



Department of the
AUDITOR GENERAL OF PAKISTAN
Constitution Avenue, Islamabad

No. Misc/DG-HRM/2020/ 118

Dated: 04 .07.2023

To,

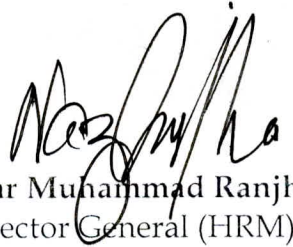
1. The Controller General of Accounts, Islamabad
2. The Military Accountant General, Rawalpindi
3. The Rector, Pakistan Audit & Accounts Academy, Lahore
4. All Deputy Auditors General, local/Karachi/Lahore/Peshawar

Subject: TRAINING CRITERIA 2023

Reference the above subject, the Auditor General of Pakistan has been pleased to approve the subject criteria. These training criteria prescribe the manners of forwarding applications of all the officers/officials (BS-11 and above) who intend to apply for any type of study programme. Therefore, these criteria are forwarded herewith for information and further dissemination to field audit and accounts offices for strict compliance.

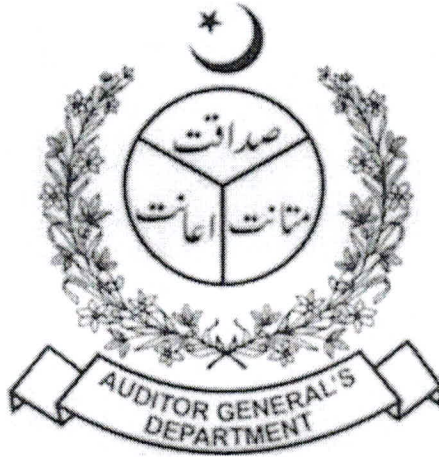
2. The Training Criteria 2023 supersedes all previous instruction issued in this regard.

Encl.: As above


(Nazar Muhammad Ranjha)
Director General (HRM)

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TRAINING CRITERIA 2023

**DIRECTORATE GENERAL
HUMAN RESOURCE MANAGEMENT
OFFICE OF THE
AUDITOR GENERAL OF PAKISTAN
ISLAMABAD**


RAASHID IQBAL
Audit Officer
Auditor General of Pakistan
Islamabad

1. Purpose & Scope

(1) The Training Criteria 2023 are issued to guide the process of considering applications of all employees of the Department intending to pursue following trainings:

- a. Long Term Training/Post Graduate Study Programme (Local/Foreign)& Foreign Fellowship
- b. Short-Term Foreign Fellowship/Training/Course/Workshop/Seminar
- c. Professional Certification
- d. Language Course
- e. Short-Term Local Training/Course/Workshop/Seminar

(2) Above listed trainings include government funded, government circulated, open merit as well as self-financed trainings.

2. Definitions

Various terms used in this document carry the following meanings:

- a. **Controlling Officer:** Different categories of controlling officers, who are required to forward the application of any employee, are broadly listed below:
 - i. Controller General of Accounts (CGA)
 - ii. Military Accountant General (MAG)
 - iii. Deputy Auditor General/Rector PAAA
 - iv. Director General in Field Audit Offices (FAOs) including Director General Performance Audit Wing (PAW)
 - v. Heads of Department in terms of SR-2(10)
 - vi. In case of deputation, employee's competent authority of the borrowing agency
- b. **Degree Programme:** For the purpose of this document, degree programme means studies undertaken to obtain Masters/MS/M.Phil. /Ph.D.
- c. **Department:** Office of the Auditor General of Pakistan (OAGP) and Department of the Auditor General of Pakistan (DAGP).
- d. **Director (Administration):** Director Administration of OAGP
- e. **Director (Establishment):** Director Establishment of OAGP

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- f. **Employee:** Inter-Departmental Cadre (IDC) officer/Departmental Cadre (DC) officer/ official of the Department.
- g. **HRM Wing:** Human Resource Management Wing of OAGP
- h. **Language Course:** Course in Arabic, Chinese, Portuguese and French Languages
- i. **Long Term:** Any training activity of 6 months duration and more. This also includes professional certifications (CMA Pakistan, ACCA UK etc) and Language Course having duration of 6 months or more.
- j. **Professional Certification:** Professional Certification includes Chartered Management Accountant (CMA) Pakistan, Association of Chartered Certified Accountant (ACCA) UK, Certified Internal Auditor (CIA) USA, Certified Fraud Examiner (CFE) USA, Chartered Institute of Management Accounts (CIMA) UK, Chartered Public Finance Accountant (CPFA), UK¹ etc.
- k. **Reporting Officer:** The officer under whose direct command the applicant is serving
- l. **Service:** Pakistan Audit & Accounts Service
- m. **Short Term:** Any training activity of less than 6 months.
- n. **Sponsoring Agency:** A local or foreign body which offers a foreign or local training opportunity and provides funds for the purpose.
- o. **Training:** For the purpose of this document, training means any post graduate study programme, fellowship, apprenticeship, training workshop, training seminar, short-term local courses (including Continuous Professional Development Courses) conducted by Pakistan Audit & Accounts Academy (PAAA), Performance Audit Wing (PAW), Pakistan Planning & Management Institute (PPMI), Pakistan Manpower Institute (PMI), Secretariat Training Institute (STI) and any other local training institutes and other capacity building activities within and outside Pakistan. However, it does not include meetings of experts, or/and symposia and conferences inviting research papers.

3. Applicability and jurisdiction:

- a. The Training Criteria shall come into force with immediate effect & until further orders.

¹ Case will be taken up with Finance Division to include CPFA in the Incentive Scheme of Studies of DAGP

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- b. It supersedes all previous instructions/criteria/policies.
 - c. All NOCs processed under any previous instructions/criteria/policies will be dealt with as per instructions/criteria/policies contained in this document. However, any anomaly in this regard will be referred to HRM Wing for clarification
 - d. If there is a specific instruction/criterion/procedure issued for a training then it will prevail over instruction/criterion/procedure contained in this document.

4. General Procedure to Apply for NOC

Interested employees may apply for NOC through following procedure, as the case may be:

- a. All applications (except applications for short courses of PAAA, PAW, PPMI, PMI, STI etc., professional certifications, language courses) on Form 1 (**Annex A**) for NOC to apply, having endorsement of reporting officer, shall be forwarded through the Controlling Officer to HRM Wing.
- b. If the training programme is not circulated by HRM Wing, the applicants are required to provide brochure/flyer containing complete information about the study programme applied for, along with their application.
- c. For short courses of PAAA, PAW, PPMI, PMI, STI etc., professional certifications and language courses, Form 1 is not required.
- d. For Continuous Professional Development (CPD) courses at PAAA, HRM Wing has the prerogative to nominate IDC officers of BS-17-20, posted in field audit offices (including OAGP) and field account offices (including CGA, MAG, MOFA, Railways HQ) etc.
- e. For courses of PAAA other than mentioned in Para. 4 (d) above; PAW, PPMI, PMI, STI, etc, if not specified otherwise, the nominations may be sent directly to the institute through reporting/controlling officer, under intimation to HRM Wing.
- f. In respect of nominations for courses mentioned in Para. 4 (e) above, following may be ensured:
 - i. Field Audit Offices may set a certain percentage of total workforce to be nominated for short courses throughout the year, subject to the condition that audit assignments are not compromised and budgetary provision is available.

- ii. PAAA and PAW may plan training activities in such a manner that audit related courses are scheduled during lean period.
- iii. An officer or official shall not be nominated for short courses more than 3 times a year. In this regard, PAAA may match the nominations with previous attendance data and inform the Head of Department to withdraw the nomination
- g. For professional Certifications and language courses, applications of IDC officers on plain paper, having endorsement of Head of Department, shall be forwarded through Controlling Officer to HRM Wing for issuance of NOC.
- h. If not specified otherwise, applications of DC employees for any study programme within Pakistan may not be forwarded to HRM Wing for NOC as all Directors General of Field Audit Offices/Rector PAAA and DG (B&A) of OAGP are empowered being heads of department in terms of SR-2(10) to grant departmental permission/NOC to apply for study programmes within Pakistan for DC officers/officials (BS-01 to 18)²

Explanation:

For DC officers/officials in FAOs/DAGP, the controlling officer is DG/DAG concerned, including Rector PAAA; and

For DC officers/officials in OAGP, controlling officer is DG B&A.

- i. The HRM Wing will process the applications for NOC to apply for foreign fellowship and foreign /local degree programmes only through the Scholarship Scrutiny Committee (SSC) for approval of competent authority.
- j. For all trainings in which applications are forwarded to HRM Wing, NOC to apply issued by HRM Wing is sufficient. However, before proceeding abroad, the employee shall submit surety bond and undertaking to Director Admn in case of IDC officer and Director Establishment in case of DC officer/official for the period as mentioned in Para 6(g)(i) or for the period determined by EAD, as the case may be, under intimation to HRM Wing. If surety bond and undertaking are forwarded to EAD, attested copies of the same must be provided to Director Admn or Director Establishment, as the case may be and HRM Wing for record.
- k. NOC issued by HRM Wing will be valid for one year from the date of its issuance. Open NOC without mentioning programme, university, year, mode of financing, duration etc will not be granted.

²Establishment Wing, OAGP's letter No. 814/Estt-C/17-2010, dated 07.08.2019

l. Recommendations for nominations for short term foreign trainings in respect of IDC officers working under CGA, MAG, etc. shall be sent directly to sponsoring agency/EAD by CGA, MAG, etc., as the case may be, under intimation to Director Administration, OAGP.

m. The training opportunities offered by INTOSAI, ASOSAI, ECOSAI and similar international bodies shall be processed by the IR&C Wing of OAGP.

n. Regularization of training period for IDC officers (for treating on duty or grant of leave or combination of both) and grant of NOC to proceeding abroad will be processed by Director Administration, OAGP.

o. Regularization of training period for DC officers/officials (for treating on duty or grant of leave or combination of both) and grant of NOC to proceeding abroad will be processed by Deputy Auditor General concerned/ Deputy Auditor General (A&C) through Director Establishment/DG FAO/DG (B&A) in OAGP, as the case may be, under the prevailing rules and practice.

5. Specific Criteria

The Criteria provided in this document shall be read with the specific criteria notified by EAD/the respective sponsoring agency/OAGP in each case.

6. Detailed Criteria

The detailed eligibility considerations for the training opportunity are provided as follows:

a. Basic Pay Scale

If not otherwise specified by EAD/sponsoring agency/OAGP, all officers/officials of BPS-11 and above shall be allowed to apply for the training.

b. Minimum required qualification


If not otherwise specified by EAD/sponsoring agency/OAGP, there is no minimum required qualification to apply for trainings mentioned in these criteria.

c. Age Limit:

If not otherwise specified by EAD/sponsoring agency/OAGP, there is no age limit to apply for trainings mentioned in these criteria.

d. Conditions for Ineligibility

(1) Applications should not be forwarded by the Controlling Officers, if


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Islamabad

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

(2) For all applications received in HRM Wing from Controlling Officers, it will be assumed that controlling officer, while forwarding applications, has ensured that the conditions mentioned above as "i" and "ii" have been fulfilled and that the employee is eligible in all respects for grant of NOC.

e. Relevance of discipline to the job

Discipline chosen must be relevant to current posting and future needs of the Service and Department as specified in the approved list of Priority Areas of Study, amended from time to time.³

f. Length of service

- i. If not otherwise specified by EAD/sponsoring agency, eligibility of a civil servant to avail open merit scholarship programme abroad is subject to the condition that the applicant has completed probationary period and the same was formally terminated by the competent authority before availing the scholarship⁴. Same condition is imposed for fellowship and self-financed foreign study programmes.
- ii. For DC employee (BS-1 to 18), 2 years' service after formal termination of probationary period is mandatory.

g. Surety bond and undertaking

- i. Bond period is 5 years for Ph.D, 3 years for Master degree and 6 months for any course/diploma/fellowship up to 1 year.
- ii. Surety bond and undertaking are required from the employees intending to pursue the following:
 - a) Long Term Training (i.e. Local and Foreign Post Graduate Study Programme) & Foreign Fellowship
 - b) Short-Term Foreign Fellowship/Training/Course
- iii. For local trainings, especially long-term post graduate study programme, professional certifications and language courses etc., if the employee intends to pursue the same in the evening/on weekends/online without compromising official work, there is no need to provide surety bond, however an undertaking about official work would be required.
- iv. If an employee decides to pursue the abovementioned trainings on full time basis by taking leave, he/she is required to submit leave application

³Priority 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)

⁴Establishment Division's O.M. No. 9/2/2017-T-III, dated 27.02.2020

to Director Administration in case of IDC officers and the appropriate competent authority, through Director Establishment, in the case of DC employees for grant of leave.

- v. All the employees have to complete the surety bond period of their previously availed study program before applying for another programme for which provision of surety bond and undertaking is essential.
- vi. For the purpose of signing Surety Bond of the officer, intending to avail scholarship/fellowship program through EAD, authorities have been defined in HRM Wing's Circular No. 360-HRM-I/Misc Circular/236, dated 31.08.2018. **(Annex-C)**
- vii. For foreign trainings offered by EAD, period of surety bond and undertaking fixed by EAD will prevail.

h. Adherence to timelines

Applications will generally not be entertained if not received in HRM Wing at least 15 working days before the cut-off date given by EAD/sponsoring agency, as mentioned in this office Circular No. 367-HRM-I/Meeting Minutes/SSC/Vol-I/KW/319, dated 11.11.2022 **(Annex-D)**

i. Competent authorities for granting NOC

- i. **Auditor General of Pakistan** is competent authority to grant NOC for **BPS-20 and above.**
- ii. **Deputy Auditor General (Administration & Coordination)** is competent to grant NOC for **BPS 19 and below.**

j. Compliance to other requirements

The employee intending to pursue trainings abroad shall not proceed to travel abroad without fulfilling other administrative and legal requirements. Copy of NOC will be forwarded by HRM Wing to Director Administration and/or Director Establishment, as the case may be.

k. Updating the HRMIS Database of OAGP

Upon proceeding and completion of training, it shall be the responsibility of the HRM Wing to update the HRMIS.

7. Specific provision to Regularize Degree Programme Period

The total period of study-leave or on-duty study should not exceed four (4) years in all trainings⁵. In case there is a need of more than four (4) years, that period shall be separately regularized by Director Administration for IDC officers and the competent authority for DC employees in the form of LFP, LHP or EOL as per available leave account or requirement of the officer.

8. Scholarship Scrutiny Committee (SSC)

a. SSC in OAGP, HQ, Islamabad, shall consider applications of all employees for foreign degree programmes and foreign fellowship (long-term and short-term) programmes. However, local degree programmes of DC employees shall not be presented to SSC for consideration (see Para. 4(h) of this document)

b. The committee shall be headed by a Deputy Auditor General, assisted by two Directors General and secretariat support shall be provided by HRM Wing.

c. The Committee shall scrutinize applications for issuance of NOC to apply, keeping in view the following conditions:

i. The scholarships/fellowships/self-financed foreign and local study program applied for will benefit the department.

ii. The officer is eligible for scholarship/fellowship/self-financed foreign and local long-term study program as per other provisions of these criteria.

d. The Committee will recommend addition/deletion in the disciplines mentioned in approved list of priority areas of study (**Annex-B**), for approval of the Auditor General of Pakistan.

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.**

STUDY PROGRAM'S NOC TO APPLY
FORM: 1

(This form is integral part of Approved Training Criteria 2023)

Name of the Officer: _____

PA&AS

DC

Designation & BPS: _____

Date of Birth & Date of Joining Service: _____

Office Name: _____

Contact Number: Office: _____ Mobile: _____

Reporting Officer (Name): _____

Name of Program applied for: _____

Year of the program & Duration: _____

Level of Study/Fellowship: _____

Mode of Financing: _____

Discipline Chosen: _____

Last Date to Apply: _____

Has the probationary period been Terminated (PA&AS only)?: _____

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

Previous Foreign Study Details: _____
(Bachelors onward. Mention Discipline, level, duration, year)

Previous Local Study Details: _____
(Bachelors onward. Mention Discipline, level, duration, year)

Disciplinary proceedings pending/in Process/Penalty period ended or not, if Any: _____


Signatures of the Applicant (Name with Designation)

Dated:

Signatures of the Reporting Officer (Name with Designation)

Dated:

- (After signed by Reporting officer, DC officers/officials of AGP HQ, Islamabad are required to submit this Form 1 to HR Wing through Admn-I alongwith a Certificate of Admn-I regarding No Disciplinary Proceedings, no objection on applying and brief service history. All other FAOs DC officers/officials will provide No Disciplinary Proceedings Certificate from their respective Admn through Controlling Office alongwith their applications on this Form 1 and service history)
- (This Form 1 may be forwarded to HRM Wing, AGP Office, Islamabad with covering letter of Controlling Office. Reporting Officer and Controlling Officer have been defined in Training Criteria, 2023)
- (For details of previous local and foreign studies, use separate page if required)


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Audit Officer
Auditor General of Pakistan
Islamabad

APPROVED LIST OF PRIORITY AREAS OF STUDY

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 ➤ Infrastructure/Civil Works Management/Engineering 	<ul style="list-style-type: none"> ➤ Contracts/Procurement Management ➤ Economic Development/Management ➤ Public Private Partnership ➤ Debt Management/Youth Loan ➤ Occupational Health & Safety ➤ Investment/Banking/Fund ➤ Certified Financial Analyst 	<ul style="list-style-type: none"> ➤ Public Policy Analysis ➤ Food Security/Safety ➤ Data Analysis/Big Data ➤ Disaster Management ➤ Human Resource Management* ➤ Law *
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(* Discipline added as per approval of AGP vide Para. 35/n, Note P.10/N, File No. 367/HRM-I/Meeting Minutes/SSC/Vol-II, dated 16.11.2022)

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Islamabad

ANNEXURE - B



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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 Audit Officer
 Auditor General of Pakistan
 Islamabad



Department of the
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ANNEXURE - D

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No. 367-HRM-I/Meeting Minutes/SSC/Vol-I/KW/319

Dated: // .11.2022

CIRCULAR

Subject: **FORWARDING OF APPLICATIONS FOR GRANT OF NOCs**

It is observed that applications of officers in respect of grant of NOCs for study programs/trainings and job opportunities in international organizations are received in this office with serious deficiencies. In this regard, instructions/guidelines have been issued from time to time; however, the needful is not done. It is therefore instructed that while forwarding applications to this office for grant of any type of NOC, following must be ensured:

- The applications of those officers must not be forwarded to this office against whom disciplinary proceedings are in process/decision against any appeal is pending or in case of imposition of penalty, the penalty period has not expired. This aspect must be taken care of especially in case of departmental cadre officers.
- The Heads of Departments must ensure that applications are complete in all respects in line with prevailing eligibility criteria.
- The applications for NOCs must reach this office 15 working days before the deadline (or as per time limit mentioned separately in a particular case) for any study program/job opportunity.
- It must be ensured that all requisite documents, either needed by this office or by sponsoring agency are attached with the application.

2. It is hoped that above instructions/guidelines will be followed in letter and spirit. However, it is clarified that incomplete applications and/or applications received late/near the deadline will not be entertained from now onwards.

Ahmar Elahi
(Ahmar Elahi)
Director General (HRM)

Distribution:

AAO (IT), AGP Office with the request to upload on DAGP website

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Audit Officer
Auditor General of Pakistan
Islamabad