



Department of the
AUDITOR GENERAL OF PAKISTAN
Constitution Avenue, Islamabad

No. Misc./DG-HRM/2020/140

Dated: 02.12.2021

To,

1. The Controller General of Accounts, Islamabad
2. The Military Accountant General, Rawalpindi
3. The Rector, Pakistan Audit & Accounts Academy, Lahore
4. The Director General, Performance Audit Wing, Lahore
5. All Deputy Auditors General, Local/Karachi/Lahore/Peshawar

Subject:

**ELIGIBILITY CRITERIA FOR POST GRADUATE DEGREE PROGRAMS
(FOREIGN) SCHOLARSHIP/FELLOWSHIP (CORRIGENDUM)**

Reference this office letter No. Misc./DG-HRM/2020/137, dated 29.11.2021 on the above subject, the city of the Military Accountant General in the covering letter may be read as "Rawalpindi" instead of "Islamabad". Rest of the subject matter remains the same.

2. The inconvenience is highly regretted.


(Nayab Fatima)
Assistant Director (HRM)

Copy to:

1. AAO (IT), local for uploading on DAGP website.
2. AAO (Archives), local



Department of the
AUDITOR GENERAL OF PAKISTAN

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No. Misc./DG-HRM/2020/137

Dated: 29.11.2021

To,

1. The Controller General of Accounts, Islamabad
2. The Military Accountant General, Islamabad
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4. The Director General, Performance Audit Wing, Lahore
5. All Deputy Auditors General, Local/Karachi/Lahore/Peshawar


Subject:

**ELIGIBILITY CRITERIA FOR POST GRADUATE DEGREE PROGRAMS
(FOREIGN) SCHOLARSHIP/FELLOWSHIP**

Reference this office letter No. 201-HRM-I/CNAO/Vol-II/KW-I/229, dated 03.12.2019.

2. Kindly find enclosed amended Eligibility Criteria duly approved by the Auditor General of Pakistan. These criteria are forwarded herewith for your information & further dissemination to field audit and account offices.
3. These criteria supersede all previous instructions on the subject.

Encl.: As above


(Nayab Fatima) 29/11/21
Assistant Director (HRM)

Copy to:

1. AAO (IT), local for uploading the criteria on DAGP website.
2. AAO (Archives), local



**Eligibility Criteria for Post Graduate Degree
Programs (Foreign) / Scholarships / fellowships**

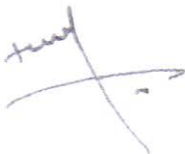
2021

**DIRECTOR GENERAL HRM
OFFICE OF THE AUDITOR GENERAL OF
PAKISTAN**

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List of Abbreviations

ADB	Asian Development Bank
AGP	Auditor General of Pakistan
AusAid	Australian Agency for International Development
BPS	Basic Pay Scale
CGA	Controller General of Accounts
CTP	Common Training Program
DAGP	Department of the Auditor General of Pakistan
DC	Departmental Cadre
DfID	Department for International Development
EAD	Economic Affairs Division
HRM	Human Resource Management
IDC	Inter Departmental Cadre
JICA	Japan International Cooperation Agency
JICE	Japan International Cooperation Centre
MAG	Military Accountant General
MOFCOM	Ministry of Commerce, People's Republic of China
NOC	No Objection Certificate
OAGP	Office of the Auditor General of Pakistan
PA&AS	Pakistan Audit and Accounts Service
SSC	Scholarship Scrutiny Committee
STP	Specialized Training Program
UN	United Nations
USAID	United States Agency for International Development
LFP/LHP/EOL	Leave on Full Pay/Leave on Half Average Pay/Extraordinary Leave



