



105

**Department of the
AUDITOR GENERAL OF PAKISTAN
Constitution Avenue, Islamabad**

No. 201-HRM-1/CNAO/Vol-VII-KW-I/142

Dated: 28.08.2019

To

1. The Controller General of Accounts, Islamabad
2. The Military Accountant General, Rawalpindi
3. The Rector, Pakistan Audit & Accounts Academy, Lahore
4. All Directors General of Audit (FAOs)

Subject: **Eligibility Criteria for Short Term Foreign Training Courses**

In order to guide the process of considering candidature of employees of the Department applying for short term foreign training opportunities, the Auditor General of Pakistan is pleased to approve the subject Eligibility Criteria with immediate effect. These Criteria are forwarded herewith for your information, further dissemination, and necessary action, please.

2. This supersedes all previous instructions on the subject matter to the extent covered in these Criteria.


(Israr ul Haq)
Director (HRM)
28/08/19

Copy for information:

1. All Deputy Auditor Generals/DGs/Directors (Local)
2. Director to Auditor General of Pakistan.
3. Assistant Audit Officer (IT) for uploading on DAGP's Website.

104/C

OFFICE OF THE AUDITOR GENERAL OF PAKISTAN

**Eligibility Criteria
for Short Term Foreign Training Courses**

A: Purpose

1. The Eligibility Criteria are issued to guide the process of considering candidature of employees of the Department applying for short term foreign training opportunities offered by, but not limited to:

- a. The Government of Pakistan through Economic Affairs Division or any other Government agency.
- b. Foreign and/or international organizations (UN, World Bank, ADB, etc).
- c. Foreign governments (USAid, DfID, AusAid, JICA, etc).
- d. INTOSAI, ASOSAI, ECOSAI, etc. (Notified by the International Relations Wing)

B: Definitions

2. The various terms used in this document carry the following meanings:

- a. **Department:** Office of the Auditor General of Pakistan or Department of the Auditor General of Pakistan.
- b. **Employee:** An employee of the Office of the Auditor General of Pakistan or Department of the Auditor General of Pakistan.
- c. **HR Wing:** Human Resource Wing of the Office of the Auditor General of Pakistan.
- d. **Sponsoring Agency:** A local or foreign body which offers a foreign training opportunity and provide funds for the purpose
- e. **Training:** Internship, fellowship, apprenticeship, training workshop, training seminar, and other capacity building activities. However, training does not include meetings of experts, or/and symposium, and conferences inviting research papers.
- f. **Short term:** Any training activity not exceeding 04 months.

C: Applicability and Jurisdiction

3. The Eligibility Criteria shall come in to force with immediate effect. However, these criteria are not applicable to Master/MPhil/PhD degree programs.

4. All applications, except those mentioned at paragraph 5 of this document, duly recommended by the supervisory officer concerned, shall be processed by HR Wing for approval of the Auditor General of Pakistan.

5. The training opportunities offered by INTOSAI, ASOSAI, ECOSAI, etc. shall be dealt in by the International Relations & Coordination (IR&C) Wing of the Office of Auditor General of Pakistan.

D: Eligibility Requirements

6. These Eligibility Criteria are based upon the following general requirements applicable to foreign training opportunities generally notified by Economic Affairs Division meant for officers in BS-17 to BS-20:

- a. Only regular BPS-17-20 officers are eligible to apply.
- b. Those who have not completed the probationary period are not eligible to apply.
- c. Contract employees are not eligible to apply.
- d. Proficiency in English language is essential for candidates.
- e. An eligible employee is the one who is good in health and free from infectious diseases

E: Exceptions to the General Eligibility Requirements

7. Where a foreign training opportunity has been notified directly by a sponsoring agency, without involvement of EAD, other than the Government of Pakistan and does not involve any government funding, or where an employee (BS-16 and above) is willing to self-financing the training cost, he/she shall be eligible to apply. However, the candidate shall apply through proper channel and be required to obtain a No Objection Certificate (NOC) from the HR Wing prior to applying for the opportunity.

8. While considering request for the NOC, the HR Wing shall be guided by the following imperatives:

- a. Completion of probationary period.
- b. Relevance of training with the job description of the applicant.

102/c

- c. Relevance of training with future career goals of the Officers.
- d. Qualification, experience, proficiencies, age and health criterion matching with the requirements, if any, of the sponsoring agency.

9. While considering request for the NOC, the HR Wing shall be guided by the following imperatives:

- a. An employee shall not be issued NOC if she/he has already availed a foreign training opportunity during the last 12 months. This condition would not however apply to an employee who secures a scholarship for a course seminar/training abroad through open selection process without involving the Government of Pakistan.
- b. In case of his/her selection, the period of training, when the training is not more than of 20 days duration, will be treated as duty. However, when the duration of such training is more than 20 days, the employee concerned shall apply for leave of the kind due.

