



GOVERNMENT OF PAKISTAN
AUDITOR-GENERAL OF PAKISTAN



No.225-HRM-I/JICA-JAPAN/EAD

Islamabad, the 25th August , 2025

OFFICE MEMORANDUM

SUBJECT: JICA DEVELOPMENT STUDIES PROGRAMME ON SDGS GLOBAL LEADER JFY 2026

The Economic Affairs Division (EAD), Islamabad vide e-O.M. No. 1(59) Japan-II-2025 , dated 19.08.2025 has invited nominations **latest by 03.10.2025** for Japan International Cooperation Agency (JICA) fully funded only one seat for both subject long-term programme in "Master Degree- 2 Years and Doctoral Degree- 3 Years" in Japan (OM attached).

Documents Required: JICA has informed that candidate must submit SDGs Global Leader application form, declaration of desired University, Research Plan and Career Plan, Medical History, Graduate Certificate, Academic Transcript, English Test Certificate and EAD's Undertaking and Surety Bond and FTC Proforma as advised in GI Booklet uploaded on EAD's website. (soft copy of GI Booklet also available with Office Memorandum on DAGP website).

Eligibility Criteria: The applicant should:

1. Be Young or Middle Government Official
2. Be thirty five (35) years of age in principle (as of April 1 2026) for Master Degree Program
3. Be forty (40) years of age in principle (as of April 1 2026) for Ph.D program
4. Have a Bachelor's Degree for Master Program and Master's Degree for Ph.D Program
5. Proficient in spoken and written English.
6. Not be receiving nor planning to receive another scholarship during the program.

SDGs Global leader application Form along with Health Certificate and specimen of surety bond, undertaking and FTC Performa can be downloaded from EAD's website www.ead.gov.pk under "Foreign Trainings" link in "Forms" and also available on JICA's website www.jica.go.jp/pakistan/english/index.html

The selected officers will be required to submit **Post-Degree Report/certificate** to EAD on priority basis.

Interested officers of BS-17 and above (DC officers of field audit offices/PAAA/PAW/OAGP only) who are eligible as per criteria mentioned in EAD's above referred O.M. read with Training Criteria 2023 (available at DAGP website) are requested to forward their applications to HR Wing on or before **19.09.2025 (Friday)** positively through their controlling officers on attached Form 1 alongwith necessary documents for grant of No Objection Certificate to apply and forwarding of nominations to EAD. **IDC officers posted under CGA and MAG shall route their applications through CGA and MAG offices to HR Wing, AGP Office.**

Hashim Raza
(O/B) Director General (HRM)

FABS/OPERATIONS (Wing),
Maqbool Ahmad Gondal
Controller General of Accounts
Controller General of Accounts,
Islamabad

Military Accountant General (Wing),
Kashif Ahmad Noor
Military Accountant General
Kashmir Road Rawalpindi Cantt,
Rawalpindi

All Deputy Auditors General
Local Karachi Lahore Peshawar

All Directors General
Local Islamabad Karachi Lahore Peshawar Quetta Muzaffarabad Gilgit

Copy for information to:-

1- Irum Gull, AAO (IT), AGP, Islamabad

Hashim Raza
(O/B) Director General (HRM)

Rashid Iqbal
Audit Officer (HRM-I)
25 August, 2025, 02:07:36 PM



No.1(59)JAPAN-II-2025

Islamabad, the 19th August , 2025

OFFICE MEMORANDUM

SUBJECT: JICA DEVELOPMENT STUDIES PROGRAM ON SDGS GLOBAL LEADER JFY 2026.

The undersigned is directed to state that the Japan International Cooperation Agency (JICA) has offered fully funded **one seat** for subject long-term program in **“Master Degree- 2 Years and Doctoral Degree- 3 Years” in Japan**. All concerned Ministries / Departments are requested to send nomination of suitable officer who fulfills the admission requirement as advised in G.I Booklet, to the undersigned by **03-10-2025**. JICA has informed that candidate must submit SDGs Global Leader application form, declaration of desired University, Research Plan and Career Plan, Medical History, Graduate Certificate, Academic Transcript, English Test Certificate and EAD's Undertaking and Surety Bond and FTC Proforma as advised in [GI Booklet uploaded on EAD's website](#).

Program Objective

To develop high level human resources who would contribute to appropriate policy decision and its implementation for tackling political and developmental issues in respective fields. To establish and maintain mid and long term good relations between the target countries and Japan.

Eligibility Criteria:-

The applicant should:

1. Young or Middle Government Official.
 2. Be thirty five (35) years of age in principle (as of April 1st 2026) for Master Degree Program
 3. Be forty (40) years of age in principle (as of April 1st 2026) for Ph.D program
 4. Have a Bachelor's Degree for Master Program and Master's Degree for Ph.D Program
 5. Proficient in spoken and written English.
 6. Applicants must not be receiving nor planning to receive another scholarship during the program.
2. SDGs Global leader application Form along with Health Certificate and specimen of surety bond, undertaking and FTC Performa can be downloaded from EAD's website www.ead.gov.pk under “Foreign Trainings” link in “Forms” and also available on JICA's website www.jica.go.jp/pakistan/english/index.html.
3. In case of selection of officer, the concerned Ministries/Division/Department are requested to ensure timely relieving of the officer along with NoC. Furthermore, the concerned officer may be directed to submit **Post-Degree Report/certificate** to this Ministry on priority basis.

Muhammad Ishtiaq Akbar
SO (Japan-II)

Administration (Wing),
Kamran Ali Afzal
Cabinet Secretary

Cabinet Division,
Islamabad

Establishment (Wing),
Inamullah Khan Dharejo
Secretary Establishment Division
Establishment Division,
Islamabad

PUBLIC (Wing),
Muhammad Shakeel Malik
Secretary To The President
AIWAN -E- SADR,
Islamabad

Administration (Wing),
Nadeem Aslam chaudhary
Special Secretary (PAU)
Islamabad,
Islamabad

Admin (Wing),
Imdad Ullah Bosal
Secretary Finance
Ministry of Finance, "Q" Block Pak secretariat, Islamabad,
Islamabad

Non Formal & Spl. Education/S.Welfare (Wing),
Nadeem Mahbub
Secretary (Education)
1st, 2nd floor of Block-C and 2nd Floor of D-block, Pak Secretariat,
Islamabad

Secretary Office (Wing),
Hamed Yaqoob Sheikh
Secretary Housing
1st and 2nd floor, Block B, Pak Secretariat, Islamabad.,
Islamabad

IT (Wing),
Zarrar Hasham Khan
Secretary IT
Ministry Of Information Technology & Telecommunication, 7th Floor, Kohsar Block, Pak Secretariat,,
Islamabad

Administration Wing (Wing),
Ambreen Jan
Secretary MoIBC
Ministry of Information and Broadcasting,
Islamabad

Administration (Wing),
Amna Baloch

Rashid Iqbal
Audit Officer (HRM-I)
20 August 2025, 03:38:17 PM

Foreign Secretary
Foreign Office Building 3rd & 6th Floor. (3rd Floor - Server Room) Constitution Avenue G-5,
Islamabad

Admn & Organization Wing (Wing),
Mohyuddin Ahmad Wani
Secretary IPC
2nd Floor, Kohsar Block, Pak. Secretariat,
Islamabad

Admin (Wing),
Muhammad Khurram Agha
Secretary of Interior
Ministry of Interior, R-Block, Pak Secretariat,
Islamabad

Admin (Wing),
Zafar Hasan
Secretary Kashmir Affair, Gilgit Baltistan & SAFRON
1st Floor, R-Block, Pak Secretariat, Islamabad.,
Islamabad

Admin (Internal) (Wing),
Raja Naeem Akbar
Secretary LAW & Justice
Ministry of Law and Justice,
Islamabad

Admn (Wing),
Syed Zafar Ali Shah
Secretary Maritime Affairs
Kohsar Block, 8th Floor Constitution Avenue, Islamabad,
Islamabad

Admn (Wing),
Amir Mohyuddin
Secretary
B Block , 4th Floor ,Pak Secretariat,
Islamabad

Emigration Wing (Wing),
Nadeem Aslam Chaudhary
Secretary(MoPHRD)
Ministry of Overseas Pakistanis & Human Resource Development 5TH & 6TH FLOOR, BLOCK-B, PAK. SECRETARIAT,
ISLAMABAD,
Islamabad

Syed Mazhar Ali Shah
Secretary (Railways)
4th Floor, Block D Pak. Secretariat,
Islamabad

Admin (Wing),

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Audit Officer (HRM-I)
20 August, 2025, 03:38:17 PM

Sajid Baloch
Secretary Science and Technology
Ministry of Science and Technology,
Islamabad

Admin (Wing),
Ali Sher Mahsud
Federal Secretary (MoCommunication)
Ministry of Communications,
Islamabad

Admin (Wing),
Dr Muhammad Fakhre Alam Irfan
Secretary
Ministry of Energy Power Division, Islamabad,
Islamabad

Admin (Wing),
Awais Manzur Sumra
Secretary Planning
Planning Commission,
Islamabad

Development (Wing),
Aisha Humera Ch
Secretary Climate Change
LG and RD Complex, Sector G-5/2,
Islamabad

Administration (Wing),
Jawad Paul
Secretary
Commerce Division,
Islamabad

Admin (Wing),
Saif Anjum
Secretary Industries & Production
A Block Pak Secretariat, Islamabad,
Islamabad

Administration (Wing),
Hamed Yaqoob Sheikh
Federal Secretary of MoNHS
Ministry of National Health Services Regulations and Coordination,
Islamabad

Admin (Wing),
Syed Ali Murtaza
Federal Secretary
6 Ataturk Avenue, G-5/1, Islamabad,
Islamabad

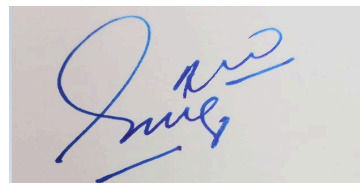
Rashid Iqbal
Audit Officer (HRM-I)
20 August , 2025, 03:38:17 PM

Policy (Wing),
Rashid Mahmood
Secretary
Ministry of Finance, Revenue And Economics Affairs, 6th Floor, FBR(Hqrs), Constitution Avenue, Islamabad.,
Islamabad

Special Investment Facilitation Council (Wing),
Jamil Ahmed Qureshi
Secretary SIFC
Prime Minister's Office Special Investment Facilitation Council Islamabad.,
Islamabad

Copy for information to:-

- 1- Niamatullah Khan, DS (Admn), EAD, Islamabad
- 2- Muhammad Aslam Khan, DPO (Dir (CC), EAD, Islamabad
- 3- Hashim Raza, Director General (HRM), AGP, Islamabad
- 4- Vacant Post, Joint Secretary Training, ESTAB, Islamabad



Muhammad Ishtiaq Akbar
SO (Japan-II)

Rashid Iqbal
Audit Officer (HRM-I)
20 August , 2025, 03:38:17 PM



JICA Knowledge Co-Creation Program for Long Term Participants (JICA Development Studies Program)

General Information on SDGs Global Leader JFY2026

This handout provides an overview of the “SDGs Global Leader” program/course, which is one of Japan International Cooperation Agency (JICA)’s Knowledge Co-Creation Program (Long-Term). The program will be implemented as part of the Official Development Assistance of the Government of Japan based on bilateral agreement between respective governments.