A: Purpose

1. The Eligibility Criteria are issued to guide the process of considering applications of Pakistan Audit & Accounts Service (PA&AS)/Office of the Auditor General of Pakistan (OAGP) and of departmental cadre of the Department of the Auditor General of Pakistan (DAGP) intending to pursue Post Graduate Degree Programs outside Pakistan through scholarships/fellowships both government funded or by any other agency offered by:
 - a. The Government of Pakistan through Economic Affairs Division (EAD) or any other Government agency
 - b. Foreign governments/ international organizations/Foreign Universities (UN, World Bank, ADB, etc).
 - c. Foreign governments (USAID, DfID, JICE, JICA, Chinese scholarship etc.).
 - d. AusAid
 - e. British Chevening
 - f. Hubert Humphrey
 - g. Fulbright
 - h. DAAD Scholarship Germany
 - i. Any other sponsoring agency

B: Definitions

Various terms used in this document carry the following meanings:

1. **Controlling Officer:** The officer under whose direct command the applicant is serving. Different categories of controlling officers are broadly listed below:
 - a. Controller General of Accounts (CGA)
 - b. Deputy Auditor General/Director General/Director concerned in AGP office
 - c. Military Accountant General (MAG)
 - d. Heads of Department
 - e. In case of deputation, officer will route his/her application through the borrowing agency
2. **Director (Admn):** Director Administration of AGP office
3. **Employee:** An employee (BS 16 and above) of the OAGP/all PA&AS officers and DAGP
4. **HRM wing:** Human Resource Management wing in Office of the Auditor General of Pakistan

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5. **Sponsoring Agency:** A local or foreign body which offers a foreign scholarship/Fellowship opportunity and provides funds for the purpose

6. **Service:** Pakistan Audit & Accounts Service (PA&AS)

C: Applicability and jurisdiction

1. The Eligibility Criteria shall come into force with immediate effect.

2. All applications, duly recommended by the controlling officer, shall be processed by HR Wing through Scholarship Scrutiny Committee (SSC) for approval of the AGP.¹

D: Exceptions to the eligibility requirements

1. Where a foreign scholarship/fellowship opportunity has been notified directly by a sponsoring agency, without involvement of EAD / Government of Pakistan and does not involve any government funding, or where an employee is willing to attend a degree program on self-finance basis, he/she shall be eligible to apply.

2. However, the applicant, irrespective of the source of funding, shall apply as per Para 2 of Section C.

E. Specific criteria

1. The Eligibility Criteria provided in this document shall be read with the specific criteria for eligibility notified by the respective sponsoring agency in each case.

F: Detailed Eligibility Criteria

1. The detailed eligibility considerations for the foreign degree program opportunity are provided hereunder:

i. Basic Pay Scale

If not otherwise specified by EAD/sponsoring agency, employees of BPS-17 and above shall be allowed to apply for the foreign scholarship/fellowship programs.²

¹ Applications for NOC to apply shall be sent via Form 1 "Study Program's NOC to apply" (Annex C).

² This criterion will not be applicable to a case covered under the provisions of Section (E) of this document; or where EAD/Sponsoring Agency has allowed a BPS-16 employee to apply for a particular program, subject to fulfillment of other criteria.

ii. Upper age limit

Upper age limit for different BPS, unless otherwise specified by EAD/ sponsoring agency, shall be as following:

- 35 years for BPS-17
- 42 years for BPS-18
- 47 years for BPS-19; 52 years for those BPS-19 officers who have been inducted from DC cadre
- 52 years for BPS-20

In special circumstances, where degree program is considered essential for an employee below BPS-17, upper age limit would be decided on case to case basis

iii. Minimum required qualification

Minimum required qualification as required by EAD/ sponsoring agency.

iv. Disciplinary proceedings

Applications should not be forwarded by the Controlling Officers, if

- Disciplinary proceedings against the applicant are in process, and
- Penalty period has not ended by closing date of submission of application.

v. Relevance of discipline/subject of scholarship/fellowship to the job

Discipline chosen must be relevant to future needs of the Service and Departments.³

vi. Length of service

Inter-Departmental Cadre (IDC)	Departmental Cadre (DC)
<ul style="list-style-type: none">• Completion of Training period both CTP and STP	<ul style="list-style-type: none">• Termination of Probationary Period• At least 02 years of service

The IDC officers who have not completed probation, should be allowed to proceed for training or degree programs abroad on EOL only.

