

**GOVERNMENT OF PAKISTAN  
MINISTRY OF COMMERCE**

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No. 5 (3)2022-Admn-I/HR-I

Islamabad, the 22<sup>nd</sup> March, 2023

**CIRCULAR**

**SUBJECT: 123<sup>rd</sup> PUBLIC FINANCE MANAGERS COURSE (PFMC) FROM 2<sup>ND</sup> MAY TO 23<sup>RD</sup> JUNE 2023**

Please find enclosed herewith a copy of self explanatory letter. No. PAAA/123<sup>rd</sup> PFMC/2022-2023/2025 dated 06-03-2023 received from Pakistan Audit & Accounts Academy, on the above mentioned subject for placing on the website of the Ministry of Commerce.

2. Interested officers of the Ministry who fulfill the eligibility criteria may forward their nominations, duly approved by their respective Head (s) of Wing (s) to HR-I Section latest by **03-04-2023 positively**.

Encl: **As above**

  
**(Muhammad Arshid)**  
Section Officer

**Database Administrator,  
Ministry of Commerce,  
Islamabad**



PAKISTAN AUDIT & ACCOUNTS ACADEMY  
DEPARTMENT OF THE  
AUDITOR GENERAL OF PAKISTAN

Academy Complex, Zarghoon Road, Quetta  
Ph: 081-9202743, 081-9201675 Fax: 081-9202910 e-mail: paaa\_qta@yahoo.com

No. PAAA/123<sup>rd</sup> PFMC/2022-2023/ 2025

Dated: 6/03/2023

The Secretary,  
Commerce, Government of Pakistan,  
A-Block, Pakistan Secretariat, Islamabad.

Dy. No. 743 D.S(NRM)

Dated: 21-3/23

Subject: 123<sup>rd</sup> PUBLIC FINANCE MANAGERS COURSE (PFMC) FROM 2<sup>nd</sup> MAY TO 23<sup>rd</sup> JUNE 2023.

Pakistan Audit & Accounts Academy, Quetta is a Federal Government training institute under the Department of the Auditor General of Pakistan. It provides core training functions in the field of Auditing, Accounting, Financial Management & Office Management to Field Audit & Accounts Offices as well as to the staff of Federal, Provincial Government Departments & Autonomous Organizations. As per its Annual Training Plan, a large number of short courses in various disciplines are regularly held. Besides this, two months Public Finance Managers Course for middle level officers is one of the important features of its training plan, which is regularly being conducted twice a year since 1962. This course is aimed at enhancing the capabilities of officers in dealing the financial business of their organizations. It can serve as a core building block in the career of officers.

2. The 123<sup>rd</sup> Public Finance Managers Course (PFMC) is being scheduled w.e.f. 2<sup>nd</sup> May to 23<sup>rd</sup> June 2023. This Program is specially designed for the officers in BPS-7 & above of the EA&AOs, Federal & Provincial Government Departments and other Autonomous Organizations.


3. The course contains subjects on Financial Management, Accounting, Auditing, Project Analysis & Project Management, Management Information System and Human Resource Management (course contents are enclosed). The participants will also be required to take part in various group discussions & research activities and simulation exercises; and will make presentations on the given assignments/study tours.

4. Besides local tours of important organizations at Quetta, the participants will undertake a country study tour of the different public & private sector organizations at Lahore & Islamabad or Karachi for about one week. All group activities & study tours are subjected to limitations enforced by the Government in wake of the current pandemic situation. The participants will take all precautionary measures including wearing of masks, application of sanitizer & vaccination prior to & during the course.

5. All the participants coming from outstation will stay on their own arrangement. The participants will be entitled to draw TA/DA from their respective offices, including TA/DA in respect of country study tour, as per entitlement & existing rules.

6. It is requested that suitable nominations (on enclosed form) may kindly be sent to this Academy latest by 20<sup>th</sup> April 2023. Nominees should not be relieved, unless confirmation/acceptance of their nomination is issued by this office.

Encl: As Above

  
(SYED MUHAMMAD QADEEM)  
DIRECTOR, PAAA  
QUETTA

Copy to:

- The Rector, Pakistan Audit & Accounts Academy, Lahore

Photo

# NOMINATION FORM

123<sup>rd</sup> PUBLIC FINANCE MANAGERS' COURSE (PFMC)