The objective of the Knowledge Co-Creation Program (Long-Term) is to offer opportunities to people from developing countries to study at higher educational institutions in Japan and to help them build their network of people. This is intended to assist in the human resource development plans of the governments of developing countries and Japan, and eventually to expand and strengthen bilateral ties between the developing countries and Japan.

0. Background

What is JICA Knowledge Co-Creation Program (KCCP)

The Japanese Cabinet revised the Development Cooperation Charter in June 2023, which stated, "In its development cooperation, Japan has maintained the spirit of jointly creating things that suit partner countries while respecting ownership, intentions and intrinsic characteristics of the country concerned based on a field-oriented approach through dialogue and collaboration. It has also maintained the approach of building reciprocal relationships with developing countries in which both sides learn from each other and grow and develop together." JICA believes that this 'Knowledge Co-Creation Program' will serve as a foundation of mutual learning process.

What is JICA Development Studies Program (JICA-DSP)

Japan is the very first country and still is one of the very few countries that has modernized from a non-Western background to establish a free, democratic, prosperous, and peace-loving nation based on the rule of law, without losing much of its tradition and identity. With such belief, JICA invites future leaders from partner countries to Japan under KCCP, and offers them opportunity to learn about Japan's unique modernization and development experiences. This special program is called, JICA Development Studies Program (JICA-DSP).

JICA-DSP is provided to all participants of KCCP during their stay in Japan. JICA will offer participants various opportunities through which they can learn about Japan's modernization and development experiences.

<https://www.jica.go.jp/english/activities/schemes/dsp-chair/index.html>

1. Overview

Until now, JICA has provided training programs as a part of technical cooperation in various fields. In order to strengthen networks between the target countries in respective fields, JICA established a new long-term training program to foster young/middle-aged bureaucrats, academicians and leading human resources in various fields of target countries who are capable of influencing policy making processes in their countries or contributing to socioeconomic development in the near future.

The new program/course, "SDGs Global Leader" was established in JFY 2019 under the framework of JICA Development Studies Program (JICA-DSP) for the purpose of promoting the cooperation of sustainable development in the world.

The program/course will offer participants with special curriculums on Japanese developmental experience (JICA-DSP) and internships, if necessary, in addition to obtaining a Master's or PhD. degree.

Voice of Trainee

Through JICA's **Knowledge Co-Creation Program**, I pursued my PhD at Hiroshima University, and I cannot put into words what my study in Japan means to me. It was not just an academic journey; it changed my life, built my confidence, and broadened my vision. Weekly seminars made us look into global issues and their solutions, while world-class faculty, cutting-edge labs, field visits, and global conferences opened endless horizons. My family and I embraced Japan's rich culture, ethics, and language, supported every step by JICA's warm, family-like care.

For those aspiring to join JICA programs, it's a fantastic opportunity to gain valuable experience and contribute to development. JICA emphasizes mutual understanding and learning, so be prepared to engage with diverse cultures and perspectives. Focus on your studies, embrace the learning experience, and remember your contributions can make a lasting impact.

Dr. Nausheen Atta

Phd International Economic Development (JICA scholar),
Hiroshima University
Planning & Development Board, Government of Punjab



2. Objectives

- (1) To develop high level human resources who are capable of contributing to appropriate policy decisions and its implementation for tackling political and developmental issues in respective fields.
- (2) To establish and maintain mid and long-term amicable relationships between target countries and Japan.

3. Course Outline

The course consists of the acceptance of scholars from 22 countries from Southeast Asia and Pacific, 6 countries South Asia, 8 countries East and Central Asia, 26 countries from Latin America and the Caribbean, 18 countries from Middle East and Europe, and Sub-Saharan Africa, 49 countries from Africa .

Southeast Asia and Pacific	Cambodia, Indonesia, Laos, Malaysia, Philippines, Thailand, Vietnam, Timor-Leste, Cook Islands, Fiji, Kiribati, Marshall Islands, Micronesia, Nauru, Niue, Palau, Papua New Guinea, Samoa, Solomon Islands, Tonga, Tuvalu, Vanuatu
South Asia	Bhutan, Sri Lanka, Nepal, Pakistan, Bangladesh, Maldives
East and Central Asia	Armenia, Azerbaijan, Georgia, Kazakhstan, Kyrgyz, Mongolia, Tajikistan, Turkmenistan
Latin America and the Caribbean	Dominican Republic, Honduras, Mexico, Panama, Antigua and Barbuda, Dominica, Grenada, Saint Kitts and Nevis, Saint Lucia, Saint Vincent, Trinidad and Tobago, Suriname, Guyana, Guatemala, Cuba, Belize, Costa Rica, Jamaica, Bolivia, Brazil, Chile, Colombia, Ecuador, Paraguay, Peru, Barbados
Middle East and Europe	Iran, Lebanon, Serbia, North Macedonia, Iraq, Albania, Bosnia and Herzegovina, Ukraine, Moldova, Palestine, Jordan, Morocco, Egypt, Tunisia, Turkey, Montenegro, Kosovo, Algeria
Sub-Saharan Africa	Sub-Saharan Africa 49 countries (Applicants from African countries should refer "General Information on SDGs Global Leader Program for Sub-Saharan African countries JFY2026")

This handout provides information related to long-term courses including master's degree courses, Ph.D. courses, and combined master's and Ph.D. courses.

Candidate applicants may select the university, to which he/she wishes to apply, from the universities which have concluded an agreement on accepting JICA participants on the condition that the candidate passes the entrance examination of the selected university. Detailed information of these partner universities will be provided separately.

Proposed research topics should consist of subjects that contribute to government policies

on sustainable development (Examples: Administration/public policy, finance, public finance management, international politics/diplomacy, regional research, business, international trade/investment, disaster risk reduction, maritime issues etc.)

In addition to curriculums of the master's and Ph.D. courses, activities such as short-term programs (e.g. Understanding the Japanese Development Experience¹), and/or internship programs will be planned in order to enrich the participants' academic and personal experience of their courses of studies at the universities.

Accepted applicants are recommended to participate in internship programs at public or private entities during their stay in Japan. JICA will prepare the contents and schedule of the internship in close consultation with the participants and host organizations. In principle, no reward or compensation should be paid to the participants or host organizations.

Voice of Trainee

Japan offered me a truly transformative experience while offering a unique blend of tradition, cultural richness, modernism and cultural immersion. JICA provided me the opportunities to explore ancient traditions, vibrant city life and spell bound natural landscapes. I observed that Japanese people are well known for their punctuality, efficiency, attention to minute details besides care and respect which lead to well organized daily life. I observed that Japan has the highest standards with respect to safety and cleanliness which makes it a highly comfortable and pleasant place to reside.



I had a plenty of unique experiences while visiting Fuji San, Tokyo, Nagoya, Nagano, Snow Monkey, Hitachi seaside park, Oki Islands and Hokkaido etc. Besides that, Japanese cuisine encompasses a wide variety of dishes and culinary traditions- sushi and ramen to regional specialties and home-style meals. I studied in Toyo University, Tokyo, Japan. Where I was treated like a family member and all professors and university staff. My family also lived for six months in Japan and truly enjoyed their stay in Japan. I strongly urge international students to take a chance to study in Japan and learn massively from the formal education system as well as informal learning through physically observing Japanese systems.

Mr. Ali Rizwan

Graduate Regional Development Studies, Toyo University, JAPAN
Planning & Development Board, Government of Punjab

¹ As part of JICA-DSP, this program is co-organized by GRIPS, IUJ and JICA for JICA Knowledge Co-Creation Program for Long Term Participants. The program offers participants with opportunities to gain a deep understanding of the Japanese development experience, and to draw lessons and gain insights that will support their development work at their home countries and internationally.

4. Duration

In principle, 2 years for master's course and 3 years for Ph.D. course (depending on the program offered by universities)².

5. Number of Participants

Country Name	Number
Southeast Asia and Pacific	36
South Asia	9
East and Central Asia	10
Latin America and the Caribbean	18
Middle East and Europe	3
Sub-Saharan Africa	28 (Applicants from African countries should refer "General Information on SDGs Global Leader Program for Sub-Saharan African countries JFY2026")

6. Language to be used in this Program

English

7. Eligibility

Candidate applicants must satisfy the following requirements:

- (1) Current Duties: young or middle-career government officials, prospective academics, who are expected to contribute policy formulation or its implementation for tackling sustainable developmental issues in respective fields.
※ In principle, candidates without affiliations are not eligible for acceptance.
- (2) Nationality: citizen of the above countries eligible for Japan's ODA
- (3) Age:
for master's programs, thirty five (35) years of age or under in principle (As of April 1st, 2026).

² The preparatory period as a research student or credited auditor prior to the regular student up to 6 months may be added.

for Ph.D. programs, forty (40) years of age or under in principle (As of April 1st, 2026).

- (4) Educational Background:
for master's programs, a Bachelor's Degree or Master's Degree holder
for Ph.D. programs, a Master's Degree holder
- (5) Language: adequate English skills both in written and oral communication to complete master's and/or Ph.D. courses with skills equivalent or exceeding the following;
TOEFL iBT: 80
IELTS: 6.5
- (6) Physical Presence: must physically come to Japan to carry out research activities to complete this program.
- (7) Gender Equality and Women's Empowerment: JICA seeks more female applicants due to the past records of fewer applications from women. JICA is committed to promoting gender equality and women's empowerment, and provides equal opportunities for all applicants regardless of their sexual orientation or gender identity.
- (8) Others: must not be receiving nor plan to receive other scholarships from the Japanese government, such as Japan Student Service Organization(JASSO), Japan Society for the Promotion of Science(JSPP), Japan Science and Technology Agency(JST), The Japan Foundation(JF) during the program.

