

**GOVERNMENT OF PAKISTAN
MINISTRY OF COMMERCE**

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

Islamabad, the 14th September, 2023

CIRCULAR

SUBJECT: TRAINING CALENDAR FOR THE MONTH OF SEPTEMBER, 2023.

Please find enclosed herewith a copy of self explanatory letter. No. 15/PAAA Trainings/Ministries/2022/331 dated 08-09-2023 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 Main Ministry and its Attached Departments/Organizations who fulfill the eligibility criteria may send their nominations, duly approved by their respective Head(s) of the Wing(s) to HR-I Section (along with their C.V, Services Profile), latest by 15-09-2023 positively. Nominations received after the deadline will not be entertained.

Encl: As above



(Aamir Waheed)
Section Officer (HR-I)

✓ Database Administrator,
Ministry of Commerce,
Islamabad

Copy for information to Section Officer (AOs-HR), 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/2022/33

Islamabad, the September 08, 2023

To

- 1- The Federal Secretaries, All Ministries / Divisions.
- 2- The Chief Finance and Accounts Officer (CFAOs), All Ministries / Divisions.

Subject: Training Calendar for the Month of September, 2023

Pakistan Audit and Accounts Academy (PAAA) is conducting following training courses at Pakistan Audit and Accounts Academy (PAAA), Lahore during the month of September, 2023:

Sr. No.	Course Title	Duration	Dates	Level
01-	Official Correspondence and Report Writing	03 days	11-09-2023 to 13-09-2023	BPS-16 to BPS-18
02-	Post Budget Seminar Finance Bill 2023-24	02 days	21-09-2023 to 22-09-2023	BPS-16 to BPS-18

2- In this regard, nominations of BPS-16 to BPS-18 Officers may kindly be sent via email to scwingpaaa@gmail.com or by post to Director (Short Courses), Pakistan Audit and Accounts Academy (PAAA), Central Government Offices Building, Gurumangat Road, Gulberg-III, Lahore under intimation to this office.

3- The course fee per participant is Rs. 5,000/-. The selected candidates will be required to deposit the fee through cross cheque in favour of Rector, Pakistan Audit and Accounts Academy (PAAA), Lahore. Detail particular of said account is as under:

Title Rector, Pakistan Audit and Accounts Academy (PAAA), Lahore
Bank & Branch NBP Main Branch, Lahore
Branch Code 300
Account Number 1245583016
Vendor Number 30486321

The nominations will be finalized on 'first come first served' basis. For any clarification, Director (Short Courses) may be contacted at the number 042-99263193.


Raashid Iqbal
Audit Officer (HRM-I)

Copy to:

The Director (Short Courses), Pakistan Audit and Accounts Academy (PAAA), Lahore.