

Government of Pakistan
FINANCE DIVISION
(HRM Wing)

C I R C U L A R

Subject: **TRAINING SCHEDULE FOR THE MONTH OF JANUARY AND FEBRUARY, 2026.**

Pakistan Audit and Accounts Academy (PAAA) vide letter No. PAAA TW/ATP/2025-26/170 dated 3rd December, 2025 has requested for nominations of suitable Officers/Officials of Finance Division for the following trainings courses at Islamabad for the months of January and February, 2026.

<u>S.#</u>	<u>Name of the Course</u>	<u>Course Content</u>	<u>Date & time</u>	<u>Level</u>	<u>Submission date to QA-I Section</u>
1	SAP (HR & FI)	Overview of SAP FI <ul style="list-style-type: none">• Terminology and basic components of FI Module.• Budget execution report.• Bill punching, processing and cheque printing expenditure tracking. Overview of SAP HR <ul style="list-style-type: none">• Standard reports• Reports relating to payroll in SAP, GP Fund,• Practices on pension module, punching and processing of pension payroll, posting to accounts.	12 th & 13 th January, 2026 (02 days) 09:30 am – 01:30 pm	BPS 11 to 19	5 th January, 2026
2	Audit of Public Work	Case studies / exercises <ul style="list-style-type: none">• Introduction to public works auditing.• Procurement & contracting in public works & financial management• Risk management & key auditable considerations• Audit oversight & reporting	20 th January, 2026 (01 day) 09:30 am – 01:30 pm	BPS 16-18	13 th January, 2026
3	Data Literacy & Analytics (MS Power BI)	Case Study <ul style="list-style-type: none">• Data collection, acquisition, cleaning, and preprocessing, visualization and democratization.• Structured, unstructured, explanatory data, and statistical analysis.	28 th – 29 th January, 2026 (02 days) 09:30 am – 01:30 pm	BPS 16-19	21 st January, 2026

		<ul style="list-style-type: none"> Machine learning and AI in analytics anomaly detection, smart narratives, decomposition tree and key influencers. 			
4	Advance Excel	<ul style="list-style-type: none"> Interface, basic workbooks, entering data, formatting, formulas & function. Data validating, sorting and filtering and conditional formatting Pivot tables, array formula, advanced functions, what-if analysis, charts & graphs Understanding macros, introduction to VBA, important data with power query, creating data models, error handling. 	16 th & 17 th February, 2026 (02 days) 09:30 am – 01:30 pm	BPS 11-18	9 th February, 2026

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 dates as mentioned above.

(ISHTIAQ AHMAD)
Section Officer (QA-I)
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All Officers / Officials of Finance Division, Islamabad.
Finance Division's. U.O.No.3 (6)/QA-I-2014 Dated 11.12.2025

Copy to: - Webmaster, with the request to upload the Circular on Finance Division's website.