8. Admissions

Candidates must be selected as JICA's official candidate through JICA's internal selection procedure and must pass the general entrance examination³ of the university they have applied to, including examinations to enter the applicants' desired master's degree or Ph.D. degree course.

9. Application Guidelines

Candidate applicants must apply through the procedures as described below, which are necessary requirements by both applicant's Government and the Government of Japan for the Official Development Assistance.

- (1) Procedures and Required Documents for Application:
Each applicant is required to submit the "Application Documents"⁴ listed in (2) below to JICA overseas office in charge of the applicants' country.
- (2) Application Documents
 - Personal Information
 - Educational Background
 - Present Organization and Nomination
 - Work Experience
 - Declaration (Terms and Conditions needed to be agreed by candidate applicants)
 - Research Plan (Annex 2)

³ The results of JICA's screening procedure and University's general entrance examination will not accept any inquiry.

⁴ Submitted documents will not be returned.

- Career Plan (Annex 2)
- 2) Graduation certificate
 - * Officially certified copies of the original
 - * Written in English or accompanied with official translation
- 3) Academic transcript
 - * Must contain all the grades earned at the university attended by the applicant
 - * Officially certified copies of the original transcript
 - * Written in English or accompanied with official translation in English
- 4) Photocopy of certificate of English Test
- 5) A copy of Passport or ID with photo (for checking nationality, name, sex, and date of birth).
- 6) 2 ID photos (4cm × 3cm) pasted on application form (Original and copy)
- 7) Health certificate (the date of the health certificate should be on or after April 1, 2026 and it should be submitted to JICA no later than April 30, 2026.)⁵

(3) Procedures in General

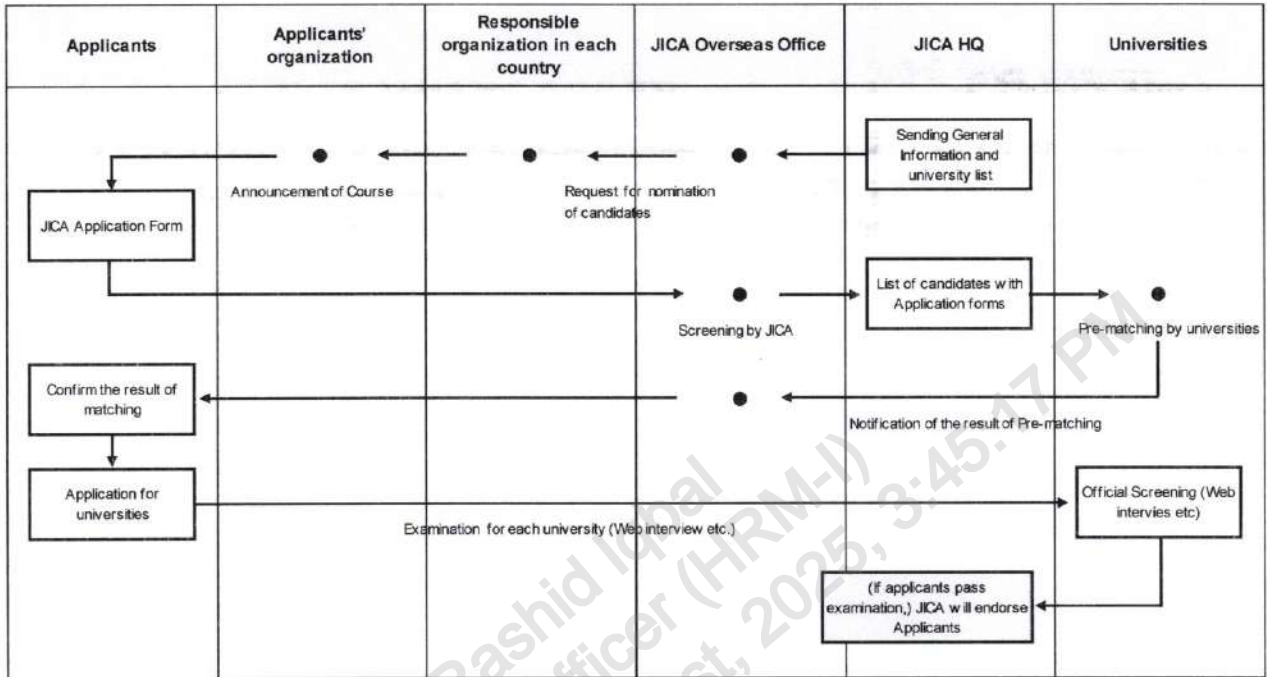
Based on the above documents, candidate applicants are nominated and approved by their country's government, and later approved by JICA.⁶ After this procedure, screening will be conducted at the universities chosen by the applicant.

Please kindly note that universities may reject the applicant's application when the required documents, or the submitted research plan is not accepted by the universities.

Candidate applicants must follow each university's application procedure after the screening. If the applicants withdraw their applications after their official applications to the universities, applicants must inform their withdrawal to the university and JICA oversea office of your country by letter.

⁵ Without the certificate, admission may become rejected.

⁶ The Government of Japan will examine applicants who belong to the military or other military-related organizations and/or who are enlisted in the military, taking into consideration of their duties, positions in the organization and other relevant information in a comprehensive manner to be consistent with the Development Cooperation Charter of Japan.



(4) Points to be Noted regarding Procedures

- 1) Fees for English proficiency test can be reimbursed only within the same Japanese fiscal year (from 1st April to 31st March of the next year) when the general entrance examinations are taken. Details of the reimbursement vary by each area and should be consulted with the nearest JICA overseas office of each candidate.

JICA shall determine whether the candidate is eligible to participate in training in Japan. JICA shall make a decision on acceptance or rejection based on several factors such as entrance examination results, planned number of participants, medical examination results and others. Reason for the decision will not be disclosed.

10. Schedule

Universities With Pre-application matching Process	
By the Beginning of September, 2025	Nomination of candidate applicants in respective organizations Selection of candidate applicants by responsible organization in each country
By the Beginning of November 2025	"Application Documents" must be submitted to JICA overseas office in charge of the country of applicants.
November - December, 2025	Screening by JICA Pre-application Matching Process by university

By the end of January, 2026	Notification of the results of Pre-application Matching Process from each university through JICA overseas office
February - June (approximately), 2026	Application to take University's general entrance examination by the applicant University's application procedure *General entrance examination schedule is followed by each university
June - July, 2026	Arrival of results of general entrance examination from the university Determination of JICA KCCP (Long-term) participants
June - August, 2026	Preparation for study in Japan if candidate applicant is determined as a KCCP (Long-term) participant
August-October, 2026	Orientation by JICA overseas office before departure Arrival in Japan Orientation by JICA Domestic Offices beginning of Fall 2026 Term

*Schedule for the application period for the general entrance examination depends on each university.

*Schedule and program contents might be adjusted appropriately due to unforeseen circumstances.

11. Expenses To Be Borne By JICA

Under the JICA Long-term Trainee Allowance standards, JICA will cover expenses and allowance to participants accepted to the program/course. See the table below for further details. Note that the payments (e.g., for tuition, research support expenses, school support expenses) will not be paid to the accepted participants themselves, but directly to the university or other relevant institutions.

Expense category	Payment amount	Payment frequency
Tuition (examination fees, entrance fees, course fees)	Actual costs	According to the request from universities
Living Allowance	JPY 117,000–148,000 per month*	Every month via university
Airfare	Actual costs	Upon arrival in Japan and upon returning home
Outfit Allowance**	JPY100,000	Once (upon arrival in Japan)
Moving Allowance***	Up to JPY164,000-224,000	Once (during the training period)**
Research Support Expenses****	Actual costs (up to JPY360,000 per year)	

<p>Medical care for participants who become ill after arriving in Japan (the costs related to pre-existing illness, pregnancy, or dental treatment are NOT included).</p>	<p>In accordance with the provisions of the medical insurance</p>	
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*Varies according to living area in Japan, type of accommodation, etc.

**Once, after opening bank account in Japan. As it takes several weeks to have the bank account opened, it is strongly recommended to bring cash for personal expenses during the period.

***Depending on the accommodation facility. Consultation with the university is required.

****Research Support Expenses are allowed to be provided via the university and be disbursed with the consultation and approval of the applicant's supervisor.

12. Expenses Not To Be Borne By JICA

JICA will not bear costs other than the allowances described above. JICA is not responsible for the following expenses:

- (1) Passport fees (for re-issuance and extensions, etc.)
- (2) Visa fees of a transit country and transportation expenses to obtain Visa
- (3) Transportation expenses to obtain Japanese Visa
- (4) Domestic travel expenses at the applicant's home country
- (5) Departure tax
- (6) Airport tax/airport facility charges outside of Japan, including third countries
- (7) Customs duty
- (8) Excess baggage charges
- (9) Compensation for lost and/or damaged baggage
- (10) "No show charge" to the transit airport hotel (non-refundable)
- (11) Lost - ticket fee
- (12) Accommodation fee for day-use hotel in return flight
- (13) Transportation expenses other than official programs
- (14) Telephone bill or mini-bar tab at accommodation
- (15) Medical costs related to pre-existing illness, pregnancy, or dental treatment
- (16) Medical cost related to the same illness over 180days
- (17) National Health Insurance fee

Note: If participant / accepted applicant does not follow the regulation of JICA, the participant may have to bear such other costs of necessary expenses.

