


Government of Pakistan
Finance Division
(Quality Assurance –I Section)
HRM Wing

C I R C U L A R

Subject:- **OBSERVANCE OF PROPER CHANNEL FOR APPROVAL OF FOREIGN/INLAND TRAININGS**

Reference this Division's circular No.3(4)QA-I/2014 dated 17-12-2015 (copy enclosed); The Foreign Training Committee in its meeting held on 26-10-2017 observed that, in rare cases, some officers approach the other Ministries / Divisions / Donor Agencies / Training Institutes for acceptance of their nominations for foreign trainings directly without adopting the proper channel which is against the instructions on the subject matter.

2. In view of the above all officers of Finance Division are once again requested to kindly follow the proper channel while applying for foreign trainings and not to approach the other Ministries / Divisions / Donor Agencies etc, directly for acceptance of their nominations.


(Ishtiaq Ahmad)
Section Officer(QA-I)
Ph: 9208523

All Officers of Finance Division, Islamabad
Finance Division U.O.No.2(2)/QA-I/2014, dated: 06-11-2017

Copy to:-

- i. PS to AFS(HRM)
- ii. APS to JS(HRM)/QA)
- iii. DS(QA)
- iv. All DQACs
- v. Mr. Faheem Anwar, Webmaster, EA Wing with the request to upload the circular for information on Finance Division's website.

P.T.O


Government of Pakistan
Finance Division
HRM Wing (QA-I Section)

CIRCULAR

It has been noticed with concern that some Officers/officials are sending nominations for trainings/workshops/symposiums in various inland and foreign training institutions or proceed on visit for official business without approval of competent authority. For such cases, HRM Wing faces problem at the time of processing of their cases for payment of their claims. In certain cases, requests submitted for ex-post facto approval, the competent authority has shown displeasure for not taking prior approval.

2. The Officers who proceed on official visit either on the expense of the Government or foreign funded projects are also required to seek approval of competent authority. They are requested to forward the proposals to HRM Wing through the Heads of the Wings with complete detail of the training(s)/meetings to be attended to avoid audit objection.

3. In view of above, all Officers/officials (including contract employees) of Finance Division are requested to kindly send their nominations well in time (before closing date) either to Joint Secretary (HRM), Room No.215, Deputy Secretary (QA), Room No.430 or to Section Officer, QA-I (Room No.330) through Heads of the respective Wings/Unit for processing/placing of their training cases/visits for approval of competent authority.


(IZNAR AHMAD)
Deputy Secretary (QA)

All Officers/Officials of Finance Division, "Q" Block, Pak Secretariat, Islamabad.

Economic Advisor, / D.G(Debt), "S" Block, Pak Secretariat, Islamabad.

D.G / J.S(IERU), "Q" Block, Pak Secretariat, Islamabad.

Joint Secretary (Regulations), FBC Building, Islamabad.

Joint Secretary (Litigation), FBC Building, Islamabad.

Joint Secretary, Expenditure Wing, FBC Building, Islamabad.

Joint Secretary, Development Wing, FBC Building, Islamabad.

Finance Division's U.O No.3(4)QA-I/2014 dated 17th December, 2015.

Copy for information to:

1. PS to AFS (HRM/QA):
2. APS to J.S (HRM/QA):
3. S.O [(QA-I), QA-II & QA- III]

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