

GOVERNMENT OF PAKISTAN

MINISTRY OF COMMERCE

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No. 5 (2)2025-Admn-I/HR-I

Islamabad, 10<sup>th</sup> December, 2025

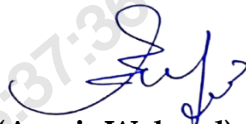
**CIRCULAR**

**SUBJECT: TRAINING SCHEDULE FOR THE MONTH OF JANUARY AND FEBRUARY, 2026**

Please find enclosed herewith copy of self-explanatory letter No. PAAA TW/ATP/2025-26/170 dated 03<sup>rd</sup> December, 2025 received from Pakistan Audit & Accounts Academy, Islamabad, on the above mentioned subject for placing on the website of the Ministry of Commerce.

2. Interested/relevant officers of the Ministry may forward their nominations, duly approved by their respective Head (s) of Wing (s) to HR-I Section latest by **02-01-2026** 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.**

**Cc:**

- i. Joint Secretary (HRM), Ministry of Commerce, Islamabad.





# PAKISTAN AUDIT & ACCOUNTS ACADEMY, ISLAMABAD

Department of the Auditor General of Pakistan

Auditor General of Pakistan, Constitution Avenue, G-5/2,

Phone # 051-9202397

Fax # 051-9222396

No. PAAA TW/ATP/2025-26/170

Date: 03 December, 2025

1. The Joint secretary (Admin), Ministry of Commerce, Islamabad	13. The Joint secretary (Admin), Ministry of National Heritage & Culture Division, Islamabad
2. The Joint secretary (Admin), Ministry of Communication, Islamabad	14. The Joint secretary (Admin), Ministry of National Food Security & Research, Islamabad
3. The Joint secretary (Admin), Ministry of Defense, Rawalpindi	15. The Joint secretary (Admin), Ministry of Overseas Pakistani & Human Resources Development, Isb
4. The Joint Secretary (Admin), Ministry of Finance, Islamabad	16. The Joint secretary (Admin), Ministry of Parliamentary Affairs.
5. The Joint secretary (Admin), Ministry of Human Rights, Islamabad	17. The Joint secretary (Admin), Ministry of Planning Development & Reforms, Islamabad
6. The Joint secretary (Admin), Ministry of Industries & Production, Islamabad	18. The Joint secretary (Admin), Ministry of Religious Affairs Inter-faith Harmony, Islamabad
7. The Joint secretary, Ministry of Information & Broadcasting, Islamabad	19. The Joint secretary (Admin), Ministry of Science & Technology, Islamabad
8. The Joint secretary (Admin), Ministry of Information Technology & Telecommunication, Islamabad	20. The Joint secretary (Admin), Ministry of Railways, Islamabad
9. The Joint secretary (Admin), Ministry of Interior & Narcotics Control, Islamabad	21. The Joint secretary (Admin), Ministry of Water Resources, Islamabad
10. The Joint secretary (Admin), Ministry of Law & Justice, Islamabad	22. The Joint Secretary (Admin), Ministry of Climate Change and Environmental Coordination, Isb
11. The Joint secretary (Admin), Ministry of Maritime Affairs, Islamabad	23. The Joint Secretary (Admin), Ministry of Kashmir Affairs and Gilgit Baltistan and State and Frontier Regions, Islamabad
12. The Joint secretary (Admin), Ministry of National Health Services, Regulation & Coordination, Islamabad	24. The Joint Secretary (Admin), Ministry of Housing and Works, Islamabad
	25. The Joint Secretary (Admin), Ministry of Energy (Power Division), Islamabad

Subject: **TRAINING SCHEDULE FOR THE MONTH OF JANUARY AND FEBRAURY, 2026.**

Pakistan Audit and Accounts Academy (PAAA) is the premier institute of the Department of the Auditor General of Pakistan. Pakistan Audit and Accounts Academy offers specialized trainings for professional development and capacity building of the officers/ officials in different areas of Public Finance, Audit & Accounts. In addition to this, demand based trainings could also be arranged as per requirement of the department.

2. Pakistan Audit & Accounts Academy (PAAA), Islamabad has planned the following training courses during the month of January and February, 2026.

S. #	Name of the course	Date & time	Course contents	Level
1.	SAP (HR & FI)	12 <sup>th</sup> & 13 <sup>th</sup> January 2026 (02 days) 9:30AM – 1:30PM	<b>Overview of SAP FI</b> <ul style="list-style-type: none"> <li>Terminology and basic components of FI Module</li> <li>Budget execution report</li> <li>Bill punching, processing and cheque printing, expenditure tracking</li> </ul> <b>Overview of SAP HR</b> <ul style="list-style-type: none"> <li>Standard reports</li> <li>Reports relating to payroll in SAP, GP Fund,</li> <li>Practice on pension module, punching and processing of pension payroll, posting to accounts</li> </ul> <b>Case studies / exercises</b>	BPS 11 to 19





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2.	Audit of Public Works	20 <sup>th</sup> January 2026 (01 day) 9:30AM – 1:30PM	<ul style="list-style-type: none"><li>• Introduction to public works auditing</li><li>• Procurement &amp; contracting in public works &amp; financial management</li><li>• Risk management &amp; key auditable considerations</li><li>• Audit oversight &amp; reporting</li></ul> <b>Case study</b>	BPS 16 to 18
3.	Data Literacy & Analytics (MS Power BI)	28 <sup>th</sup> & 29 <sup>th</sup> January 2026 (02 days) 9:30AM – 1:30PM	<ul style="list-style-type: none"><li>• Data collection, acquisition, cleaning, and preprocessing, visualization and democratization.</li><li>• Structured, unstructured, explanatory data, and statistical analysis.</li><li>• Machine learning and AI in analytics anomaly detection, smart narratives, decomposition trees and key influencers.</li></ul> <b>Case studies/ Exercises.</b>	BPS 16 to 19
4.	Advance Excel	16 <sup>th</sup> & 17 <sup>th</sup> February 2026 (02 days) 9:30AM – 1:30PM	<ul style="list-style-type: none"><li>• Interface, basic workbooks, entering data, formatting, formulas &amp; functions.</li><li>• Data validating, sorting and filtering and conditional formatting</li><li>• Pivot tables, array formula, advanced functions, what-if analysis, charts &amp; graphs</li><li>• Understanding macros, introduction to VBA, importing data with power query, creating data models, error handling</li></ul> <b>Case studies / exercises</b>	BPS 11 to 18

3. PAAA Islamabad charges nominal fee of Rs. 5000/- per participant per course in planned courses. The fee deposited through cross cheque in favor of Rector, Pakistan Audit & Accounts Academy (PAAA), Lahore. Detailed particulars of the said account are as under:

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

4. It is, therefore, requested that the nominations of suitable officers/officials may kindly be communicated at the earliest, enabling this Academy to make necessary arrangements for the courses in time.

(M. Shakeel Pasha Mehsoodi)  
Director

**Copy to:**

1. The Rector, Pakistan Audit & Accounts Academy, Lahore.