13. Conditions for Participation

The accepted applicants/participants of KCCP are required

- (1) to understand that participants must physically come to Japan to participate in this

- program at the date designated by JICA,
- (2) not to change the air ticket (and flight class and flight schedule arranged by JICA) and lodging by the participants on their own,
 - (3) not to change course subjects or extend the course period,
 - (4) to understand that inviting participant's family members is not recommended before their stay in Japan has passed more than 6 months,
 - (5) to return to their home country on the designated flight by JICA, when they finish the program/course or when it is deemed impossible to finish the program within the program period, or when the participant is not successful on the regular course examination,
 - (6) to carry out such instructions and abide by such conditions as may be stipulated by both the nominating Government and the Japanese Government in respect of the course,
 - (7) to enroll and complete JICA-DSP online courses, when you receive JICA's instructions to do so.
 - (8) to observe the rules and regulations of the program implementing partners to provide the program or establishments, ("Plagiarism" especially is taken severely by enrolling university, regardless of whether it is direct plagiarism or self-plagiarism and participants may be subjected to disciplinary action such as suspension),
 - (9) not to engage in political activities, or any form of employment for profit,
 - (10) to agree to be discontinued of the program, should the participant (a)violate Japanese laws, JICA's regulations, or University's regulations, (b)commit illegal or any type of immoral conduct including sexual harassment, (c)become critically ill or seriously injured after arrival in Japan.
 - (11) to be responsible for paying any cost for treatment of the said health conditions except for the medical care expenses described in the table of "11. Expenses To be borne by JICA,"
 - (12) to return the total amount or a part of the expenditure for KCCP depending on the severity of such violation, should the participants violate the laws and ordinances,
 - (13) not to drive a car or motorbike, regardless of an international driving license possessed,
 - (14) to observe the rules and regulations at the place of the participants' accommodation,
 - (15) to refund allowances or other benefits paid by JICA in the case of a change in schedule,
 - (16) to accept that the Government of Japan will examine applicants who belong to the military or other military-related organizations and/or who are enlisted in the military, taking into consideration of their duties, positions in the organization and other relevant information in a comprehensive manner to be consistent with the Development Cooperation Charter of Japan,
 - (17) to submit a Health Certificate with Medical History in JICA format to JICA office of your country at the applicants' expense, no later than April 30 2026. The date of Health Certificate should be on or after April 1 2026. JICA will NOT reimburse the cost to the applicants.
 - (18) to accept to submit a second Health Certificate in JICA format if deemed necessary by JICA. The cost of acquiring the Health Certificate will be borne by JICA unless it is required due to the candidates' fault.

- (19) to promptly resubmit your medical history, If there are changes in your health condition, such as pregnancy or a pre-existing disease,
- (20) to agree that , if JICA deems it necessary, the Health Information you submit may be shared with the university to which you are applying.
- (21) to be in good health to participate in the program. In order to reduce the risk of worsening symptoms associated with respiratory tract infection, please be honest when consulting the doctor for your Health Certificate,
- (22) not to be receiving nor plan to receive other scholarships from the Japanese government, such as Japan Student Service Organization (JASSO),Japan Society for the Promotion of Science(JSPP),Japan Science and Technology Agency(JST), The Japan Foundation(JF) during the program,
- (23) to understand not to make other applications for different JICA training courses at the same time,
- (24) to understand that the maximum duration of "Overseas research" and "Temporary Leave (leaving Japan for private purpose)" is 60 days, in principle.
- (25) to accept to take tuberculosis related inspections organized by JICA after arriving in Japan and to submit the results to JICA and university.
- (26) to approve the following conditions on summary of your thesis;
 - 1) Summary of the thesis shall be kept at JICA.
 - 2) Summary of the thesis can be read by anyone who made a request to JICA .
 - 3) Summary of the thesis can be used for publication by JICA or JICA website.
 - 4) Taking Photocopy of the thesis shall be allowed by anyone with JICA's permission.
- (27) to acknowledge that a leave of absence from school is not permitted in principle,
- (28) to understand that the maximum duration of research student is 6 months for both master's and doctor's courses, and duration of acceptance as a regular student is based on the course years determined by the university,
- (29) To indicate all educational background, including currently enrolled university, if any.
- (30) To understand that the use of Generative AI such as Chat GPT to create Application Forms including Research Plans, and your research papers may not be acceptable and may result in rejection of your application or termination of training if discovered, according to each University policy.



CORRESPONDENCE

For enquiries and further information, please contact your nearest JICA office.

Part A: Information on the Applying Organization

1. Profile of Organization

1) Name of Organization

2) The mission of the Organization and the Department / Division:

2. Purpose of Application

1) Current Issues: Describe the reasons for your organization claiming the need to participate in Knowledge Co-Creation Program (KCCP), with reference to issues or problems to be addressed.

2) Objective: Describe what your organization intends to achieve by participating in KCCP.

3) Future Plan of Actions: Describe how your organization shall make use of the expected achievements, in addressing the said issues or problems.

4) Selection of the Nominee: Describe the reason(s) the nominee has been selected for the said purpose, referring to the following view points; 1) Course requirement, 2) Capacity /Position, 3) Plans for the candidate after the KCCP, 4) Plan of organization and 5) Others.

Rashid Iqbal
Audit Officer (HRM-I)
Wednesday, 20 August, 2025, 3:45:17 PM



JFY2026

Instruction

1. Fill-in all YELLOW areas (or cells) of this form by computer. (Do NOT handwrite).
2. Fill in the form in English
3. All YELLOW areas MUST be filled-in (Do not leave these areas blank. Please write "N/A" if not applicable).
4. Write proper nouns in full spelling without abbreviation or any omission.
5. Verify what you have entered above using the "Check List" at the later part of the Application Form sheet.

Annex.1 Declaration of desired universities placement

Reg. No. _____ **Name of Applicant:** _____

Please be noted:

All applicants are required to specify the desired universities by reference to "University Information" provided by JICA. Regardless of the application period, you may choose up to three (3) courses from the University List.

Please enter your research topic and select a research field from the "List of research fields", then input a section code

Research Topic	
-----------------------	--

Your Research:

Section Code	
---------------------	--

***Regarding the correlation between your research topic and the academic research fields of your desired university**

Please refer to "Your Research and University Research Field" in each section of your first to third choice universities.

The following display indicates the degree of correlation:

Substantial Correlation: The selected section codes (details related to the field of study) are included in those specified by the university and show a tendency to be highly correlated.

Moderate Correlation: There is a correlation between your research topic and the university's research area, but it is a broad correlation. Please check the Graduate School information carefully.

Need to be verified : The university does not specify a research field code, so please check the website carefully to make sure your research

Low Correlation : Your research topic may not correlate well with the university's field of study. We recommend that you reconsider your choice of institution.

**This system just displays the correlation between the research fields of the university (graduate school) and your research topic, and is intended to serve as a reference when selecting your prospective university. Please note that a substantial correlation does not guarantee a complete match in research fields. Therefore, it is essential to verify the specific research topics of your desired graduate school and faculty advisor on the university's official website before making your application decision.*

Priority of Choice 1

Website for the graduate school:

Graduate School Code	Your research and university research field	Supervisor of choice*			Master/PhD	Input the name of supervisor of your choice* If it was mandatory
Name of Selected University	Graduate School	Course/Major	Name of laboratory	Name of Supervisor		
Reasons for applying to the university of your first choice						

Priority of Choice 2

Website for the graduate school:

Graduate School Code	Your research and university research field	Supervisor of choice*				
Name of Selected University	Graduate School	Course/Major	Name of laboratory	Name of Supervisor	Master/PhD	Input the name of supervisor of your choice If it was mandatory
Reasons for applying to the university of your second choice						

Priority of Choice 3

Website for the graduate school:

Graduate School Code	Your research and university research field	Supervisor of choice*				
Name of Selected University	Graduate School	Course/Major	Name of laboratory	Name of Supervisor	Master/PhD	Input the name of supervisor of your choice If it was mandatory
Reasons for applying to the university of your third choice						

* If your choice of supervisor is "Mandatory" ,you must fill in "Supervisor of choice".Please check the University Information for details.
 [IMPORTANT] Your personal information (educational background, career, health condition, health certificate, etc.) will be released to the universities you have chosen. Please check the university website for details of privacy policy of each university.



JFY2026

(JICA Knowledge Co-Creation Program)(KCCP)
(JICA Development Studies Program)
APPLICATION FORM

Reg.No _____

Instructions

1. Fill-in all YELLOW areas (or cells) of this form by computer. (DO NOT handwrite.).
2. Fill in the form in English.
3. All YELLOW areas MUST be filled-in (Do not leave these areas blank. Please write "N/A" if not applicable).
4. Write dates in the order of day, month, year (ex.: 31st day of January, 2026 is "31/Jan/2026").
5. Write proper nouns in full without abbreviation.
6. Check your application form using the check lists at the bottom of this application form.
7. Print out all pages after entering required information in all questions.
8. Obtain Signature(s) of the applicant's present organization (if necessary, digital stamp/signature is acceptable.).

1. Personal Information

1-1. Course

--

Color Photo
(4cm×3cm)

1-2. Number (Not need to fill in. JICA will inform after selection Procedures)

--	--	--	--	--	--	--	--	--	--

Paste your photo
taken within
6 months.

1-3. Information about the applicant

Family Name			
First Name			
Other Name (If any)			
Gender <small>for Visa application</small>		Date of Birth <small>(Day/Month/Year)</small>	
Nationality		Age <small>(As of 1/Apr/2026)</small>	
Resident Country			
City/Town	TEL <small>(Primary)</small>	Country Code	
State/Province	TEL <small>(Secondary)</small>	Country Code	
Email		Passport possession	

1-4. Contact Person in Emergency (2 Persons)

1	Name			Relationship	
	Province & Country	TEL	Country Code	Email	
2	Name			Relationship	
	Province & Country	TEL	Country Code	Email	

2. Educational Background

Instructions

1. Please list all educational background since primary. (Exclude kindergarden education and nursery school education.)
2. Preparatory education for university admission is included in upper secondary education.
3. If you attended multiple schools at the same level of education due to moving house or readmission to university, modify level column and write the schools in the separate rows.
4. Any school years or levels skipped or repeated should be indicated in the Remarks column.
5. End date for Higher Education should match with the date on the graduate certificate which you submit.

Level (Ex.)	Name of Educational Institution Name of Faculty / Department / School	Province Country	From (Month) / (Year) To (Month) / (Year)	Type of Academic Degree Obtained	Major
Primary Education			From / To /		
Lower Secondary Education			From / To /		
Upper Secondary Education			From / To /		
Higher Education (Bachelor level)			From / To /		
Other Higher Education (except training)			From / To /		
			From / To /		
			From / To /		
			From / To /		

Please mark Yes or No about your status.

	I have completed the primary, secondary and higher education courses determined by the country listed above.
--	--

If the period you have entered in 2. Educational Background above does not match a regular academic period, please indicate your reason in "Remarks" below.

Remarks	
---------	--

1) Language Proficiency Indicate your English abilities with reference to the following.

