

FINANCE DIVISION
HRM Wing
(Quality Assurance – I Section)

Subject: **ANNUAL TRAINING PLAN 2022-23 OF PAKISTAN AUDIT AND ACCOUNTS ACADEMY**

Pakistan Audit and Accounts academy (PAAA) vide letter No. D.O.No. F.13/Trg/PAAA/122 dated 9th September, 2022 has requested, for nominations of suitable officers of Finance Division for the following training courses at Karachi, Lahore, Islamabad, Quetta, Peshawar and Islamabad under the “Pakistan Audit and Accounts Academy” for the period of **October-December 2022**.

<u>S.#</u>	<u>Course Title</u>	<u>Duration</u>	<u>Submission date to QA-I Section</u>
KARACHI			
1	SAP (HR)	10-12 Oct, 2022	03-10-2022
2	SAP(FI)	24-26, Oct, 2022	17-10-2022
3	Advance Excel	07-09 Nov, 2022	31-10-2022
4	Audit of Receipt & Income Tax Laws	14-17 Nov, 2022	07-11-2022
5	E&D Rules	05-06 Dec, 2022	28-11-2022
6	Conflict Management	12-13 Dec, 2022	05-12-2022
LAHORE			
1	Analysis of Financial Statements of Companies (CPD mandatory)	10-12 Oct, 2022	03-10-2022
2	Certified Information Security Manager (CISM)	10-14 Oct, 2022	-do-
3	Strategic Level Understanding Fiscal and Monetary Policy (CPD Mandatory)	17-19 Oct, 2022	10-10-2022
4	SAP (HR)	17-19 Oct, 2022	-do-
5	PAC Briefs in Urdu with in page typing (CPD Mandatory)	24-27 Oct, 2022	17-10-2022
6	Quality Management Framework (QMF) (CPD Mandatory)	07-09 Nov, 2022	31-10-2022
7	Preparatory Course on CISA	07-21 Nov, 2022	-do-
8	Audit of Public Works	14-16 Nov, 2022	07-11-2022
9	SAP Senior Management Course	14-16 Nov, 2022	07-11-2022
10	Cyber Space Security in Public Sector	21-23 Nov, 2022	14-11-2022
11	Negotiation Skills and Conflict management (CPD Mandatory).	05-07 Dec, 2022	28-11-2022
12	Code of Ethics (ISSAI) CPD Mandatory)	12-13 Dec, 2022	05-12-2022
13	DDO Training and Budget Preparation	19-21 Dec, 2022	12-12-2022
14	Computer Competency Practical Training (CCPT)	As intimated by PIPFA	
15	MCMC (Domain Specific)	As per joining of MCMC	
ISLAMABAD			
1	International Public Sector Accounting Standards (IPSAS)	10-14 Oct, 2022	03-10-2022
2	Audit Management Information System (AMIS)	24-26 Oct, 2022	17-10-2022
3	Computer Competency practical Training (CCPT)	07-26 Nov, 2022	31-10-2022
4	Training for chief Finance & Accounts Officers (CF&AOs)	14-18 Nov, 2022	07-11-2022
5	Audit of Banks (CPD Mandatory)	05-09 Dec, 2022	28-11-2022
6	Preparation of Appropriation Accounts (CPD Mandatory)	12-14 Dec, 2022	05-12-2022
7	Ms Excel (Advance)	21-23 Dec, 2022	12-12-2022

QUETTA			
1	Audit of Contract Management (Mega Projects)	10-12 Oct, 2022	03-10-2022
2	ACL / Data Analytics	24-25 Oct, 2022	17-10-2022
3	Audit Report Writing in Official Urdu	07-09 Nov, 2022	31-10-2022
4	Audit Management Information System (AMIS)	07-09 Nov, 2022	-do-
5	Cyber Space Security in Public Sector	07-09 Nov, 2022	-do-
6	SAP-FI/HR	05-07 Dec, 2022	28-11-2022
7	MS-Office (MS-Word, Excel, Power Point, Project)	12-16 Dec, 2022	05-12-2022
8	Audit of Procurements'	21-23 Dec, 2022	12-12-2022
PESHAWAR			
1	Public Procurement Rules	10-12 Oct, 2022	03-10-2022
2	Audit Management Information System (AMIS)	24-26 Oct, 2022	17-10-2022
3	Computer Competency practical Training (CCPT)	07-26 Nov, 2022	31-10-2022
4	Public Works Audit	21-23 Nov, 2022	14-11-2022
5	Communication in Government Office/Report Writing	05-07 Dec, 2022	28-11-2022
6	IPSAS (CPD mandatory)	12-14-Dec, 2022	05-12-2022

2. The requisite eligibility criteria and general requirements are as under:

Eligibility Criteria:


- All Officers/ Officials of Finance Division.
- Relevance of present job responsibilities with the proposed training.

Documents Required:

- Nominations duly recommended by AFS/Head of the Wing concerned.
- Duly filled local training Proforma.
- Copy of CNIC.

3. Interested Officers/Officials of the Finance Division are requested to please note the following points while forwarding their nominations:

- (a) Nominations that do not fulfill the eligibility criteria will not be considered.
- (b) Nominations received after the cut-off date as mentioned by QA-I Section will not be entertained.
- (c) Incomplete application(s) would not be entertained.


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All Officers / Officials of Finance Division, Islamabad.

Finance Division's. U.O.No.3 (17)/QA-I-2014 Dated 23 -09-2022

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