

WORK PLAN OF THE PUNJAB INSTITUTE OF COOPERATIVE STUDIES (PICS), FAISALABAD FOR THE YEAR 2025-26.

A- LONG DURATION CLASSES.

Sr. #	Name OF Classes	Duration	No. of Classes	No. of Expected Participants	Session	In-charge Class	Description
1	Directly recruited Assistant Registrars/Inspectors Cooperative Societies, Training Class (2025-2026)	20-Weeks	1	32	01.10.2025 to 28.02.2026	Mr. Ghulam Sarwar, Senior Instructor, PICS, Faisalabad	For the newly recruited Inspectors Cooperative Societies. Nominations for the class are to be made by the Registrar Cooperatives Punjab, Lahore. RCS, Baluchistan, Quetta, RCS, Azad State Jammu & Kashmir, Muzafarabad and Registrar C.S Gilgit Baltistan (GB).
2	Pre-Promotion Assistant Registrar C.S, Training Class (2025)	4- Weeks	1	15	01.11.2025 to 30.11.2025	Mr. Naqash Sajid, Instructor, PICS, Faisalabad	For the newly promoted Assistant Registrar C.S / Inspectors C.S under promotion. Nominations for the class are to be made by the RCS, Punjab, Lahore.
3	Post Induction Training Class for newly recruited un-trained Sub-Inspectors Cooperative Societies (2025-2026).	18-Weeks	1	20	15.10.2025 to 31.01.2026	Rana Shafaqat Ali, Instructor, PICS, Faisalabad	For the newly recruited Sub-Inspectors Cooperative Societies. Nominations for the class are to be made by the Registrar Cooperatives Punjab, Lahore.

B- SHORT DURATION COURSES (AT CAMPUS).

Sr. #	Name of Course	Duration	No. of Courses	No. of Expected Participants	Period	Coordinator of the Course	Description
1.	Teachers Training Course (TOT) on the topics of "Various Important Topics covered under CSA, 1925, CSR, 1927, Bye-Laws of the Cooperative Societies, various modules of CIS/ERP, Human Rights, Punjab Transparency and Right to Information Act 2013, Harassment of Women at Workplace Act and other such Laws etc." for the faculty members of PICS, Faisalabad and RCTI Bahawalpur.	4-days (At RCTI Bahawalpur)	02	14	09.07.2025 to 12.07.2025 (At RCTI Bahawalpur)	Mr. Ghulam Mustafa, Senior Instructor, PICS, Faisalabad	Faculty of the Punjab Institute of Cooperative Studies (PICS), Faisalabad and the Regional Cooperative Training Institute (RCTI), Bahawalpur will participate in the course. The Course will be held at the Regional Cooperative Training Institute (RCTI), Bahawalpur.
		3-days (At PICS Faisalabad)			16.07.2025 to 19.07.2025 (At PICS Faisalabad)	Mr. Ghulam Sarwar, Senior Instructor, PICS, Faisalabad	
2.	Refresher Course on "Various Important Topics covered under CSA, 1925, CSR, 1927, Bye-Laws of the Cooperative Societies, various modules of CIS/ERP, role of Cooperatives to uplift the Economic Conditions of the members of the Cooperative Societies in particular and public in general, various loaning schemes launched by the PPCBL etc." for the Educational Field Staff of the Cooperatives Department.	3-days	01	10	24.07.2025 to 26.07.2025	Mr. Rana Shafaqat, Ali, Instructor, PICS, Faisalabad	Nominations for the Course will be made by the Principal Punjab Institute of Cooperative Studies (PICS), Faisalabad. The Course will be held at the Punjab Institute of Cooperative Studies (PICS), Faisalabad.

