

Government of Pakistan  
FINANCE DIVISION  
( Quality Assurance – I Section )  
( HRM Wing )  
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**C I R C U L A R**

Subject:- **ANNUAL TRAINING PLAN 2017-18**

Pakistan Audit & Accounts Academy, Department of the Auditor General of Pakistan, Islamabad, vide its Circular No.F.PAAA-I/ATP/2018-19/59 dated 22-10-2018 has planned the following courses for the month of November, 2018 as detailed below:-

S.#	Name of the Course	Dates	Target Audience	Date of Submission of Nominations to QA-I
1.	Official Communication & File Management	5 <sup>th</sup> - 6 <sup>th</sup> November, 2018	BPS-16 – BPS-18	31-10-2018
2.	Efficiency and Discipline, Fact Finding Inquiry	12 <sup>th</sup> - 14 <sup>th</sup> November, 2018	BPS-16 – BPS-18	05-11-2018
3.	Audit Report Writing	19 <sup>th</sup> – 21 <sup>st</sup> November, 2018	BPS-16 – BPS-18	12-11-2018

2. Interested officers / officials of Finance Division are requested to forward their nominations duly recommended by the AFS/head of the Wing concerned alongwith nomination form for local trainings, to QA-I Section by the above mentioned dates.

  
( Ishtiaq Ahmad )  
Section Officer (QA-I)  
Ph: 051-9208523

All Addl. F.Ss/Sr.JSs/JSs/EA/CF&AO/FAs/DFAs/DSs/SOs & equivalent Finance Division, Ibd  
**Finance Division's U.O No.F.3(6)QA-I/2014 dated 30-10-2018**

Copy to:

✓ Webmaster, Finance Division, with the request to upload the circular on Finance Division's website.