

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


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**C I R C U L A R**

Subject:- **PROVISION OF BRIEF INFORMATION / BIO-DATA**

The Foreign Training Committee (FTC) in its meeting held on 26-10-2017, has desired that a training roaster may be prepared relating to the brief bio-data and foreign trainings availed by all the Officers (BS 17 - 20) of this Division (excluding contract employees & MP-I, MP-II and MP-III Officers), which may be used for making future nominations for foreign trainings. Therefore, all the officers (BS 17 - 20) of this Division are requested to kindly furnish the requisite information on the following format to QA-I Section at the earliest, please:-

Name Designation Service Group Date of Birth	Qualification	Date of Joining			Foreign Trainings Availed
		Govt. Service	Finance Division	Present Posting	

  
(IZHAR AHMAD)  
Deputy Secretary (QA)  
Ph: 9217853

All Officers (BS 17 – 20), Finance Division, Islamabad  
**Finance Division U.O.No.10(10)/QA-I/2014, dated: 07-11-2017**

Copy to:-

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