

No. 2(1)/2015-Admn-I  
Government of Pakistan  
Ministry of Commerce  
(Islamabad)



Islamabad, the 10<sup>th</sup> September, 2015

**CIRCULAR**

Subject:- **“111<sup>TH</sup> PUBLIC FINANCE MANAGERS’ COURSE (PFMC)” SCHEDULED TO BE HELD FROM 12<sup>TH</sup> OCTOBER TO 11<sup>TH</sup> DECEMBER, 2015:**

A copy of D.O No. PAAA/111<sup>th</sup> PFMC/2015-2016/78 dated 01-09-2015 received from Pakistan Audit & Accounts Academy, Department of the Auditor General of Pakistan, Quetta regarding “111<sup>th</sup> Public Finance Managers’ Course (PFMC)” scheduled to be held from 12<sup>th</sup> October to 11<sup>th</sup> December, 2015 is forwarded for information/necessary action.

2. They have invited the nominations of officers of BPS-16 to BPS-18 of the FA & AOs, Federal & Provincial Government and other Autonomous Organizations/Departments. The detailed contents and prescribed nomination form of the subject course are attached herewith.

3. The interested officers are kindly requested to convey their consent to this section along with duly filled in enclosed nomination form (in-duplicate) by 18<sup>th</sup> September, 2015, as the deadline for sending the nominations to the PA& AA, Quetta is 08-10-2015.

  
(ATAULLAH)  
Director (HP&CP)

**Forwarded to:-**

- i. All officers in BPS-16 to BPS-18 of the FA & AOs of the Ministry of Commerce, Islamabad.
- ii. Copy to Network Administrator with the request to upload the subject course as well as the nomination form on the Ministry’s website.



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/111<sup>th</sup> PFMC/2015-2016/ 78

Dated: 01 / 09 / 2015

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

Subject: **111<sup>th</sup> PUBLIC FINANCE MANAGERS' COURSE (PFMC)**  
**12<sup>th</sup> October to 11<sup>th</sup> December 2015**

Kindly refer to the subject noted above.

2. The Pakistan Audit & Accounts Academy, Quetta is a Federal Government Institute, which provides training in the field of Auditing, Accounting, Financial Management & Office Management. Besides holding of a large number of short courses in various disciplines, the bi-annual holding of two months Public Finance Managers' Course for middle level officers is one of the hallmark of this Academy. This Academy has the sole prerogative to conduct this important course in the field of financial management since 1961 and more than 100 courses has been successfully conducted so far.

3. This Academy has planned & scheduled the 111<sup>th</sup> Public Finance Managers' Course from **12<sup>th</sup> October to 11<sup>th</sup> December 2015**. This Program is specially designed for the officers in PSB-16 to BPS-18 of the FA&AOs, Federal & Provincial Government and other autonomous Organizations/Departments (course contents are enclosed).

4. The course contains lectures on Financial Management, Accounting, Auditing, Project Analysis & Project Management, Management Information System and Human Resource Management. The participant will also be required to take part in group discussion, research activities and simulation exercise and will make presentation on the given assignments/study tours.

5. Besides local tours, the participants will undertake a country study tour of the different public & private sector organizations at Lahore & Islamabad or Karachi for one to two weeks.

6. All the participants coming from outstation will be provided free accommodation in the hostel of this Academy.

7. As per existing Federal Government's policy issued vide letter No. 234-Trg/PAAAQ/C/P-File/1829 dated 05-05-2009 read with letter No. F.8(2)R-10/94-173 dated 27-04-2009, the participants will be entitled to draw TA/DA from their respective offices, including TA/DA in respect of country study tour, as per their entitlements.

8. It is requested that nominations (on enclosed form) may be sent & faxed latest by **8<sup>th</sup> October 2015**. Nominees should not be relived to report for training unless intimation of their **ACCEPTANCE** for the above course by this office is not issued.

(Encl: As Above)

  
( MALIK ZIA-UD-DIN KASI )  
DIRECTOR (PA&AS)



# NOMINATION FORM

**111<sup>th</sup> PUBLIC FINANCE MANAGERS' COURSE (PFMC)**

**12<sup>th</sup> October to 11<sup>th</sup> December 2015**

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: \_\_\_\_\_

# 111<sup>th</sup> Public Finance Managers' Course

## Course Contents

S. NO	SUBJECTS / COURSE CONTENTS
1	<p><b>FINANCIAL MANAGEMENT</b></p> <ul style="list-style-type: none"> <li>• Nature &amp; Scope of Financial Management</li> <li>• Public Policy &amp; Public Finance in Pakistan</li> <li>• Public Expenditure Management</li> <li>• Budgeting, Expenditure &amp; Accounting</li> <li>• Financial Analysis</li> </ul>
2	<p><b>FINANCIAL ACCOUNTING</b></p> <ul style="list-style-type: none"> <li>• Purpose &amp; Scope of Accounting</li> <li>• Historical Background</li> <li>• System of Government Accounting in Pakistan</li> <li>• Accounting Framework under New Accounting Model (NAM)</li> <li>• Chart of Accounts (CoA)</li> <li>• System Application Product (SAP)</li> <li>• Analysis of Financial Statements</li> <li>• General Provident Fund Rules</li> <li>• Travelling &amp; Daily Allowance Rules</li> <li>• Budget &amp; Expenditure</li> <li>• Commitment Accounting</li> <li>• Fixed Assets Accounting etc</li> </ul>
3	<p><b>AUDITING</b></p> <ul style="list-style-type: none"> <li>• History of Financial Auditing</li> <li>• Why Audit? (Philosophy of Audit)</li> <li>• Auditing Standards (INTOSAI)</li> <li>• Audit of Procurement</li> <li>• New issue &amp; Trends in Auditing</li> <li>• <u>Issues &amp; Trends are:</u>                      Financial Audit &amp; Certification Audit                      Performance Audit &amp; EDP Auditing                      Audit of Public Debt &amp; Privatization</li> </ul>
4	<p><b>PROJECT ANALYSIS &amp; PROJECT MANAGEMENT</b></p> <ul style="list-style-type: none"> <li>• Definition of Project Management</li> <li>• Project Cycle</li> <li>• Project Appraisal (Eco: &amp; Fin: Analysis)</li> <li>• Project Accounting</li> <li>• <u>Preparation of:</u>                      PC-I, PC-II, PC-III, PC-IV &amp; PC-VI</li> </ul>
5	<p><b>MANAGEMENT INFORMATION SYSTEMS</b></p> <ul style="list-style-type: none"> <li>• Introduction to Computer</li> <li>• Management Information Systems</li> <li>• Computer Applications (Basic) including Office Automation</li> </ul>
6	<p><b>HUMAN RESOURCE MANAGEMENT</b></p> <ul style="list-style-type: none"> <li>• Organizational Management</li> <li>• Motivation</li> <li>• Leadership</li> <li>• Managing Behaviors</li> <li>• Job Analysis</li> <li>• Recruitment, Selection, Induction &amp; Promotion</li> <li>• Performance Management</li> <li>• Change Management</li> </ul> <div style="text-align: right; margin-top: 10px;">  <p>Including Government Rules &amp; Regulations</p> </div>