



**THE RECTOR**  
**PAKISTAN AUDIT & ACCOUNTS ACADEMY,**  
(Department of the Auditor General of Pakistan)  
Central Government Offices Building, Gulberg-III, Lahore.

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PAAA/CDMDU/Misc/2017 347

Dated: 23-09-2019

To


**Mr. Sami Ullah Khan Niazi**  
Deputy Director (HRM)  
O/o Auditor General of Pakistan

Subject: **Skills Based Course for Newly Inducted Officers (IDC)**

With reference to your letter No. 342/TRG/PAAA/SBC.DCOfficers/2018/3/16 dated 2<sup>nd</sup> August, 2019 on the subject cited above.

The draft syllabus for Newly Inducted Officers has been revised as desired. The said course is possibly extended for two days. One complete day has been allocated for discussion on Accounts related topics, and the other day has been covering Emerging Areas of Auditing as proposed in above referred letter. The revised syllabus is attached for kind approval.

This issues with the approval of worthy Rector.

  
**Tehreem Razaqat**  
Deputy Director (CD&MDU)

Encl: As above

for  
30/9  
AAO (TRG)  
10/9/19  
for AAO (TRG)



Office Of The  
**AUDITOR-GENERAL OF PAKISTAN**  
Constitution Avenue Islamabad

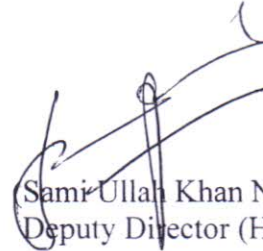
No.342/TRG/PAAA/SBC.DCOfficers/2018/ 49

Dated: 22.10.2019

**Notification**

The competent authority has been pleased to approve the revised syllabus of skill based course of newly inducted IDC officers to be conducted by Pakistan Audit & Accounts Academy, Lahore.

Encl: as above.

  
(Samir Ullah Khan Niazi)  
Deputy Director (HRM)

CC:

- i. The Director General (IT) for notification on the website.
- ii. The Director to AGP, Local.
- iii. The Deputy Director (CDMDU), Pakistan Audit & Accounts Academy, Lahore with reference to their letter No.PAAA/CDMDU/Misc/2017/347 dated 23.09.2019.

Director General (IT)

25 OCT 2019

Dairy No: 187

**10 Days Course on Induction into Inter-Departmental Cadre**

**Day 1**

**Domain : Introduction to DAGP & its Constitutional Mandate**

Time Allocation	Learning Objectives	Contents	Activities	
			Knowledge Set	Skill Set
<b>Registration of participant</b>				
09.00 To 09.30	Overview of Department of Auditor General of Pakistan and CGA	<p><b>Introduction to DAGP:</b></p> <ul style="list-style-type: none"> <li>➤ The AGP role in accountability and transparency.</li> <li>➤ DAGP roles and responsibilities.</li> <li>➤ AGP's Process of maintaining Partnership with different stakeholders.</li> <li>➤ AGP'S Vision, Mission, Core Values and Quality.</li> <li>➤ Office structure of DAGP all wings of DAGP</li> <li>➤ Coordination between different Wings of DAGP</li> </ul> <p><b>Introduction To CGA ordinance</b></p> <ul style="list-style-type: none"> <li>➤ Powers / Functions of the Controller General of Accounts</li> <li>➤ Background of CGA ordinance</li> <li>➤ Delegation of powers</li> <li>➤ Power to make regulations</li> <li>➤ Offices working under the CGA.</li> <li>➤ Reporting structure of CGA</li> </ul>	i. PPT ii. Handouts of DAGP and CGA ordinance	Assignment/ Presentation/ Class Activity For Day 03. Participants may be asked to prepare a presentation on "Conduct/ Behavior during audit activity" to be present on day Three.
<b>Session 1</b>				
09.30 To 10.30				
10.30 To 11.00 Tea Break				

**Domain : AGP Strategic Plan**

Time Allocation	Learning Objectives	Contents	Activities	
			Knowledge Set	Skill Set
<b>Session 2</b>  <b>11:00</b> <b>To</b> <b>01:30</b>	<b>To improve Understanding of AGP's strategic plan</b>	<p><u>AGP's Strategic Plan:</u></p> <ul style="list-style-type: none"> <li>➤ Strategy and how to develop strategy; types of strategies</li> <li>➤ Vision, Mission, core values for strategic</li> <li>➤ Strategic issues</li> <li>➤ Prioritize issues and goals of current strategic plan:</li> <li>- <b>Goal 1:</b> Improving financial and organizational independence</li> <li>- <b>Goal 2:</b> Development of professional and institutional capacity</li> <li>- <b>Goal 3:</b> Developing communication and cooperation with internal and external stakeholders</li> <li>- <b>Goal 4:</b> Use of modern audit techniques and technologies</li> <li>- <b>Goal 5:</b> Improving internal governance</li> </ul> <p>➤ Audit strategy:</p> <ul style="list-style-type: none"> <li>- The DAGP commitments and challenges</li> <li>- Alignment with current and emergent Challenges                             <ul style="list-style-type: none"> <li>• Enhanced audit coverage and responsibility</li> <li>• Greater demand of accountability</li> <li>• Expected privatization of public Enterprises</li> <li>• New initiatives</li> <li>• Increased foreign assistance</li> </ul> </li> <li>• Audit of Non-Governmental sector</li> </ul>	i.PPT ii. Hand out of strategic plan	

		<ul style="list-style-type: none"> <li>➤ Strategy for audit:             <ul style="list-style-type: none"> <li>• Perspective audit plan</li> <li>• Perspective Plan for emerging areas</li> <li>• Projected cost benefit ratio</li> <li>• Resource requirement</li> <li>• Budget Requirement</li> <li>• Implementation, monitoring and evaluation of strategic plan.</li> </ul> </li> </ul>		
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01:30 To 02:30 Namaz & Lunch Break

**Domain: Code of Ethics and Conduct Rules**

Time Allocation	Learning objective	Contents	Activities	
			Knowledge Set	Skill Set
<p><b>Session 3</b></p> <p>02:30 To 04:00</p>	<p>Discussion of good ethical behavior and code of conducts</p>	<p><u>AGP's Code of Ethics and Standards.</u></p> <ul style="list-style-type: none"> <li>➤ Fundamental ethical values</li> <li>➤ Integrity and Independence.</li> <li>➤ Objectivity and Impartiality.</li> <li>➤ Competence and Professional behavior.</li> <li>➤ Confidentiality and Transparency.</li> </ul> <p><u>The Conduct Rules 1964:</u></p> <p>This training session will develop the behavior of employees as per The Conduct Rules 1964.</p> <ul style="list-style-type: none"> <li>➤ Its Includes the Rule Provision on Following items:</li> <li>➤ Acceptance of foreign awards</li> <li>➤ Public demonstration in honor of Government servants</li> <li>➤ Gift to medical officers</li> <li>➤ Subscriptions</li> <li>➤ Lending and borrowing</li> </ul>	<p>i. Ppt ii. Handout of Code of ethics &amp; conduct rules</p>	<p>Exercise of conduct rules (Annex-A)</p>