English Proficiency	Listening	
	Speaking	
	Reading	
	Writing	
	Certificate (Please specify Name of Certificate) ex.: TOEFL, IELTS	
If Others, specify		
Score points obtained		
Test Dates	Day	Month
		Year
Your Mother Tongue		

Excellent Refined fluency skills and topic-controlled discussions, debates & presentations. Formulates strategies to deal with various essay types, including narrative, comparison, cause-effect & argumentative

Good: Conversational accuracy & fluency in a wide range of situations: discussions, short presentations & interviews. Compound complex sentences. Extended essay formation.

Fair: Broader range of language related to expressing opinions, giving advice, making suggestions. Limited compound and complex sentences & expanded paragraph formation.

Poor: Simple conversation level, such as self-introduction, brief question & answer using the present and past tenses.

2) Have you ever been awarded a scholarship for studying abroad?

	Name of scholarship				
	Duration	From	/	To	/

3) Are you currently applying for any scholarship(s), other than Program?

	Name of scholarship
--	---------------------

4) Have you ever participated in any training course in your country or abroad including any offered by JICA?

	Name of the course				
	Country you visited		Name of the institution or the agency		
	Duration	From	/	To	/
	Name of the course				
	Country you visited		Name of the institution or the agency		
	Duration	From	/	To	/
	Name of the course				
	Country you visited		Name of the institution or the agency		
	Duration	From	/	To	/

3. Present Organization and Nomination

3-1. Present Organization and Position

Categories of Organization		Types of organization	
Name of Organization			
Department / Division			
Position			
Date of employment	/ /	Date of assignment to the present position	/ /
Province & Country		TEL	Country Code
			Email

Categories of Organization	Types of Organization	Description
A. Ministry / Government Institution	National Government	Ministry or Federal Institution
	Local Government	Governmental Institution run by state/province or city/town
	Public Enterprise	Government-owned corporation or facilities
B. Higher Education and TVET	University	Either public or Private University
C. Private Sector	Private	Private company including Private school
D. Others	NGO/Private (non-profit)	NGO or non-profit organization
	Self-employed	Freelancer (if you own a company, chose "Private")
	Fresh Graduate	Just graduated or will Graduate soon from University and not working
	Unemployed	not working
	Others	Any status not applying to all above


3-2. [Questionnaire on Relationship with the Military] (FOR ALL THE APPLICANTS)

Please mark Yes or No about your status.

	Personnel of the military or organizations under the military (active military personnel or military personnel listed in the muster roll/military register)
	Personnel of the Ministry of Defense, or organizations under the Ministry of Defense
	Personnel of organizations that are specified by law under the military or the Ministry of Defense in case of an emergency
	Persons listed in the muster roll/military register who are not currently affiliated with the military, the Ministry of Defense, or affiliated organizations
	Personnel of civilian organizations which have divisions to conduct military-related activities

3-3. Confirmation of the nomination by the applicant's present organization

I agree to nominate this person as qualified nominees to participate in the programs on behalf of our organization.

Date		Signature	
Name			
Department / Division			
Position			
TEL	Country Code		
Email			

* This confirmation is necessary if the applicant's present organization is the ministry / government institution or any higher education and TVET institution

Rashid Iqbal
 Audit Officer (HRM-I)
 Wednesday, 20 August, 2025, 3:45:17 PM

4. Work Experience

Provide the information of your work experience following the most recent one after graduation from higher education.

The first row (most recent one) will be filled automatically if 3-1 Present Organization and Position is correctly filled.

* In "To", please write the month and year as of you apply for this program.

Ex. If you applied for this program in the end of October in 2025. Please choose October as month and 2025 as

Organization	Department	Position	Period of Working	From / To	Full / Part Time	Type of Org.
				From /		
				*To /		
				From /		
				To /		
				From /		
				To /		
				From /		
				To /		
				From /		
				To /		

****For the Types of Organization, please choose from the followings:**

- A. Ministry / Government Institution
- B. Higher Education and TVET (Technical and Vocational Education and Training) Institutions
- C. Private Sector
- D. Others (non-profit organization etc.)

*For the details of description of each type of organization, please refer to "Categories of Organization" in 3. Present Organization and Nomination)

5. Declaration

I declare to apply for with a full understanding of the General Information, especially the articles stipulated below:

(1) APPLICATION

1. All information answered and provided in this application form by me, is true and accurate to the best of my knowledge and ability.
My application will be cancelled if any information is proven to be false.
2. All information provided by me in this application form had been approved by my supervisor in my organization
(Required only for Governmental Officials (including public organizations) and/or Educators.)
3. An application form which is incomplete or missing any necessary document(s) will be deemed ineligible and not considered.
4. The selection procedure and results rest entirely with JICA as the secretariat of SDGs Global Leader. No inquiries or objections by applicants regarding the result of the selection process will be considered.
5. Submission of a master's thesis is optional for doctoral candidates

(2) OBJECTIVE OF THE PROGRAM

- (2-1) When I am accepted for the Program, I agree
- 2-1-1. that the objective of the program which is written in G.I. Therefore, I will participate in additional programs as being instructed in G.I if necessary.
 - 2-1-2. that I am required to contribute to the development of my nation's long-term good relationship with Japan after completing the course in Japan.
 - 2-1-3. that the objective of the program is not provision of employment in Japan upon completion of the program.

(3) JICA'S GUIDELINES

【General Rules】

The accepted applicants/participants are requested:

- (1) to understand that participants must physically come to Japan to participate in this program at the date designated by JICA,
- (2) not to change the air ticket (and flight class and flight schedule arranged by JICA) and lodging by the participants on their own,
- (3) not to change course subjects or extend the course period,
- (4) to understand that inviting participant's family members is not recommended before their stay in Japan has passed more than 6 months,
- (5) to return to their home country on the designated flight by JICA, when they finish the program/course or when it is deemed impossible to finish the program within the program period, or when the participant is not successful on the regular course examination. (Please note that participants prepare by yourself all the documents necessary for the regular course examination.)
- (6) to carry out such instructions and abide by such conditions as may be stipulated by both the nominating Government and the Japanese Government in respect of the course,
- (7) to enroll and complete JICA-DSP online courses, when you receive JICA's instructions to do so.
- (8) to observe the rules and regulations of the program implementing partners to provide the program or establishments, ("Plagiarism" especially is taken severely by enrolling university, regardless of whether it is direct plagiarism or self-plagiarism and participants may be subjected to disciplinary action such as suspension),
- (9) not to engage in political activities, or any form of employment for profit,
- (10) to agree to be discontinued of the program, should the participant (a)violate Japanese laws, JICA's regulations, or University's regulations, (b)commit illegal or any type of immoral conduct including sexual harassment, (c)become critically ill or seriously injured after arrival in Japan.
- (11) to be responsible for paying any cost for treatment of the said health conditions except for the medical care expenses described in the table of "Expenses To be borne by JICA" in General Information,
- (12) to return the total amount or a part of the expenditure for Knowledge Co-Creation Program for Long Term Participants depending on the severity of such violation, should the participants violate the laws and ordinances,
- (13) not to drive a car or motorbike in Japan, regardless of an international driving license possessed,
- (14) to observe the rules and regulations at the place of the participants' accommodation,
- (15) to refund allowances or other benefits paid by JICA in the case of a change in schedule,
- (16) to accept that the Government of Japan will examine applicants who belong to the military or other military-related organizations and/or who are enlisted in the military, taking into consideration of their duties, positions in the organization and other relevant information in a comprehensive manner to be consistent with the Development Cooperation Charter of Japan,
- (17) to submit a Health Certificate with Medical History in JICA format to JICA office of your country at the applicants' expense, no later than April 30 2026. The date of Health Certificate should be on or after April 1 2026. JICA will NOT reimburse the cost to the applicants.
- (18) to accept to submit a second Health Certificate in JICA format if deemed necessary by JICA. The cost of acquiring the Health Certificate will be borne by JICA unless it is required due to the candidates' fault.
- (19) to promptly resubmit your medical history, if there are changes in your health condition, such as pregnancy or a pre-existing disease,
- (20) to agree that, if JICA deems it necessary, the Health information you submit may be shared with the university to which you are applying.
- (21) to be in good health to participate in the program. In order to reduce the risk of worsening symptoms associated with respiratory tract infection, please be honest when consulting the doctor for your Health Certificate,
- (22) not to be receiving nor plan to receive another scholarships from the Japanese government, such as Japan Student Service Organization(JASSO),Japan Society for the Promotion of Science(JSPS),Japan Science and Technology Agency(JST), The Japan Foundation(JF) during the program
- (23) to understand not to make other applications for different JICA training courses at the same time
- (24) to understand that the maximum duration of "Overseas research" and "Temporary Leave (leaving Japan for private purpose)" is 60 days, in principle.
- (25) to accept to take tuberculosis related inspections organized by JICA after arriving in Japan and to submit the results to JICA and university.
- (26)to approve the following conditions on summary of my thesis:
 - ①Summary of the thesis shall be kept at JICA.
 - ②Summary of the thesis can be read by anyone who made a request to JICA
 - ③Summary of the thesis can be used for publication by JICA or JICA website.
 - ④Taking Photocopy of the thesis shall be allowed by anyone with JICA's permission.
- (27)to acknowledge that a leave of absence from school is not permitted in principle,
- (28)to understand that the maximum duration of research student is 6 months for both master's and doctor's courses, and duration of acceptance as a

【Privacy Policy】

The participants/applicants are requested to understand Privacy Policy of JICA as follows.

(1) Scope of Use

Personal information specified in this form and other personal information such as, participants' programs, activities, and networking record, will be stored, used, or analyzed by JICA only within the scope of conducting, supervising(selection, coordination, travel and life support of the participants in Japan, implementation of various programs) and following up with participants during and after the program period, in accordance with rules and regulations of JICA.

After the completion of the program period, JICA (including its country offices) may contact participants to carry out follow-up activities including but not limited to: career path survey, interviews, and dissemination of information on programs and activities organized by JICA. The personal information contains also medical history information and health certificate.

JICA will provide the personal information to the universities that the applicants wish to enroll.
Once the candidate is accepted by a university, JICA will make a contract for the implementation of the program with that university.

JICA will not use the acquired personal information for purposes other than the above.
JICA will take safety management measures for the acquired personal information and manage it appropriately in accordance with the privacy policy and internal rules.