3.	Refresher Course on “Computers Skills, Office Management etc.” for the Junior Clerks, Senior Clerks & Assistants of the Cooperatives Department.	3-days	02	20	31.07.2025 to 02.08.2025	Mr. Imran Aftab, Junior Instructor, PICS, Faisalabad	Nominations from office of the RCS, Lahore are to be made by the Deputy Registrar (Admn). At least four nominations for each course are to be made by the D.Rs of Division; Lahore, Faisalabad, Sargodha, Gujranwala, Rawalpindi, Sahiwal & Gujrat. The Course will be held at the Punjab Institute of Cooperative Studies (PICS), Faisalabad.
				20	04.08.2025 to 06.08.2025		
4.	Refresher Course on "Important Topics covered under CSA, 1925, CSR. 1927, Bye-Laws of the Cooperative Societies, Modules of CIS/ERP, Role of Cooperatives to uplift the Economic Conditions of the members of the Cooperative Societies in particular and public in general, various loaning schemes launched by the PPCBL etc." for the Inspectors & Sub-Inspector of Cooperatives Department.	3-days	02	20	11.08.2025 to 13.08.2025	Mr. Rana Shafaqat Ali, Instructor, PICS, Faisalabad	At least one nomination of one Inspectors & Sub-Inspector for each course will be made by the Joint Registrar (Field) Cooperative Societies / Deputy Registrar Cooperative Societies Lahore, Faisalabad, Sargodha, Gujranwala Rawalpindi , Sahiwal and Gujrat. The Course will be held at the Punjab Institute of Cooperative Studies (PICS), Faisalabad.
				20	18.08.2025 to 20.08.2025		
5.	Refresher Course on "Duties and responsibilities of Managing Committee o the Cooperative Housing Societies as provided in CSA, 1925, CSR, 1927 & Bye-Laws, detail protocol for calling of AGM/SGM as per law/rules/Bye-Laws/SOPs, Amendment of Bye-Laws u/s 16 & 16-A, Audit u/s 22, 22-A & 22-B, Provision of information u/s 20-A, 20-b, 21, 21-A, Section 17(A, B & C), Inquiry u/s 43 & Inspection u/s 44-A & section 44 (B, C, D, E & F). Offences u/s 60 & Penalties u/s 61, Bar of Jurisdiction u/s 70-A, Rule 48 of CSR, 1927, Amendment in CSA, 1925 and CSR, 1927 related to FATF, procedure for procurement of Land etc.” for the elected representatives of the Cooperative Housing Societies, Faisalabad Division.	2-days	01	20	25.08.2025 to 26.08.2025	Mr. Ghulam Sarwar, Senior Instructor, PICS, Faisalabad	Members of elected Managing Committee including office bearers of the Cooperative Housing Societies working in Faisalabad Division will attend the course on the payment of prescribed registration fee. The Joint Registrar (Field) C.S / the Deputy Registrar C.S Faisalabad will ensure the participation of the elected representatives of the Cooperative Housing Societies, Faisalabad Division. The Course will be held at the Punjab Institute of Cooperative Studies (PICS), Faisalabad
6.	Refresher Course on "Salient features of CFA, 1976, Multipurpose bylaws, Duties of Managing Committee, Audit, Provision of Information, Amendment in CSA, 1925 and CSR, 1927 related to FATF, Cooperative sector performance globally, Various loaning schemes launched by PPCBL especially for agriculture sector, different business options related to agri-cottage industries and agriculture, empowerment of females in agriculture cooperative societies, etc.” for members of Agriculture and livestock cooperative societies and field staff of the CD District Faisalabad.	2-days	01	40	08.09.2025 to 09.09.2025	Mr. Imran Aftab, Junior Instructor, PICS, Faisalabad	Members of the Agriculture and Livestock Cooperative Societies working in Faisalabad District will attend the course. The Circle Registrar C.S Faisalabad will ensure the participation of the members of the Agriculture and Livestock Cooperative Societies of Faisalabad District. The Joint Registrar (Field) and the Deputy Registrar C.S Faisalabad will nominate the field staff of District Faisalabad for participation in the course. The Course will be held at the Punjab Institute of Cooperative Studies (PICS), Faisalabad.
7.	Refresher Course on "Financial Management, PEPR Rules & e-Procurement etc." for CRs and ARs of the Cooperatives Department.	2-days	02	20	24.09.2025 to 25.09.2025	Mr. Naqash Sajid, Instructor, PICS, Faisalabad	At least one nomination of one Circler Registrar and one Assistant Registrar for each course will be made by the Registrar Cooperative Societies, Punjab, Lahore from Faisalabad, Sargodha, Gujranwala, Rawalpindi, Sahiwal & Gujrat Divisions. The Course will be held at the Punjab Institute of Cooperative Studies (PICS), Faisalabad.
				20	01.10.2025 to 02.10.2025		