³ Priority areas of study/ disciplines have been circulated by HRM vide letter No. 284-HR-AUSAID/Vol-VII/C/319, dated 13.11.2018 and updated from time to time. (Annex B)

vii. Surety bond and undertaking

If not otherwise specified by EAD/sponsoring agency, then the employee would be required to submit to HR Wing a Surety Bond/Undertaking to serve the Department on return for at least 03-years. The Surety Bond and the Undertaking are required to be provided with application for grant of permission to join the studies, along with proof of his/her selection.

For the purpose of signing Surety Bond of the officer, intending to avail scholarship/fellowship program, authorities have been defined in HRM Wing's Circular No. 360-HRM-I/Misc Circular/236, dated 31.08.2018. (Annex-A)

The above condition:

- would bind the officer to not resign from service until serving the department for 03 years.
- would not, in any way, entitle the officer not to stay longer than 03 years in the department.

viii. Adherence to timelines

Applications will ordinarily not be entertained if these are not received to HRM wing of AGP Office at least 7 working days before the cut-off date given by EAD/sponsoring agency.

ix. Competent authority for granting NOC

Deputy Auditor General (Administration & Coordination) is competent to grant NOC for applying to degree programs for BPS 16 - 19. For officers of BPS-20 and above, the competent authority to grant NOC is the AGP.

x. Intimation to HRM wing

Upon selection, the applicant shall inform the HR Wing in writing about his selection and tentative itinerary of his joining the course.⁴ HRM will send the cases for NOC to travel abroad (if applicable) to Director (Admn). Copy of NOC to travel abroad will also be provided to HRM wing.

xi. Compliance to other requirements

The officer intending to pursue studies abroad shall not proceed to travel abroad without fulfilling other administrative and legal requirements.

⁴ Upon selection, applications for NOC to pursue shall be sent along with Form 2 "Study Program's NOC to Pursue" (Annex D)

xii. Updating the HR Database

Upon completion of degree program, the officer shall get his/her data profile updated in the HR database of HRM wing. The officers would be responsible to update their profile on annual basis by 31st January and after that date it would be considered that profile of all the officers is updated.

G: Specific provisions for employees pursuing second or subsequent degree program

1. An employee shall not be issued NOC if he/she has already availed a scholarship/fellowship opportunity during last 5 years at the same level i.e. any employee who has pursued master degree can only get NOC for M.Phil. or Ph.D and not again for any other Master degree in any discipline during 5 years period.
2. The total period of study leave or on duty study should not exceed four (4) years in all the programs of Masters, M.Phil. or Ph.D.⁵ In case there is a need of more than four (4) years leave, that period should be separately processed in the form of LFP, LHP or EOL as per available leave account or requirement of the officer.

⁵ Study Leave Rules Prescribed by the President (F.R. 84): Study leave may be granted as additional leave to Government servants for the study of scientific, technical or similar problems, or in order to undertake special courses of instruction. Study leave should not ordinarily be granted to Government servants of less than five years' service or to Government servants within three years of the date at which they have the option of retiring, or, if they have the option of retiring after 25 years' service, within three years of the date at which they will complete 25 years' service. Nor should it be granted to Government servants who are about to retire on proportionate pension. The study leave should be granted with due regard to the exigencies of the public service. In no case should the grant of this leave, in combination with leave other than extraordinary leave or leave on medical certificate, involve absence of a Government servant for more than forty-eight months from regular duties nor should it be granted with such frequency as to remove him from contact with his regular work or to cause cadre difficulties owing to his absence on leave..