(2) Provision of acquired personal information to a third party

JICA shall never provide personal information to third parties except as required by law.
However, in the following cases, we will provide personal information and will take the following measures.

(a) In the case of contracted universities for the implementation of the program

The use of the personal information is limited to the scope of the commissioned tasks (implementation of the program) and JICA will request the commissioned party to take safety management measures and manage it appropriately, and will confirm the implementation status.

(b) In the case of uncontracted universities for the purpose of admission screening

The use of the personal information is limited to the admission screening of the applicants by universities (career, academic background, research plan, medical history information and medical certificate), and JICA will notify the applicants of the name of the universities to which the information is provided and the privacy policy of the universities at the time of its provision.

【Security Notice】

JICA takes any measures required to prevent leakage, loss, or destruction of acquired information, and to otherwise properly manage such information.

*Information Security Policy of JICA in relation to Personal Information Protection

■ JICA will properly and safely manage personal information collected through Application Forms in accordance with JICA's Privacy Policy and the relevant laws of Japan concerning protection of personal information and take protection measures to prevent divulgence, loss or damages of such personal information.

■ Unless otherwise obtained approval from the Applicant him/herself or there are valid reasons such as disclosure under the laws and ordinances, etc. and except for the reasons 1-3 below, JICA will neither provide nor disclose personal information to any third party. JICA will use personal information provided only for the purposes in 1-3 below and will not use the information for any purposes other than those described in 1-3 below without prior approval of the Applicant him/herself.

1. To provide the KCCP to Participants.
2. To provide the KCCP to Participants under the Citizens' Cooperation Activities.
3. In addition to 1 and 2 above, if the government of Japan or JICA determines it necessary in technical cooperation.

※JICA's policy for the transfer of personal data from the European Economic Area (EEA) to outside the EEA (to Japan and third countries);
JICA has revised "Bylaws for the Implementation of Personal Information Protection" which was published based on Japan's legislation by adding new provisions regarding how to deal with personal data within the EEA in order to meet General Data Protection Regulations (GDPR's) requirements for data protection. Based on the new bylaws, JICA entered into the EU Standard Contractual Clauses (SCCs) which allows us to transfer personal data from offices within the EEA to offices outside the EEA (in Japan and third countries).

【Copyright Policy】

The participants are requested to comply with the following;

1. The participants shall use all the documents provided for the KCCP (including texts, materials, etc.), within the scope approved by each copyright holder.
If the participants apply to online KCCP, the participants shall also comply with terms of use of copyrighted works for the online KCCP that are shown on the JICA website.
(https://www.jica.go.jp/english/our_work/types_of_assistance/tech/acceptance/training/index.html)
2. All the documents for the KCCP (including reports, action plans, presentations, etc.) shall be prepared by the participants themselves in principle. If the participants use a third party's work (reproduction, photograph, illustration, map, figures, etc.), which is protected under the laws and regulations in the participants' country or copyright-related multinational agreements, the participants shall obtain a license to use the work within the scope approved by the copyright holder.
3. The participants shall agree that JICA may use the documents prepared by the participants (including but not limited to reproduction, public transmission, distribution and modification) for other programs conducted by JICA (for example, as reference for other KCCP courses and project

【Portrait Right Policy】

During the implementation period of KCCP, JICA (including hired photographer and program implementing partners) will shoot photographs and video footage mainly for the following purposes:

- Use on the website or in SNS administrated/operated by JICA,
- Use in JICA publications (public relations magazines, annual reports, journals, etc.) in printed or electronic form,

*Photos and images taken will not be used for commercial purposes and the participants' personal information will not be disclosed to any third party without the consent of the participants.

JICA would appreciate it if the participants of KCCP grant the participants themselves portrait right license to JICA for photos and images taken described above.

It is not a requirement of KCCP. However, without any claims on using portraits, we JICA understands as being able to use participants portraits. In case you were inconvenience on using portraits, you can ask JICA not to use them.

- I understand and fully agree to the following terms and conditions set forth above.
- I will be subject to any penalties imposed as a consequence of my failure to abide by the above terms and conditions.
- I understand the intention of JICA on "Portrait Right Policy" mentioned above, and my intention for usage/publication of photographs and videos including the portrait of myself by JICA for the purpose above is as follows:

***Please check the box whether you are AGREE or DISAGREE.

Agree / Disagree

I certify that the statements I made in this form are true, complete and correct to the best of my knowledge and belief.

By Applicant

Name of Applicant _____

Signature: _____

DATE (Day / Month / Year): / /

Rashid Iqbal
Audit Officer (HRM-I)
Wednesday, 20 August, 2025, 3:45:17 PM

Rashid Iqbal
Audit Officer (HRM-I)
Wednesday, 20 August, 2025, 3:45:17 PM

Check List

Please check the following BEFORE printing

Page	Check Point	Applicant	JICA
All	Are all the Yellow columns (MANDATORY to answer) filled out?		
1	Is the full name written as shown on the Passport? (Check the spelling) (National ID is acceptable if the applicant does not own a Passport)		
	Is the date of birth same as on the Passport or ID?		
	Is the applicant's age between 22 to 39? (if not, check qualified age at JICA overseas office in charge of your country)		
2	Is the name of supervisors chosen from the professor list in the University Information List?		
	If the name of supervisor is required to enter for all courses of Ph.D. and some Master's courses, is the section of "supervisor of choice" in Annex. 1-1 (for Courses with Pre-application matching), and Annex. 1-2 (for Courses without Pre-application matching) filled out?		
3	Do schooling years correspond to the years indicated in the provided University Diploma and Academic Transcript?		
	Is the name of the degree same as in the "University Diploma" and "Academic Transcript"? If the schooling years do not match with the regular academic period, is it explained in the Remarks column?		
4	Is the applicant applying for any scholarship other than Program?		
5	Is the applicant's name of organization, department, and position correctly spelled out? (No abbreviation is allowed)		
	Has the applicant entered whether the applicant's present organization is related to the Military / the Ministry of Defense?		
6	Is the working history and period of the applicant correctly filled out? - Any employment before university completion is not considered as working history. - Only full-time working with acquisition of diploma, such as night school, is approved as working experience.		
	In 5. Declaration, has the applicant entered a check mark (✓) for either Agree or Disagree?		
Word File for Annex. 2 Research Plan and Career Plan	Is the research plan written in format of "Title", "Introduction", "Objective" and "Conclusion", according to instructions of "Research Plan" of Annex. 2? (Extreme lack of words may not be accepted.)		
	Is the research plan written with the "Title", "Introduction", "Objective" and "Conclusion", respectively followed by Rules of Outline of Research Plan as instructed in Annex. 2-1 Research Plan?		

Please check the following AFTER printing

Page	Check Point	Applicant	JICA
1	Is the applicant's photo attached on the Application form?		
5	Are the official stamp and signature of the current organization affixed in 3-3.?		
8	In the Declaration Form, is the signed date within the application period?		
University Diploma	Is the notary seal affixed to University Diploma? The copied document of original one is approved only with the original notary seal affixed. *The notary seal: To officially notarize the copied document, affixed by authorized public institutions or lawyers.		
	Is the name and date of birth as shown on the Passport or ID? If not, please describe the reason in the letter.		
	If not written in English, is the official English translation attached?		
Academic Transcript	Is the notary seal affixed to Academic Transcript for all the grades earned in the university?		
	Is the name and date of birth as shown on the Passport or ID? If not, please describe the reason in the letter. If not written in English, is the official English translation attached?		
Copy of Passport(ID)	Is the copy of valid Passport (or National ID) attached?		
	If not written in English, is the official English translation attached?		
ID Photo	Is the applicant's photo (4cm x 3cm) attached on Page 1 of Application Form?		

Please check the following BEFORE submission

Page	Check Point	Applicant	JICA
All	Are all documents and attachments included? • Application Form, • Annex1 (University Information), • Annex2 (Research Plan and Career Plan), • University Diploma (and Official English translation if the documents are issued other than English), • Academic Transcript (and Official English translation if the documents are issued other than English), • Copy of Passport/ID (and English translation if necessary), • Official English Proficiency Certificate as required by the desired university, • Master's Degree Thesis (if any)		

Name of Applicant



JFY2026

Instruction

1. Fill-in all YELLOW areas (or cells) of this form by computer. (Do NOT handwrite).
2. Fill in the form in English
3. All YELLOW areas MUST be filled-in (Do not leave these areas blank. Please write "N/A" if not applicable).
4. Write proper nouns in full spelling without abbreviation or any omission.
5. Verify what you have entered above using the "Check List" at the later part of the Application Form sheet.

Annex.1 Declaration of desired universities placement

Reg. No. _____ **Name of Applicant:** _____

Please be noted:

All applicants are required to specify the desired universities by reference to "University Information" provided by JICA. **Regardless of the application period, you may choose up to three (3) courses from the University List.**

Please enter your research topic and select a research field from the "List of research fields", then input a section code

Research Topic	
-----------------------	--

Your Research:

Section Code	
---------------------	--

***Regarding the correlation between your research topic and the academic research fields of your desired university**

Please refer to "Your Research and University Research Field" in each section of your first to third choice universities.

The following display indicates the degree of correlation:

Substantial Correlation: The selected section codes (details related to the field of study) are included in those specified by the university and show a tendency to be highly correlated.

Moderate Correlation: There is a correlation between your research topic and the university's research area, but it is a broad correlation. Please check the Graduate School information carefully.

Need to be verified : The university does not specify a research field code, so please check the website carefully to make sure your research

Low Correlation: Your research topic may not correlate well with the university's field of study. We recommend that you reconsider your choice of institution.

**This system just displays the correlation between the research fields of the university (graduate school) and your research topic, and is intended to serve as a reference when selecting your prospective university. Please note that a substantial correlation does not guarantee a complete match in research fields. Therefore, it is essential to verify the specific research topics of your desired graduate school and faculty advisor on the university's official website before making your application decision.*

Priority of Choice 1

Website for the graduate school:

Graduate School Code	Your research and university research field	Supervisor of choice*				Master/PhD	Input the name of supervisor of your choice if it was mandatory
Name of Selected University	Graduate School	Course/Major	Name of laboratory	Name of Supervisor			
Reasons for applying to the university of your first choice							

Priority of Choice 2

Website for the graduate school:

Graduate School Code	Your research and university research field	Supervisor of choice*				
Name of Selected University	Graduate School	Course/Mejor	Name of laboratory	Name of Supervisor	Master/PhD	Input the name of supervisor of your choice If it was mandatory
Reasons for applying to the university of your second choice						

Priority of Choice 3

Website for the graduate school:

Graduate School Code	Your research and university research field	Supervisor of choice*				
Name of Selected University	Graduate School	Course/Mejor	Name of laboratory	Name of Supervisor	Master/PhD	Input the name of supervisor of your choice If it was mandatory
Reasons for applying to the university of your third choice						

* If your choice of supervisor is "Mandatory" ,you must fill in "Supervisor of choice".Please check the University Information for details.
 [IMPORTANT] Your personal information (educational background, career, health condition, health certificate, etc.) will be released to the universities you have chosen. Please check the university website for details of privacy policy of each university.