8.	Refresher Course on "Communication Skills, Amendments related to FATF, Human Rights, Revenue documents for Agri Farming, Credit Risk Management, Computer skills, Office Management/Service Laws, Working of Cooperative Societies, Book Keeping & Accounts, Cash & Currency Management, PLRA's, LRMIS etc." for ACROs and Branch Managers.	3-days	02	20	18.11.2025 to 20.11.2025	Mr. Ghulam Mustafa, Senior Instructor, PICS, Faisalabad	Nomination of the participants for each course are to be made by the President PPCBL, Lahore. The Course will be held at the Punjab Institute of Cooperative Studies (PICS), Faisalabad.
				20	25.11.2025 to 27.11.2025		
9.	Refresher Course on "Preparation of Annual Statements, Amendments related to FATF, Inspection & Audit of the Cooperative Societies, Professional Ethics, etc." for the female field staff of LAR Lahore, Multan & Bahawalpur.	3-days	01	20	02.12.2025 to 04.12.2025	Rana Shafaqat Ali, Instructor, PICS, Faisalabad	Nominations are to be made by LAR, CS, Lahore, Multan & Bahawalpur.
10.	Refresher Course on "Judgment Writing" for the Officers of the Cooperatives Department.	3-days	02	20	09.12.2025 to 11.12.2025	Mr. Ghulam Sarwar, Senior Instructor, PICS, Faisalabad	At least one nomination of one Circler Registrar and one Assistant Registrar for each course will be made by the Registrar Cooperative Societies, Punjab, Lahore from Faisalabad, Sargodha, Gujranwala, Rawalpindi, Sahiwal & Gujrat Divisions. The Course will be held at the Punjab Institute of Cooperative Studies (PICS), Faisalabad.
				20	16.12.2025 to 18.12.2025		

C- SHORT DURATION COURSE (OFF CAMPUS)

Sr. #	Name of Course	Duration	No of Courses	No of Expected Participants	Period	In-charge Course	Description
1	Refresher Courses on "Duties and responsibilities of Managing Committee of the Cooperative Housing Societies as provided in CSA, 1925, CSR, 1927 & Bye-Laws, detail protocol for calling of AGM/SGM as per law/rules/Bye-Laws/SOPs, Maintenance of Accounts Books, Various Modules of CIS/ERP, Offences u/s 60 & Penalties u/s 61, Amendment in CSA, 1925 and CSR, 1927 related to FATF, procedure for procurement of Land etc." for the elected representatives of the Cooperative Housing Societies, Lahore Division.	2-days	02	30	22.07.2025 to 23.07.2025	Mr. Moazzam Ali Butt Vice Principal, CTC, Faisalabad.	Members of elected Managing Committee including office bearers of the Cooperative Housing Societies working in Lahore Division will attend the course on the payment of prescribed registration fee. The Joint Registrar (Field) C.S / the Deputy Registrar C.S Lahore will ensure the participation of the newly elected representatives of the Cooperative Housing Societies, Lahore Division. The Course will be held in Lahore at the Venue arranged by the Joint Registrar (Field) C.S / the Deputy Registrar C.S, Lahore
				30	29.07.2025 to 30.07.2025		
2	Refresher Courses on "Duties and responsibilities of Managing Committee of the Cooperative Housing Societies as provided in CSA, 1925, CSR, 1927 & Bye-Laws, detail protocol for calling of AGM/SGM as per law/rules/Bye-Laws/SOPs, Maintenance of Accounts Books, Various Modules of CIS/ERP, Offences u/s 60 & Penalties u/s 61, Amendment in CSA, 1925 and CSR, 1927 related to FATF, procedure for procurement of Land etc." for the elected representatives of the Cooperative Housing Societies, Gujranwala Division.	2-days	01	30	07.08.2025 to 08.08.2025	Mr. Ghulam Mustafa, Senior Instructor, PICS, Faisalabad	Members of elected Managing Committee including office bearers of the Cooperative Housing Societies working in Gujranwala Division will attend the course on the payment of prescribed registration fee. The Joint Registrar (Field) C.S / the Deputy Registrar C.S Gujranwala will ensure the participation of the elected representatives of the Cooperative Housing Societies, Gujranwala Division. The Course will be held in Gujranwala at the Venue arranged by the Joint Registrar (Field) C.S / the Deputy Registrar C.S, Gujranwala.

