

No.F.8(5)HR-I/2015-  
Government of Pakistan  
Finance Division  
(HRM Wing)  
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Islamabad, the 8<sup>th</sup> April, 2015

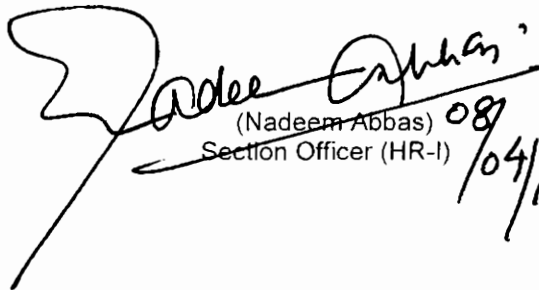
**OFFICE ORDER NO. 32/2015**

Finance Division is ISO Certified Organization and is following ISO-9001-2008 Standards. To go ahead with the programme and to continue the improvement, this Division is providing opportunities to its officers/officials to avail fully funded local/foreign trainings for their capacity building.

2. At present HRM Wing (QA Section) and EF Wing circulate, process and seek approval of Competent Authority to the training/facilities offered through EAD, IMF Institute and other Ministries/International Organizations. This system sometime deprive some officers to avail the opportunity owing to one or the other reason. The Finance Secretary has, therefore, given instructions to streamline it and ensure equitable distribution of facilities and chances for all officers. These instructions (as under) are circulated for compliance of all wings/officers:-

- (i) QA Wing shall create and up-keep a central data bank of the officers/officials (separately) who participate in the local/international trainings/seminars/workshops. A monthly report will also be generated from the central data bank regarding participation of officers/officials in the local/international trainings/seminars/workshops for perusal of all concerned.
- (ii) Before finalization of nominations of the officers/officials for trainings in the local/international trainings/seminars/workshops, the QA Wing shall produce previous record of participation of officers/officials in various trainings/events to facilitate the Training Committee/Competent Authority to recommend/approve the nominations for particular courses/events etc.
- (iii) The Protocol Section, as per previous practice, shall issue No Objection Certificates (NOCs) to the officers to visit abroad for participation in the international trainings/seminars/workshops. Copies of the NOC will also be provided to concerned HR and QA Sections.
- (iv) EF Wing will forward the training facilities received to QA Section for further processing as per prescribed practice/procedure. No training facility will be circulated by that wing separately.

3. The above instructions of Finance Secretary may be noted for compliance by all wings/officers.

  
(Nadeem Abbas)  
Section Officer (HR-I) 08/04/15

**Distribution:**

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