H: Scholarship Scrutiny Committee (SSC)

1. Scholarship Scrutiny Committee (SSC) in the Office of the AGP, HQ, Islamabad shall consider applications of officers (BS-16 & above) for government funded or any other sponsoring agency foreign scholarships/fellowships/self-financed foreign study programs.
2. The committee would be headed by a Deputy Auditor General, assisted by two Director Generals and secretariat support would be provided by Director (HRM).
3. The Committee will scrutinize applications for issuance of NOC from PA&AS as well as departmental cadre (DAGP) officers, keeping in view the following conditions:
 - i. The scholarships/fellowships/self-finance foreign study program applied for will benefit the service and the departments.
 - ii. The officer is eligible for scholarship/fellowship/self-finance foreign study program as per other provisions of the eligibility criteria.
 - iii. The department does not have adequate number of officers trained in a particular discipline.
 - iv. The officer can be spared by the department keeping in view the available officers in the cadre.
 - v. The number of years served in the department shall be given prime importance before the approval of applications to grant NOC for a scholarship.
4. The Committee will also be responsible for addition/deletion of the subjects, as already approved and circulated vide HRM Wing's letter No. 248-HR/AUSAID/Vol-VII/C/319, dated 13.11.2018. (Annex-B)
5. The Committee will hold at least bi-weekly meeting to scrutinize the applications.
6. All NOCs requested in case of local degree programs whether scholarships or self-finance shall also be processed by SSC.



Department of the
AUDITOR GENERAL OF PAKISTAN
 Constitution Avenue, Islamabad

No. 360-HRM-I/Misc Circular/236


Dated: 31-08-2018

Circular

Subject: Nominating Authority for Surety Bond for EAD/Foreign Courses / Seminars / Trainings / Scholarships

The Competent Authority has been pleased to designate following Nominating Authorities for the purpose of Surety Bond ~~only~~ for all foreign courses, seminars, trainings and scholarships, as the case may be:

- i. Deputy Auditor General (A&C), AGP Office, Islamabad for all IDC/PA&AS officers.
- ii. Respective Head of Department for departmental cadre officers in FAOs.
- iii. Controlling officer for departmental cadre officers in AGP Office, Islamabad.


 Sheena Ali Mansoor
 Director General (HRM)

Distributions:

1. Controller General of Accounts, Islamabad
2. Military Accountant General, Rawalpindi
3. All Deputy Auditor Generals, Director Generals, F.A.Os
4. Director General (B&A), Local.
5. SPS to Auditor General of Pakistan,
6. SPS to Deputy Auditor General (A&C), Local.
7. AAO (IT) for uploading on the AGP's website.

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Department of the
AUDITOR GENERAL OF PAKISTAN
Constitution Avenue, Islamabad

No. 248-HR/AUSAID/Vol-VIII/C/319

Dated. November 13, 2018

To,

1. Controller General of Accounts
2. Military Accountant General
3. All Deputy Auditors General
4. All Directors General

Subject: PRIORITY AREAS OF STUDY / DISCIPLINES REGARDING FOREIGN & LOCAL SCHOLARSHIPS/STUDIES

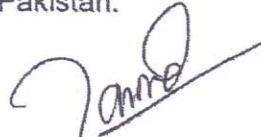
The undersigned is directed to inform that as per recent policy decision taken by the Auditor General of Pakistan, IDC officers/DC officers/officials may pursue the Degree Programs, in approved areas of study (updated list attached as Annexure), from foreign and local universities/institutions, subject to fulfillment of selection criteria as per training policy, 2010, amended from time to time.

2. Interested IDC/DC officers/officials pursuing higher degree courses under various foreign scholarships/local universities/institutions programs, are advised to apply for Departmental Permission / No Objection Certificate (NOC) in line with approved areas of study only. Controlling Offices are requested to follow the instructions, issued from time to time, while forwarding the applications of the applicants in this regard. No request inconsistent to this decision will be entertained by HRM Wing in future.

3. This letter supersedes this office earlier letters; No. 248-HR/AUSAID/Vol-VIII/C/95, dated 20.05.2016, No. 248-HR/AUSAID/Vol-VIII/C/284, dated 21.12.2016 and para. 2 of this office letter No. 248-HR/AUSAID/Vol-VIII/C/33, dated 14.03.2018.