3	Refresher Courses on "Duties and responsibilities of Managing Committee of the Cooperative Housing Societies as provided in CSA, 1925, CSR, 1927 & Bye-Laws, detail protocol for calling of AGM/SGM as per law/rules/Bye-Laws/SOPs, Maintenance of Accounts Books, Various Modules of CIS/ERP, Offences u/s 60 & Penalties u/s 61, Amendment in CSA, 1925 and CSR, 1927 related to FATF, procedure for procurement of Land etc." for the elected representatives of the Cooperative Housing Societies, Rawalpindi Division.	2-days	01	30	27.08.2025 to 28.08.2025	Mr. Ghulam Mustafa, Senior Instructor, PICS, Faisalabad	Members of elected Managing Committee including office bearers of the Cooperative Housing Societies working in Rawalpindi Division will attend the course on the payment of prescribed registration fee. The Joint Registrar (Field) C.S / the Deputy Registrar C.S Rawalpindi will ensure the participation of the elected representatives of the Cooperative Housing Societies, Rawalpindi Division. The Course will be held in Rawalpindi at the Venue arranged by the Joint Registrar (Field) C.S / the Deputy Registrar C.S, Rawalpindi.
4	Refresher Courses on "Duties and responsibilities of Managing Committee of the Cooperative Housing Societies as provided in CSA, 1925, CSR, 1927 & Bye-Laws, detail protocol for calling of AGM/SGM as per law/rules/Bye-Laws/SOPs, Maintenance of Accounts Books, Various Modules of CIS/ERP, Offences u/s 60 & Penalties u/s 61, Amendment in CSA, 1925 and CSR, 1927 related to FATF, procedure for procurement of Land etc." for the elected representatives of the Cooperative Housing Societies, Multan Division.	2-days	01	30	01.09.2025 to 02.09.2025	Mr. Shafaqat Ali, Instructor, PICS, Faisalabad	Members of elected Managing Committee including office bearers of the Cooperative Housing Societies working in Multan Division will attend the course on the payment of prescribed registration fee. The Joint Registrar (Field) C.S / the Deputy Registrar C.S Multan will ensure the participation of the elected representatives of the Cooperative Housing Societies, Multan Division. The Course will be held in Multan at the Venue arranged by the Joint Registrar (Field) C.S / the Deputy Registrar C.S, Multan.
5	Refresher Courses on "Duties and responsibilities of Managing Committee of the Cooperative Housing Societies as provided in CSA, 1925, CSR, 1927 & Bye-Laws, detail protocol for calling of AGM/SGM as per law/rules/Bye-Laws/SOPs, Maintenance of Accounts Books, Various Modules of CIS/ERP, Offences u/s 60 & Penalties u/s 61, Amendment in CSA, 1925 and CSR, 1927 related to FATF, procedure for procurement of Land etc." for the elected representatives of the Cooperative Housing Societies, Bahawalpur Division.	2-days	01	30	03.09.2025 to 04.09.2025	Mr. Naqash Sajid, Instructor, PICS, Faisalabad	Members of elected Managing Committee including office bearers of the Cooperative Housing Societies working in Bahawalpur Division will attend the course on the payment of prescribed registration fee. The Joint Registrar (Field) C.S / the Deputy Registrar C.S Bahawalpur will ensure the participation of the elected representatives of the Cooperative Housing Societies, Bahawalpur Division. The Course will be held at the Regional Cooperative Training Institute, Bahawalpur.
6	Refresher Courses on "Salient Features of CFA, 1976, Multipurpose By-Law, Duties and Responsibilities of Managing Committee, Audit, Cooperative Sector Performance globally, Various Loaning Schemes of PPCBL especially for Agricultural Sector, Different Business Options related to Agri Cottage Industry and Agriculture, Empowerment of Females in Agriculture Cooperative Societies, , Amendment in CSA, 1925 and CSR, 1927 related to FATF etc." for the field staff of Cooperatives Department, members of Agriculture & Livestock Societies at District Level.	2-days	24	Approximately 1250 participants from field staff Cooperatives Department and members of different Agriculture & Livestock Cooperative Societies will be trained in 24 Districts.		Mr. Ghulam Sarwar, Senior Instructor, PICS, Faisalabad	The Courses will be held at District Head Quarters. The field staff of respective Districts & members of Agriculture & Livestock Societies will attend the course. The concerned Joint Registrar (Field) C.S / the Deputy Registrar C.S will make necessary arrangements for holding the course at respective District Head Quarters as per detail.
		Sr. #	Period		District		
		1	15.09.2025 to 16.09.2025		Chiniot		
		2	22.09.2025 to 23.09.2025		T.T. Singh		
		3	29.09.2025 to 30.09.2025		Jhang		
		4	06.10.2025 to 07.10.2025		Sahiwal		
		5	13.10.2025 to 14.10.2025		Sargodha		
		6	20.10.2025 to 21.10.2025		Khushab		
		7	27.10.2025 to 28.10.2025		Shiekhpora		

