Lahore Branch Council

Students' Scoret-un-Nalis same Conference

Celebrating the life of Allah's Beloved Prophet (S.A.W.W)

Tilawat / Naat / Urdu, English Speeches / Dua

Adhering to the model of Seerat-un-Nabi is the only way to resolve contemporary socio-economic problems. There is a dire need for following the teachings of Holy Prophet (PBUH) and promote his Uswah Hussana for the well-being of the humanity. Followers of the Holy Prophet Hazrat Muhammad (PBUH) should ensure peace and stability in the country obeying his teachings as his life is a complete example for us. On the occasion of Eid Milad un Nabi, Students Affairs Committee of Lahore Branch Council is organizing Students' Seerat-un-Nabi Conference.

PROGRAM

DAY & DATE: Saturday, November 24, 2018

TIMING: 3:00 pm to 6:00 pm (Followed by Hi-Tea)

VENUE: ICMA Pakistan, Lahore Center

Registration: Free for Students and Members

Najaf Abbas

Chairman, Students Affairs Committee Lahore Branch Council With warm regards:

Syed Ali Asjad Rizvi Chairman Lahore Branch Council

Institute of Cost and Management Accountants of Pakistan

Lahore Campus, 42 Ferozepur Road, Near LOS Stop, Lahore. Tel: 042 111-042-262 | Website: www.icmap.com.pk For Registration Details:

Habib-Ullah Anwar Shami Officer - Continuing Professional Development Cell: 0333-8306003 Email: cpd_lhr@icmap.com.pk





Standard Operating Procedure

CPD Events and Activities

Program Information

Branch / Committee	:	Lahore Branch Council, ICMA Pakistan					
Committee	:	Students Affairs Committee of Lahore Branch Council, ICMAP					
Event / Activity Title	:	"Students' Seerat-un-Nabi SAWW Conference" Celebrating the Life of Allah's Beloved Prophet Muhammad (S.A.W.W)					
Nature of Event / Activity	:	Conference (Tilawat / Naat / Urdu, English Speeches/Dua) on the eve of Eid-e-Milad-un-Nabi Hazrat Muhammad (S.A.W.W)					
Objective	:	Non-CPD activity					
Target Audience	:	125 (+/-)					
Venue	:	ICMA Pakistan Campus, 42-Ferozepur Road (Mumtaz Mirza Hall),					
City	:	Lahore.					
Day & Date of Program	:	Saturday, 24 th November, 2018					
Program Timings	:	3:00 pm To 6:00 pm (Hi-Tea)					
CPD Hours	:	No.					
Branch/Committee's				Date	09-Nov-2018	Minute #	
Approval (please ✓ mark)		□ Circulation					
Budgeted activity of RoutineNatureture	:	☑This Form					

Financial Forecast

Participation Fee	:	No fee – Free of Cost for the Students and Members			
Discount Offer to	:	Members' Department	No		
		Retired Members	Yes, as per practice.		
		□ Students	Yes, as per practice.		
		□ Members of other Acctg. Bodies	No		
		□ Registered Corporate Partner	No		
		□ Others	No		
Expected Participants	:	□ Paid	No		
		□ Invitees/Guests/Hosts	No		



Institute of Cost and Management Accountants of Pakistan

Standard Operating Procedure

CPD Events and Activities

Estimated Revenue	:	Rs.30,000 (+/-) - Budget of Lahore Branch Council, ICMAP		
Estimated Expenses	:	Rs.30,000 (Refreshment, Flex, Rose Patel's, DJ Sound sys/Lightings, Photo-graphs)		
Net Flow (Surplus/ Deficit)	:	NA		
Sponsorship(if any)	:	No		
Addtl. Funds Required (if any)	:	Yes; LBC surplus fund will be utilized, as per practice.		
Budget Allocation Head (if applicable)	:	Lahore Branch Council, ICMA Pakistan		

Program Marketing/Awareness

Marketing	:	Hosting on Website ⊠Yes	Email 🗹 Yes	SMS 🗹 Yes
		Other, please specify		
Printing Material	:	□ Yes	⊠ No	
Print Advertisement	:	□ Yes	⊠ No	

Any other Remarks

Request Description	:	: Free for the Students/Members, Faculty and the staff					

Approvals

Generated by	Checked by	Recommended by	Approved by
Habib-ullah Shami	Muhammad Sarwar, FCMA	Mr. Najaf Abbas, ACMA	Syed Ali Asjad Rizvi, FCMA
Officer (CPD)	Joint Director (Finance)	Chairman,	Chairman
ICMAP, Lahore.	ICMA Pakistan, Lahore	Students Affairs Committee. LBC	Lahore Branch Council, ICMAP
Concerned Dy. Director/Officer	Regional Director/CampusIn- Charge	Concerned Secretary	Concerned Chairman of Committee

-----Verification Process by Head Office-----

ComplianceRevie	ewby	Verifiedby			Endorsedby	
ConcernedDy.Director/ Officer,HeadOffice		Concerned Departmental Head, Head Office			ExecutiveDirector	
Enclosed (ifapplicable):	1.Program Br 4.Anyotherini		2.Registration Form:	3.Pro	ogramFeasibility:	
