

Government of Pakistan
FINANCE DIVISION
HRM Wing
(QA-I Section)

C I R C U L A R

Subject: - **ONE WEEK (PART-TIME) TRAINING COURSE ON "SYSTEMS APPLICATIONS AND PRODUCTS (SAP)".**

With reference to STI letter F.No.10-1/2025-SD (I) dated 16th July, 2025 on the subject cited above, STI is organizing one week (part-time) subject training course from 18.8.2025 to 22.8.2025. The training session will be held from 09:00 to 11:00 hours daily. Details are as follow:-

Target Audience/ Group:

This course is designed for DDOs/ Accountants/ Cashiers.


Course Objectives:

To refresh and update knowledge of participants about prevailing rules and regulations.

Course Contents/Outline:

i	What is SAP?	ii	Creation of User ID in SAP
iii	Financial Management in SAP	iv	Online Billing in SAP System
v	Assignment Account Schedule Submission	vi	Managing DDO related Work in SAP System
vii	Handling of Business between Monasteries / Divisions and AGPR		

2. Interested Officers are requested to forward their nominations duly recommended by the Head of the concerned Wing to QA-I Section by 8.8.2025.


(Madiha Rafique)
Section Officer (QA-I)
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All Officers of Finance Division, Islamabad.
Finance Division's u.o No.F.3 (3) QA-I/2024 dated 18.7.2025

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