

GOVERNMENT OF PAKISTAN
MINISTRY OF COMMERCE

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

Islamabad, the 3rd January, 2023

CIRCULAR

SUBJECT: TRAINING COURSE ON "MS EXCEL (ADVANCE)" AT PAAA, ISLAMABAD

Please find enclosed herewith a copy of self explanatory letter No. 15/PAAA Trainings / Ministries /2022/185 dated 30th December, 2022 received from Office of the Auditor General of Pakistan, on the above mentioned subject for placing on the website of the Ministry of Commerce.

2. Interested officers of the Ministry may forward their nominations, duly approved by their respective Head (s) of Wing (s) to HR-I Section latest by **05-01-2023** positively.

Encl: **As above**



(Muhammad Imtiaz)
Section Officer (HR-I)

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



HRM Wing

Office of the
AUDITOR GENERAL OF PAKISTAN.
Audit House, Constitution Avenue,
Islamabad.

hrm.dagp@gmail.com

F.15/PAAATrainings/Ministries/2022/ 185

Islamabad, the December 30, 2022


To

The Federal Secretaries, All Ministries / Divisions.

Subject: **Training Course on "MS Excel (Advance)" at PAAA, Islamabad**

The Pakistan Audit and Accounts Academy (PAAA) will conduct three (03) days training course on "MS Excel (Advance)" from 09-01-2023 to 11-01-2023 at its regional academy i.e. Pakistan Audit and Accounts Academy (PAAA), Islamabad.

2- In this regard, nominations of BPS-16 to BPS-19 Officers may be sent by post to Director, Pakistan Audit and Accounts Academy (PAAA), Office of the Auditor General of Pakistan, Constitution Avenue, G-5, Islamabad under intimation to this office. Nominations are entertained on First Come First Serve Basis and maximum number of nominations is twenty (20). For any clarification, Director, PAAA, Islamabad may be contacted at Phone No. 051-9202397.


Bilal Ahmad
Director General (HRM)

Copy to:

- 1- The Rector, Pakistan Audit and Accounts Academy (PAAA), Lahore.
- 2- The Director, Pakistan Audit and Accounts Academy (PAAA), Islamabad, with the directions of the Deputy Auditor General (A&C) to limit the nominations to twenty (20).