	8	16.02.2026 to 17.02.2026	Nankana Sahib	
	9	19.02.2026 to 20.02.2026	Kasur	
	10	26.03.2026 to 27.03.2026	Pakpattan	
	11	30.03.2026 to 31.03.2026	Okara	
	12	03.04.2026 to 04.04.2026	Lahore	
	13	06.04.2026 to 07.04.2026	Narowal	
	14	09.04.2026 to 10.04.2026	Sialkot	
	15	13.04.2026 to 14.04.2026	Gujrat	
	16	15.04.2026 to 16.04.2026	M.B. Din	
	17	17.04.2026 to 18.04.2026	Hafizabad	
	18	20.04.2026 to 21.04.2026	Mianwali	
	19	22.04.2026 to 23.04.2026	Bhakhar	
	20	27.04.2026 to 28.04.2026	Jhelum	
	21	29.04.2026 to 30.04.2026	Chakwal	
	22	04.05.2026 to 05.05.2026	Gujranwala	
	23	12.05.2026 to 13.05.2026	Attock	
	24	14.05.2026 to 15.05.2026	Rawalpindi	

D- Formulation of Annual Work Plan (AWP) 2026-2027:

Sr. #	Activity	Period	Description
1	Invitation of Suggestion	16.05.2026 to 31.05.2026	Invitation of suggestions from the field Officers of the Cooperatives Department, Punjab, The Punjab Provincial Cooperative Bank Limited (PPCBL), Punjab, Cooperatives Department of ICT, KPK, GB, Balochistan, etc. for the formulation of Annual Work Plan (AWP) 2026-2027.
2	Preparation of Annual Work Plan (AWP) 2026-2027	01.06.2026 to 23.06.2026	In the light of the suggestions received from the field Officers of the Cooperatives Department, Punjab, The Punjab Provincial Cooperative Bank Limited (PPCBL), Punjab, Cooperatives Department of ICT, KPK, GB, Balochistan, etc. the Faculty members of the Punjab Institute of Cooperative Studies (PICS) will compile/prepare the draft of the Annual Work Plan (AWP) 2026-2027 for its approval from the Principal, the Punjab Institute of Cooperative Studies (PICS), Faisalabad.
3	Issuance of Annual Work Plan (AWP) 2026-2027	24.06.2026 to 25.06.2026	The Principal, the Punjab Institute of Cooperative Studies (PICS), Faisalabad will issue the Annual Work Plan (AWP) 2026-2027 to all the concerned.

Note: Any need based refresher course / workshop at district level or at PICS, Faisalabad will be arranged on the demand of the field Officers of the Cooperatives Department and on the direction of the Higher Authorities when and where required.


 Principal
 Punjab Institute of Cooperative Studies (PICS),
 Faisalabad