

Government of Pakistan
FINANCE DIVISION
(HRM Wing)
(Quality Assurance – I Section)

CIRCULAR

Subject:- **TRAINING PROGRAMS SCHEDULE FOR THE MONTH OF OCTOBER, 2017**


Pakistan Manpower Institute(PMI), Ministry of Federal Education & Professional Training, Islamabad, vide letter No.WPI(16)/2016-17/TRG dated 03-10-2017 has invited suitable nominations of officers in BPS-17 and above for training program on “**Filing of Income Tax Returns**” scheduled to be held from 19 - 20 October, 2017 at PMI, Islamabad.

2. These programs are designed to give awareness to managers and executives of public and private sector organizations in filing their income tax returns so as to enable them to become self sufficient in filing their income tax returns instead of relying on professionals from the market. Nominees are requested to bring following:-

- i) Pay Slips (July, 2016 to June, 2017)
- ii) Utility Bills, July, 2016 to June, 2017 (Electricity, Gas, Telephone Govt, & Private, Cell Phones)
- iii) Other income assets & liabilities.

3. Interested Officers of Finance Division, are requested to forward their nominations for the above-mentioned training programs duly recommended by the head of the respective Wing alongwith their one recent passport size photograph, copy of CNIC & official identity card to QA-I Section by **13-10-2017**, positively on the format as prescribed below:-

S.#	Name & Designation	Name of Course	Contact No.	Email Address


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

All AFSs/Sr.JSs/JSs/EA/FAs/CF&AO/DFAs/DSs/SOs & equivalent Finance Div. Ibd.
Finance Division's U.O No.F.3(8)QA-I/2014 dated 10-10-2017.

Copy to:-

- i. Mr. Faheem Anwar, Webmaster, Finance Division, with the request to upload the circular on Finance Division's website.