2<sup>nd</sup> May to 23<sup>rd</sup> June 2023

1. Name (Mr/Miss/Mrs): \_\_\_\_\_

2. Office Name & Address: \_\_\_\_\_

3. Designation & Pay Scale: \_\_\_\_\_

4. Date of Birth: \_\_\_\_\_

5. Domicile: \_\_\_\_\_

6. Home Address: \_\_\_\_\_

7. Phone No: Res: \_\_\_\_\_

Off: \_\_\_\_\_

Mobile: \_\_\_\_\_

8. Qualification & Experience: \_\_\_\_\_

a) - Academic: \_\_\_\_\_

b) - Professional: \_\_\_\_\_

8 Name of Last 3 Trainings Received: \_\_\_\_\_

Signature: \_\_\_\_\_

Name & Designation: \_\_\_\_\_

**PUBLIC FINANCE MANAGERS COURSE (PFMC)**

The Public Finance Managers Course (PFMC) is conducted twice in a year in PAAA, Quetta. The said course is available to middle level managers (B-17 & above) of various constituent units of Audit & Accounts Department and other Government organizations. The nominations in this regard are made by the heads of the FA&AOs and Federal & Provincial Governments as well as Semi-Government/Autonomous bodies. The participants of the course also undertake a week-long country study tour of the different public & private sector organizations at Lahore & Islamabad or Karachi in addition to local tours of important organizations at Quetta. The course contents are as under:

S. NO	SUBJECTS / COURSE CONTENTS
1	<b>FINANCIAL MANAGEMENT</b>
	<ul style="list-style-type: none"> <li>• Nature &amp; Scope of Financial Management, Public Policy &amp; Public Finance in Pakistan,</li> <li>• Public Expenditure Management, Financial Analysis,</li> <li>• Analyzing public sector financial accounts, Important characteristics of the budgeting process,</li> <li>• Application of financial principles to evaluation of public sector projects,</li> <li>• Key features of public sector financing, Assessing financial performance of public sector companies,</li> <li>• Financial Revenue Generation of the Government and its utilization,</li> <li>• Introduction to Islamic Principles of Financing,</li> <li>• Difference between Ribba &amp; Interest</li> </ul>
2	<b>FINANCIAL ACCOUNTING</b>
	<ul style="list-style-type: none"> <li>• Purpose &amp; Scope of Accounting and Historical Background</li> <li>• System of Govt: Accounting in Pakistan, NAM &amp; Chart of Accounts (CoA)</li> <li>• General Provident Fund Rules and Travelling &amp; Daily Allowance Rules</li> <li>• Government Loan &amp; Advances, Procurement Rules, Commitment &amp; Fixed Assets Accounting etc</li> <li>• Pension &amp; Pay Fixation</li> <li>• Preparation of Appropriation Account</li> </ul>
3	<b>AUDITING</b>
	<ul style="list-style-type: none"> <li>• History of Financial Auditing and Why Audit? (Philosophy of Audit)</li> <li>• Auditing Standards (INTOSAI),</li> <li>• Audit Command Language (basic)</li> <li>• New issue &amp; Trends in Auditing;               <ol style="list-style-type: none"> <li>1. Financial Audit &amp; Certification Audit</li> <li>2. Performance Audit &amp; EDP Auditing</li> <li>3. Audit of Public Debt &amp; Privatization</li> <li>4. Information System Auditing                   <ol style="list-style-type: none"> <li>a. What is IS auditing? b. Why audit information systems?</li> <li>c. Performing information systems Audits, d. Evaluating internal controls in an IS environment</li> </ol> </li> </ol> </li> <li>• Auditing In Emergency Management Settings;               <ol style="list-style-type: none"> <li>a. The process of emergency management settings audit, b. Preparing and executing an audit,</li> <li>c. Audit findings, analysis, reporting, and recommendations,</li> <li>d. Roles of auditors and other professionals in maintaining safe and prepared work environments,</li> <li>e. Threat and preparedness assessment,</li> <li>f. Implementation, monitoring and evaluation of recommended solutions</li> </ol> </li> </ul>
4	<b>PROJECT ANALYSIS &amp; PROJECT MANAGEMENT</b>
	<ul style="list-style-type: none"> <li>• Definition of Project Management and Project Cycle</li> <li>• Project Appraisal (Eco: &amp; Fin: Analysis) and Project Accounting</li> <li>• Preparation of PC-I, PC-II, PC-III, PC-IV &amp; PC-V</li> </ul>
5	<b>MANAGEMENT INFORMATION SYSTEM</b>
	<ul style="list-style-type: none"> <li>• Introduction to Computer &amp; Management Information Systems</li> <li>• Computer Applications (Basic) including Office Automation</li> <li>• System Application Product (SAP)</li> </ul>
6	<b>HUMAN RESOURCE MANAGEMENT</b>
	<ul style="list-style-type: none"> <li>• Organizational Management</li> <li>• Motivation, Leadership and Managing Behaviors</li> <li>• Job Analysis and Recruitment, Selection, Induction &amp; Promotion</li> <li>• Performance Management and Change Management</li> </ul>

Including all Government Rules & Regulations.