4. This issues with the approval of Auditor General of Pakistan.

Encl.: As above


Dr. Naveeda Salam
c/c Director General (HRM)

C.C:

1. SPS to the Auditor General of Pakistan
2. SPS to the Additional AGP - I
3. SPS to the Additional AGP - II
4. AAO (IT) Local for uploading on official website of the department

AUDIT PRIORITY AREAS:

<ul style="list-style-type: none"> ➤ Forensic Auditing ➤ Environmental Auditing ➤ Project Auditing ➤ Privatization Auditing ➤ Energy Sector Auditing ➤ Water Resources Auditing ➤ Petroleum & Natural Resources Auditing 	<ul style="list-style-type: none"> ➤ Infrastructure/Civil Works Auditing ➤ Contracts/Procurement Auditing ➤ Gender Auditing ➤ Human Resource Auditing ➤ Performance Auditing ➤ Risk Based Auditing 	<ul style="list-style-type: none"> ➤ Disaster Management Program Auditing ➤ Audit of Grants & Subsidies ➤ Audit of Poverty Alleviation Programs ➤ Audit Planning, Strategy & Implementation ➤ Audit of Banks & Financial Institutions ➤ Audit of Commercial Entities
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ACCOUNTS PRIORITY AREAS:

<ul style="list-style-type: none"> ➤ Forensic Accounting ➤ Environmental Accounting 	<ul style="list-style-type: none"> ➤ Project Accounting ➤ Public Sector Financial Management 	<ul style="list-style-type: none"> ➤ Financial Management ➤ Accounting & Finance ➤ IPSAS
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INFORMATION TECHNOLOGY PRIORITY AREAS:

<ul style="list-style-type: none"> ➤ Information Systems ➤ Information Technology/E-Governance 	<ul style="list-style-type: none"> ➤ Cyber Security ➤ Computer Forensics
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GENERAL PRIORITY AREAS:

<ul style="list-style-type: none"> ➤ Environmental Management ➤ Project Management ➤ Privatization ➤ Energy Sector Management/Engineering ➤ Water Resources Management/Engineering ➤ Petroleum & Natural Resources Management/Engineering 	<ul style="list-style-type: none"> ➤ Infrastructure/Civil Works Management/Engineering ➤ Contracts/Procurement Management ➤ Economic Development/Management ➤ Public Private Partnership ➤ Debt Management/Youth Loan ➤ Occupational Health & Safety 	<ul style="list-style-type: none"> ➤ Investment/Banking/Fund ➤ Certified Financial Analyst ➤ Public Policy Analysis ➤ Food Security/Safety ➤ Data Analysis/Big Data ➤ Disaster Management
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STUDY PROGRAM's NOC TO APPLY

FORM: 1

(This form is integral part of Approved Eligibility Criteria, Dated: 29.11.2021)

Name of the Officer: _____

PA&AS

DC

Designation: _____

Office Name: _____

Contact Number: _____

Office: _____

Mobile: _____

Controlling Officer (Name): _____

Name of Program applied for: _____

Year of the program: _____

Level of Study: _____

Mode of Financing: _____

Discipline Chosen: _____

Has the probationary period been Terminated?: _____

Has the probationary period plus 2 years' service been completed (DC Only)?: _____

Signatures of the Applicant (Name with Designation)

Dated:

Signatures of the Controlling Officer (Name with Designation)

Dated:

**STUDY PROGRAM's NOC TO PURSUE
FORM: 2**

(This form is integral part of Eligibility Criteria, Dated: 29.11.2021)

Name of the Officer: _____ PA&AS DC

Designation: _____

Office Name: _____

Contact Number: _____ Office: _____ Mobile: _____

Controlling Officer: _____

Reference of NOC to Apply: _____

Name of Program applied for: _____

Year of the program: _____

Level of Study: _____

Mode of Financing: _____

Discipline Chosen: _____

Exact duration of the study program: _____

Any previous study leave /
on duty period availed: _____

Any disciplinary proceedings (for DC
Officers only): _____

Has the probationary period been
Terminated?: _____

Has the probationary period plus 2
years service been completed (DC
Only)?: _____

Signatures of the Applicant (Name with Designation)

Dated:

Signatures of the Controlling Officer (Name with Designation)

Dated:

