



Department of the
AUDITOR GENERAL OF PAKISTAN
Constitution Avenue, Islamabad

No. 195-HRM-I/Trg. Policy/Vol-II/C/131

Date. August 28, 2017

To,

1. Controller General of Accounts;
2. All Deputy Auditor Generals;
3. All Director Generals / Directors;

Subject: CONTINUED PROFESSIONAL EDUCATION OF OFFICERS / OFFICIALS

Your kind attention is invited on the subject matter. Under Revised Training Policy 2010, Continued Professional Education (CPE) is an essential element of capacity building of employees throughout their professional carrier. For this purpose, each head of office have to ensure that all officers / officials get due exposure to appropriate trainings relevant to their jobs as per following mandays (copy of the relevant portion enclosed):

S. No.	Grade	Average Number of days per quarter	Number of days per year
1	20	2.5	10
2	19	3	12
3	16-18	4	16
4	5-15	5	20
5	1-4	2	8

2. It is however observed that policy in this regard is not followed / partially followed by some F.A.Os and very low nominations for the training courses for local as well as foreign are received in the HRM-Wing. The competent authority has desired that instructions in this regard please be observed in letter and spirit.

3. This has the approval of DAG (A&C).


Adnan Rafique
Director General (HRM)

encl: a.a

7. Continued Professional Education

Training opportunities help employees grow, therefore, continued professional education remains one of the core aims. The development opportunities are not limited to improving employees performance on their current jobs, rather development represents efforts to help an individual acquire capabilities beyond those required by the current job, and help him/her in personal development. Management development consists of all learning experiences provided by an organization to upgrade knowledge and attitudes, or develop skills in order to improve current or future management performance. To help achieve this aim, every head of office will ensure that all officers/officials get due exposure to appropriate trainings relevant to their jobs for appropriate/minimum number of days as under;

S. No.	Grade	Average No. Of days/quarter	No. Of days per year
1.	20	2.5	10
2.	19	03	12
3.	16-18	04	16
4.	05-15	05	20
5.	01-04	02	8

8. APPROVING AUTHORITY

The approving authorities for local and foreign trainings will be as under:

APPROVING AUTHORITIES FOR TRAINING

BPS	Foreign Training		Local Training	
	Short	Long	Short	Long
22	AGP	---	AGP	----
21	AGP	----	AGP	----
20	AGP	AGP	Addl. AGP-I	Addl. AGP-I
19	AGP	AGP	----- do -----	DAG (A & C)
18		AGP	----- do -----	----- do -----
17			----- do -----	----- do -----