regulations	Two
3	Financial Management & Planning	Two
4	Local Governments	Two
5	FATA Administration	Two
6	E-Government	Two
7	Revenue Administration	Four
8	Visits (one to Punjab – 5 days, one each to an Agency, FR and District for one day each)	One

- c) The above schedule would also include the following activities:
- Two public speaking exercises
 - One case study prepared by faculty
 - One Term Paper

- d) The attachment period would be spread out as under:

Sl	Field training	Duration
1	Settlement Operation Chitral	Three months
2	Attachment with Office <i>Kanungo</i>	One month
3	Attachment with <i>Wasil Baqi Nawis</i>	One month
4	Attachment with Registration <i>Moharir</i>	10 days
5	Attachment with <i>Moharir</i> to <i>Tehsildar</i>	10 days
6	Attachment for crop inspection with concerned <i>patwari</i>	10 days

e) The training at the PPSA would be followed by a 100 marks exam, with the following constitution and with 50 marks as passing marks. The result of the exam would have a bearing on the PER for the training period:

i.	Written Paper	50 Marks
ii.	Activities as indicated at (c) above	30 Marks
iii.	Attitude and overall behaviour	20 Marks

APPENDIX-I

TRAINING MODULE FOR TEHSILDARS & NAIB TEHSILDARS PRE-SERVICE TRAINING AT THE PAKISTAN PROVINCIAL SERVICES ACADEMY.

SI	Module	Constituents	Time (weeks)
1	Public Administration including Public Administration in Islam.	<ul style="list-style-type: none"> ▪ Decision making ▪ Time & Stress Management ▪ Group Dynamics-Team Building ▪ Organizational leadership ▪ Managerial Skills ▪ Concept of public admin in Islam ▪ Administration of justice ▪ Separation of judiciary from executive ▪ Concept of police-magistracy ▪ Crisis management ▪ Public policy ▪ Administrative law 	One week
		▪	
2	Laws & Regulations.	<ul style="list-style-type: none"> ▪ Relevant Section of CrPC, CPC, PPC, Qanoon-e-Shahadat ▪ PATA Regulations & Sharie Nizam-e-Adal Regulations ▪ Local & Special Laws ▪ Huddud- taazeerat ▪ Islamic law of Evidence ▪ Islamic law of Inheritance ▪ Islamic Legal Maxims 	Two weeks
		▪	
3.	Financial Management & Planning	<ul style="list-style-type: none"> ▪ Budget (preparation, implementation & accounting) ▪ Revenue receipt, expenditure and chart of classification ▪ Public finance & accountability ▪ General principles/rules for handling cash by govt servants ▪ Financial Rules ▪ Delegation of financial powers ▪ Audit and settlement of audit objections/paras ▪ Project concept and prouject cycle ▪ PC-II, PC-I and PC-IV ▪ Project appraisal 	Two weeks
		▪	
4.	Local Governments.	<ul style="list-style-type: none"> ▪ Local Govt Ordinance, Rules of Business and Laws 	Two weeks

		<ul style="list-style-type: none"> ▪ District Nazim & DCO-comparison of functions and responsibilities ▪ The Tehsil and Union Council-election, powers and functions ▪ Functions-DCO, EDO, TMO and Secretary Union Council 	
5	FATA Administration.	<ul style="list-style-type: none"> ▪ History, geography and topography of FATAs ▪ FATAs administration-holistic view ▪ Frontier Crimes Regulations (FCR) ▪ Maintenance of law & order including anti-narcotics, anti smuggling, raids conducting, relationship of political officers with Frontier Corps and other LEAs, action against anti-social elements ▪ Institution of Jirga ▪ Appellate Courts ▪ Powers of ADM/DM ie APA/PA ▪ Role of elders, maliks, notables of tribal areas ▪ Tribal riwaj (knowledge and practice) ▪ Aptitude and personality of a political officer ▪ Problems/pressure groups and their adept handling. Difference between FATAs, FRs and PATA 	Three weeks
		<ul style="list-style-type: none"> ▪ 	
6	E-Government.	<ul style="list-style-type: none"> ▪ Introduction to computer and Information Technology ▪ Office automation (MS office) ▪ Cyberspace (internet and email) ▪ Computerization processes including system analysis, design and Management Information System (MIS) ▪ Model of less-paper office 	Two weeks
		<ul style="list-style-type: none"> ▪ 	
7.	Revenue Administration.	<ul style="list-style-type: none"> ▪ Basic patwar code ▪ Revenue officers in Districts and Tehsils, their functions & powers under Land Revenue Act, 1967 ▪ Land Revenue Act, 1967 ▪ Registration Act, 1908 ▪ Settlement Manual ▪ Patwar Code ▪ Land Record Manual ▪ Pre-emption Act ▪ Family laws ▪ Law of inheritance ▪ Revenue Court structure, jurisdiction ▪ Role of Board of Revenue/ 	Four weeks