SDGs Global Leader JFY2026

Example

Instruction

1. Fill-in all YELLOW areas (or cells) of this form by color.
2. Fill in the form in English.
3. All YELLOW areas MUST be filled-in (Do not leave them blank).
4. Write proper nouns in full spelling without abbreviation.
5. Verify what you have entered above using the "Check" button.

Please check the tab of

List of research fields

Section code (mandatory) 9999-9

1010

the "N/A" if not applicable).

Application Form sheet.

cities placement

Reg. No.

Please be no

All applican

Regardless

Please select

Please select and enter the section code that best suits your research content from the list of research

"University Information" provided by JICA.

to three (3) courses from the University List.

ch fields" and input a section code

Your Research **A4 Geography, cultural anthropology, folklore.**

Section Code	4010	Geography-related	Geography in general, Land use, Landscape, Environmental system, Geomorphology, Climatology, Hydrology, Cartography, Geographic information system, Regional planning, etc.
--------------	------	-------------------	---

***Regarding the correlation between your research topic and the academic research fields of your desired university**

Please refer to "Your Research and University Research Field" in each section of your first to third choice universities.

The following display indicates the degree of correlation:

Substantial Correlation: The selected section codes (details related to the field of study) are included in those specified by the university and show a tendency to be highly correlated.

Moderate Correlation: There is a correlation between your research topic and the university's research area, but it is a broad correlation.

Low Correlation: Please check the Graduate School Information for each university. If your research topic does not seem to match the university's field of study, we recommend that you reconsider your choice of university.

Need to be verified: The university does not specify a research field code, so please check the website carefully to make sure your research topic matches the university's field of study.

Need to be verified: The university does not specify a research field code, so please check the website carefully to make sure your research topic matches the university's field of study.

Please enter the Graduate School Code of university you have selected from University Information:

Graduate School Code: JFY2026

If your choice of supervisor is "Mandatory", you must fill in "Supervisor of choice"

your research topic, and is not guaranteed by a private school and faculty.

Click here for the URL of the supervisor selection site. If the link does not open, please check the Graduate School

Priority of Choice 1

Website for the graduate school:

<https://www.envr.tsukuba.ac.jp/eng/>

Graduate School Code	0706A	Your research and university research field	Substantial Correlation	Supervisor of choice*	Mandatory	Select the supervisor from this Website	
Name of Selected University	University of Tsukuba	Graduate School	Graduate School of Science and Technology	Course/Major	Name of laboratory	Name of Supervisor	Master/PhD
				Master's Program in Environmental Science/Doctoral Program in Environmental Studies Sustainability Science, Technology, and			Input the name of supervisor of your choice* if it was mandatory
						Asanuma	
Reasons for applying to the university of your first choice							

If your research does not correlate the university's research, you will receive a warning, so please double-check your application.

Notes / Your research doesn't seem to match the Graduate School Code of the university.

Priority of Choice 2

Website for the graduate school:

<https://www.eng.yamanashi.ac.jp/en/>

Graduate School Code	1501H	Your research and university research field	Low Correlation	Supervisor of choice*	Mandatory	Select the supervisor from this Website	
Name of Selected University	University of Yamanashi	Graduate School	Integrated Graduate School of Medicine, Engineering, and Agricultural Sciences	Course/Major	Name of laboratory	Name of Supervisor	Master/PhD
				Department of Engineering		Kumi Inoue	Input the name of supervisor of your choice* if it was mandatory
Reasons for applying to the university of your second choice							

Need to be verified: Since the university does not specify a research field code, please check

Priority of Choice 3

Website for the graduate school:

Graduate School Code	4802E	Your research and university research field	need to be verified	Supervisor of choice*	Mandatory	Select the supervisor from this Website	
Name of Selected University	Kyoto University	Graduate School	Graduate school of Engineering	Course/Major	Name of laboratory	Name of Supervisor	Master/PhD
				Department of Civil and Earth Resources Engineering Department of Urban Management			Input the name of supervisor of your choice* if it was mandatory
Reasons for applying to the university of your third choice	Because						

* If your choice of supervisor is "Mandatory", you must fill in "Supervisor of choice". Please check the University Information for [IMPORTANT] Your personal information (educational background, career, health condition, health certificate, etc.) will be released to the universities you have chosen. Please check the university website for details of privacy policy of each university.



Annex. 3 Medical History

1. Present Medical Status

a) Have you taken any medicine or had a medical checkup by a physician for your illness such as diabetes, hypertension, asthma, etc.

	Name of illness	
	Name of medicine	

If yes, please attach your doctor's letter (preferably, written in English) that describes the current status of your illness, and gives agreement to your participation in the program.

b) Do you have any allergies with medicine, food, pollen, etc.?

	What are you allergic to? What kind of allergic symptoms do you have such as itchy, rash, hives, etc.?	
--	--	--

c) Please indicate any needs arising from disabilities that may require additional support or facilities.

--	--

NOTES: Disability will not lead to exclusion of the Applicant from the program. However, the Applicant may be directly inquired by the JICA official in charge for a more detailed account of his/her condition.

2. Medical History

(a) Have you had any illness such as heart, hepatic, kidney disease, etc.?

	please specify	
--	----------------	--

b) Have you ever been a patient in a mental clinic or been treated by a psychiatrist?

	please specify	
--	----------------	--

c) Have you ever had any sleeping, eating or other disorders?

	please specify	
	Name of medicine taken if any	

d) Please indicate history of all illnesses you have had.

--	--

3. Tuberculosis Screening

a) Do you have any history of previous TB?

	please specify	
--	----------------	--

b) Has anyone in your household been diagnosed with TB in the last 2 years?

	please specify	
--	----------------	--

c) Do you have any history of recent contact with a case of active pulmonary TB?
(shared the same enclosed airspace or household or other enclosed environments for a prolonged period for days or weeks)

	please specify	
--	----------------	--

d) Do you have any history of or are you currently immune compromised (HIV infected, chronic renal failure, malignant tumors, etc.)?
Do you have any history of using immunosuppressant (steroids, anti-cancer drugs, rheumatic drugs, etc.)?

	please specify	
--	----------------	--

e) Have you (or your household) had any of the following symptoms in the last three months?

	Symptom type	Please specify ()
		<input type="checkbox"/> Cough <input type="checkbox"/> Sputum expectoration <input type="checkbox"/> Hemoptysis <input type="checkbox"/> Night sweats <input type="checkbox"/> Weight loss <input type="checkbox"/> Fever

4. Vaccination history

<input type="checkbox"/> MMRV (Measles, Mumps, Rubella, Zoster)	Time(s)
<input type="checkbox"/> MMR (Measles, Mumps, Rubella)	Time(s)
<input type="checkbox"/> MR (Measles, Rubella)	Time(s)
<input type="checkbox"/> M (Measles)	Time(s)
<input type="checkbox"/> Mumps	Time(s)
<input type="checkbox"/> Hepatitis B	Time(s)
<input type="checkbox"/> Chicken pox	Time(s)
<input type="checkbox"/> Meningitis	Time(s)
<input type="checkbox"/> Polio	Time(s)
<input type="checkbox"/> Diphtheria Pertussis Tetanus combined	Time(s)

5. Other Conditions/Medical Issues

Are you pregnant? **Noted. Answer does not affect the selection of candidates.**

	Weeks of pregnancy	Month	Expected date of delivery
--	--------------------	-------	---------------------------

If you have any medical issues/conditions that are not described above, please indicate below.


--

I certify that I have read the above instructions and answered all questions truthfully and completely to the best of my knowledge.
 I understand and accept that medical conditions resulting from an undisclosed pre-existing condition may not be financially compensated by JICA and may result in termination of the program.
 I understand and accept that this questionnaire will be checked for my health care by the people who are engaged in the program during my stay in Japan.

By Applicant

Date	
Name and Title/Position	
Signature	

Please notify JICA staff upon any changes in your health condition after submission of the form.

	<p style="text-align: center;">Department of the AUDITOR GENERAL OF PAKISTAN Constitution Avenue, Islamabad No. Misc/DG-HRM/2020/ 118 Dated: 04 .07.2023</p>
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To,

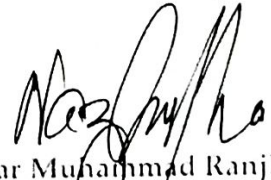
1. The Controller General of Accounts, Islamabad
2. The Military Accountant General, Rawalpindi
3. The Rector, Pakistan Audit & Accounts Academy, Lahore
4. All Deputy Auditors General, local/Karachi/Lahore/Peshawar

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.

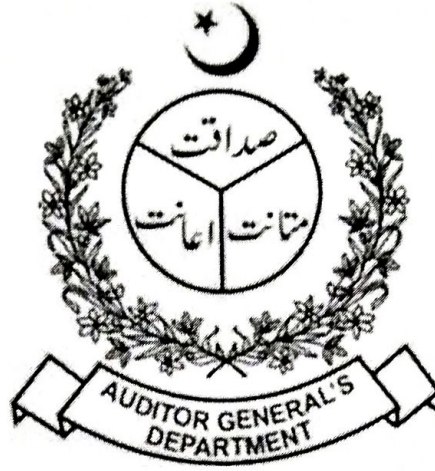
2. The Training Criteria 2023 supersedes all previous instruction issued in this regard.