F: Specific Criteria

10. 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.

G: Detailed Eligibility Criteria

11. The detailed eligibility considerations for the foreign training opportunity are provided hereunder.

i. Basic Pay Scale	
If not otherwise specified by EAD/sponsoring agency, employees of following grades shall be allowed to apply for the foreign courses/seminars/trainings:	
Inter-Departmental Cadre	Departmental Cadre
- BPS-17 and above.	- BPS-17 and above.
This criterion will not be applicable to a case covered under the provisions of Section E of this document; or where EAD has allowed a BS-16 employee to apply for a particular training, subject to fulfillment of other criteria.	
ii. Upper Age Limit	
Upper age limit for different grades is as follows:	
Inter-Departmental Cadre	Departmental Cadre

10/1e

- 35 years for BPS-17
 - 42 years for BPS-18
 - 45 years for BPS-19
 - 50 years for BPS-20
- Same as for IDC

Otherwise, upper age limit specified by EAD/sponsoring agency shall apply.

In special circumstances, where training is considered essential for an employee below BPS-17 with upper age limit of 40 years, he/she may be recommended for foreign course/training.

iii. Minimum Required Qualification

Minimum required qualification would be at least a Bachelor's degree, if not specified; otherwise the minimum qualification criterion notified by EAD/sponsoring agency would apply.

iv. Disciplinary Proceedings

Application should not be forwarded by the Controlling Offices, if:

- Disciplinary proceedings are in process; and
- Penalty period has not ended by closing date of submission of application.

v. Relevance of Course/Seminar/Training to the job

For EAD Courses, the portion of FTC proforma relating to relevance of training with job responsibilities must be filled in.

For all other courses, relevance must be mentioned in detail in the application to the HR Wing.

vi. Forwarding of Application Through Proper Channel

The application must be forwarded by the Head of Department to HR Wing.

Employees on deputation are required to forward Forms through competent authority in the borrowing Government or entity.

IDC Officers working under CGA, MAG, etc. would be directly nominated by CGA and MAG Office only for short foreign courses/trainings/seminars/workshops of less than 04-month duration offered by agencies other than INTOSAI/ASOSAI/ECOSAI. However, information may be sent to (i) Administration Wing and (ii) Human Resource Management Wing of AGP Office for record.

In case of long-courses (04-month and above), nominations of IDC Officers working under CGA and MAG will be forwarded by CGA and MAG Office to HRM Wing of

180/c

AGP Office for further processing under the applicable rules/policy.	
vii. Length of Service	
If not otherwise specified by EAD/sponsoring agency, then the following minimum length of service would be required in the grade in which the officer is serving:	
Inter-Departmental Cadre	Departmental Cadre
- Termination of probationary period.	- Termination of probationary period. - At least 03 years of service.
viii. Maximum Number of Applications	
An employee can apply for maximum of two courses/seminars/trainings at a time.	
ix. Previous Foreign Trainings	
If not specified otherwise, no employee shall be allowed to attend an international course/seminar/training, notified by or through the Government of Pakistan, if he/she has availed another course seminar/training in the last one year.	
This condition would not however apply to an employee who secures a scholarship for a course seminar/training abroad through open selection process without involving the Government of Pakistan. However, it shall be mandatory for such employee to obtain NOC from HR Wing before applying for the opportunity (Reference Section E).	
x. 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-year.	
xi. Adherence to Timelines	
Applications will not be entertained if the applications are not received to HRM Wing of AGP Office at least 10 working days before the cut-off date given by EAD/sponsoring agency or as advised by the International Relations & Coordination Wing of the Office of the Auditor General of Pakistan.	
xii. Competent Authority for Approving Nomination	
The Auditor General of Pakistan will be the competent authority for approving	



99/c

nominations for all trainings. However, the final decision may vest with the Prime Minister of Pakistan, Minister for Finance, or EAD.

xiii. Intimation to HR Wing

Upon selection, all candidates shall in writing inform the HR Wing before proceeding abroad.

xiv. Compliance to Other Requirements

The officer nominated for a foreign training abroad shall not proceed to travel without fulfilling other administrative and legal requirements.

xv. Submission of Back to Office Report

All officers concerned are required to submit a detailed 5 to 6 page long back to office report on completion of the training, etc. along with presentation (not more than 12 slides) within 15 days of completion of the visit.

xvi. Submission of Training Material

A copy of the training material is required to be submitted to the Central Archives of the Office of the Auditor General of Pakistan.

xvii. Up-dating the HRMIS

Upon completion of training, the officer shall update his/her profile in the HRMIS.