Encl.: As above


(Nazar Muhammad Ranjha)
Director General (HRM)

Copy to:

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



TRAINING CRITERIA 2023

**DIRECTORATE GENERAL
HUMAN RESOURCE MANAGEMENT
OFFICE OF THE
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

- 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

- 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

- 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: _____ IDC 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: _____

Probation Termination (YES/NO) (IDC only)?: _____

Probation Termination +2 years Service (YES/NO) (DC only)?: _____

Education Background (Foreign degrees): _____
(Bachelors onward. Mention Discipline, level, duration, year)

Education Background (Local degrees): _____
(Bachelors onward. Mention Discipline, level, duration, year)

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

CPFA Enrollment (YES/NO): _____

Other study programme currently pursuing other than CIPFA (Give Detail): _____

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. Controlling Officer have been defined in Training Criteria, 2023)
- (For details of previous local and foreign studies, use separate page if required)

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 ➤ Data Science ** 	<ul style="list-style-type: none"> ➤ Cyber Security ➤ Computer Forensics ➤ Artificial Intelligence **
---	--

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 * ➤ Climate Change ***
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* Discipline added as per approval of AGP vide Para. 35/n, Note P. 10/N, File No. 367/HRM-1/Meeting Minutes/SSC/Vol-II, dated 16.11.2022

** Discipline added as per approval of AGP vide Para. 29/n, Note P. 12/N, File No. 367/HRM-1/Meeting Minutes/SSC/Vol-V, dated 02.11.2023

*** Discipline added as per approval of AGP vide Para. 301/n, Note P. 73/N, File No. 368/Training Criteria/HRM-1, dated 28.03.2024



Department of the
AUDITOR GENERAL OF PAKISTAN
Constitution Avenue, Islamabad

No. 360-HRM-I/Misc Circular/1236


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/P&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.


RAASHID IQBAL
Audit Officer
Auditor General of Pakistan
Islamabad



Department of the
AUDITOR GENERAL OF PAKISTAN
 Constitution Avenue, Islamabad

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

Dated: 11.11.2022

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 Elabi
 (Ahmar Elabi)
 Director General (HRM)

Distribution:

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

9
RAASHID IQBAL
 Audit Officer
 Auditor General of Pakistan
 Islamabad



Department of the
AUDITOR GENERAL OF PAKISTAN
Constitution Avenue, Islamabad

No. Misc/DG-HRM/2020/213

Dated: 14.11.2023


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, Islamabad/Karachi/Lahore/Peshawar
5. All Directors General, Islamabad/Karachi/Lahore/Peshawar/Quetta, Muzaffarabad/Gilgit

Subject: AMENDMENTS IN TRAINING CRITERIA 2023

In continuation of this office letter No. Misc/DG-HRM/2020/118, dated 04.07.2023, the Auditor General of Pakistan is pleased to approve following amendments in Training Criteria 2023 with immediate effect:

- i. Maximum 3 applications for grant of NOCs will be considered by SSC in respect of a candidate in one calendar year, subject to fulfillment of other formalities
- ii. No request for grant of NOC shall be entertained during currency of a study programme (foreign/local) undertaken upon grant of an earlier NOC after the recommendations of SSC
- iii. All the officers/officials who have enrolled themselves in 2 years CPFA programme are required to complete it first. Like any other foreign study, same conditions are also applied on CPFA study programme. Therefore, such officers/officials will complete the CPFA 2 years programme and will serve the department for 3 years after completion of this qualification.
- iv. Following 2 (two) disciplines are added in the list of approved priority areas of study:
 - a. Data Science
 - b. Artificial Intelligence


(Nazar Muhammad Ranjha)
Director General (HRM)

Copy to:

1. Dy.AG (QAIM)/Chairman SSC
2. DG (Policy)/Member SSC
3. DG (IT)/Member SSC
4. AAO (IT), AGP Office, local to upload on DAGP website
5. AAO (Archive), AGP Office, local



Department of the
AUDITOR GENERAL OF PAKISTAN

Constitution Avenue, Islamabad

No. 368/Training Criteria/HRM-I/28


Dated: 11 . 03 .2024

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, Islamabad/Karachi/Lahore/Peshawar
5. All Directors General, Islamabad/Karachi/Lahore/Peshawar/Quetta, Muzaffarabad/Gilgit

Subject: AMENDMENTS IN TRAINING CRITERIA 2023

In partial modification of this office letter No. Misc/DG-HRM/2020/213, dated 14.11.2023, the Auditor General of Pakistan has been pleased to revoke the limit of three (03) NOCs during a year for international scholarships with immediate effect.


(Nazar Muhammad Ranjha)
Director General (HRM)

Copy to:

1. Dy.AG (QAIM)/Chairman SSC
2. DG (Policy)/Member SSC
3. DG (IT)/Member SSC
4. Syed Muhammad Fahad Ali, Deputy Director Audit, Works (Federal), Islamabad
5. AAO (IT), AGP Office, local to upload on DAGP website
6. AAO (Archive), AGP Office, local



Department of the
AUDITOR GENERAL OF PAKISTAN

Constitution Avenue, Islamabad

No. 368/Training Criteria/HRM-1/46

Dated: 04 . 04 .2024

To,

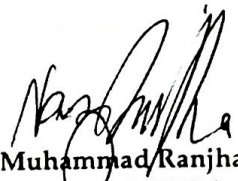
1. The Controller General of Accounts, Islamabad
2. The Military Accountant General, Rawalpindi
3. The Rector, Pakistan Audit & Accounts Academy, Lahore
4. All Deputy Auditors General, Islamabad/Karachi/Lahore/Peshawar
5. All Directors General, Islamabad/Karachi/Lahore/Peshawar/Quetta, Muzaffarabad/Gilgit

Subject: AMENDMENTS IN TRAINING CRITERIA 2023 (ADDITION OF DISCIPLINE)

Reference Annexure-B of Training Criteria 2023, circulated vide letter No. Misc/DG-HRM/2020/118, dated 04.07.2023, the Auditor General of Pakistan has been pleased to allow the addition of the discipline "Climate Change" in the list of approved priority areas of study with immediate effect.

2. Updated list of approved disciplines (Annexure-B) is enclosed for information please.

Encl.: As above


(Nazar Muhammad/Ranjha)
Director General (HRM)

Copy to:

1. Dy.AG (QAIM)/Chairman SSC
2. DG (Policy)/Member SSC
3. DG (IT)/Member SSC
4. AAO (IT), AGP Office, local to upload on DAGP website
5. AAO (Archive), AGP Office, local



Department of the
AUDITOR-GENERAL OF PAKISTAN

Constitution Avenue, Islamabad

No. 368/Training Criteria/HRM-I/99

Dated: 05.08.2024

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, Islamabad/Karachi/Lahore/Peshawar
5. All Directors General, Islamabad/ Karachi/ Lahore/ Peshawar/ Quetta/ Muzaffarabad/ Gilgit


Subject: **AMENDMENT IN TRAINING CRITERIA 2023 (DURATION OF ON-DUTY PERIOD)**

Reference the subject, the Auditor-General of Pakistan has been pleased to allow following amendment in Para. 7 "Specific Provision to Regularize Degree Programme Period" of Training Criteria 2023 (issued vide letter No. Misc/DG-HRM/2020/118, dated 04.07.2023):

Present Text	Amended Text
<p>The total period of <i>study-leave or on-duty study</i> should not exceed four (4) years in all trainings (Foot Note FR 84). 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.</p>	<p>a. The total period of <i>study-leave</i> should not exceed four (4) years in all trainings (Foot Note FR 84). 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.</p> <p>b. <i>Civil Servants</i> may be considered on duty for one degree programme at one level, i.e. once each for Masters, M. Phil, Ph.D. etc. Hence, the provision is for the entire duration of the degree programme as mentioned in the admission award letter issued by the concerned University/Institution (Foot Note Establishment Division Clarification).</p>

2. Establishment Division's clarification, dated 06.05.2024 is also enclosed.

Encl.: As above


(Nazar Muhammad Ranjha)
Director General (HRM)
Ph: 051-9224042

Copy to:

1. Dy.AG (QAIM)/Chairman SSC
2. DG (Policy)/Member SSC
3. DG (IT)/Member SSC
4. AAO (IT), AGP Office, local to upload on DAGP website
5. AAO (Archive), AGP Office, local

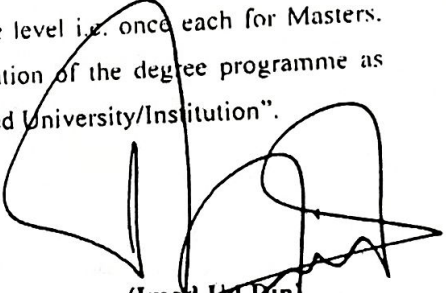
No.9/2/2017-T-III
GOVERNMENT OF PAKISTAN
CABINET SECRETARIAT
ESTABLISHMENT DIVISION

Islamabad, the 6th May 2024

✓ Mr. Aitizaz Ahmad Hashmi,
Assistant Auditor General (PA&AS),
Auditor General of Pakistan,
Constitution Avenue,
Islamabad.

**SUBJECT: - UNIFORM TREATMENT OF OFFICERS PROCEEDING ABROAD
TO PURSUE HIGHER STUDIES.**

I am directed to refer to the Auditor General of Pakistan's letter No.655/PAAS-II/29-2020 dated 25.10.2023, No.745/PAAS-II/29-2020 dated 30.11.2023, No.26/PAAS-ii/29-2020 dated 09.01.2024 and No.203/PAAS-II/29-2020 dated 19.03.2024 on the subject cited above and to state that as per Establishment Division's O.M dated 16.12.2015. "Civil Servants may be considered on duty for one degree programme at one level i.e. once each for Masters. M.Phil, Ph.D etc. Hence, the provision is for the entire duration of the degree programme as mentioned in the admission award letter issued by the concerned University/Institution".


(Imad Ud Din)
Section Officer (T-III)
Ph # 051-9206157

Cc: -

- i) APS to Joint Secretary (T). Establishment Division. Islamabad.
- ii) Master file

**STUDY PROGRAM's NOC TO APPLY
FORM: 1**

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

Name of the Officer: _____ IDC 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: _____

Probation Termination (YES/NO) (IDC only)?: _____

Probation Termination +2 years Service (YES/NO) (DC only)?: _____

Education Background (Foreign degrees): _____
(Bachelors onward. Mention Discipline, level, duration, year)

Education Background (Local degrees): _____
(Bachelors onward. Mention Discipline, level, duration, year)

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

CPFA Enrollment (YES/NO): _____

Other study programme currently pursuing other than CIPFA (Give Detail): _____

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. Controlling Officer have been defined in Training Criteria, 2023)
- (For details of previous local and foreign studies, use separate page if required)