



Pakistan Audit & Accounts Academy

Annual Training Plan
2024-25

Department of Auditor-General of Pakistan

Annual Training Plan

2024-25

The premier training institution of the Department of Auditor-General of Pakistan, imparting national and international level training courses across diverse disciplines, including public financial management, accounting, auditing, information technology and on-demand professional courses to public functionaries across Pakistan

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Introduction

Pakistan Audit and Accounts Academy (PAAA) is the premier training institution of the Department of Auditor-General of Pakistan, with head office at Lahore and four regional academies situated at Karachi, Peshawar, Islamabad and Quetta. Established in 1962, the Academy has a long history of conducting trainings for public sector employees. Thousands of employees from public sector have been trained till date, including international participants. It offers long-term Specialized Training Program (STP) for newly inducted probationary officers of Pakistan Audit & Accounts Service (PA&AS). Short trainings in various areas of public sector financial management are offered to employees of the Department of the Auditor-General and other government organizations.

The Academy's mission is to prepare and develop the department's human resources in their professional capacities as accountants, auditors, finance managers and work facilitators, to be able to achieve organizational goals effectively and efficiently. Moreover, the Academy strives to enhance capacity of public sector institutions in emerging areas like data analytics, climate finance, gender budgeting, while catering to the specific training needs of the Department of Auditor-General of Pakistan.

This Academy also serves as a platform for liaison with other SAIs for INTOSAI training workshops and working groups' meetings. The Academy's infrastructure and resources have been used to conduct courses for the OIC, ASOSAI, ECOSAI, IDI and other capacity development initiatives.



Message from the **Auditor-General of Pakistan**

Capacity building and human resource development are the key ingredients for the success of any dynamic organization. The Department of Auditor-General of Pakistan, has always remained at the forefront when it comes to adapting to latest trend and innovation in line with international standards as well as needs of the economy. With the ever-evolving terrain of Audit and Accountability globally, we are in a continuous process of equipping ourselves with the knowledge, skills, and competence required to perform tasks professionally. The reforms undertaken in the public sector financial management system, demand that the auditors as well as financial managers of the country stay abreast rather ahead of the emerging needs as well as set of expertise.

The Pakistan Audit and Accounts Academy, being the premier training wing of our Department, takes lead in providing a platform for capacity building of not only our own officers, but financial managers of other public sector organizations as well. In the fast-paced world of today, where new regulations, technology breakthroughs, and

hazards constantly crop up, training is essential to our professional growth. It gives us the ability to advance, enhance, and prosper in our capacities as stewards of financial integrity and protectors of public trust.

The Academy's Annual Training Plan (2024-25) reaffirms our shared dedication to quality, integrity, and ongoing developments. It displays our unwavering commitment to offering thorough, pertinent, and effective training programs that meet the various demands of our public sector professionals across disciplines and at all levels. This is also an affirmation of our continuous support for promotion of efficiency, transparency and accountability in the public sector.

Taking advantage of the Academy's training opportunities will help in developing leadership potential, broaden technical knowledge, and foster a lifelong learning aptitude. Training must be viewed as investment in professional growth as well as a national obligation, to enhance institutional resilience, raise collective capabilities, and maintain the highest standards of accountability and transparency.

Message from the

Rector

The Pakistan Audit and Accounts Academy's Annual Training Plan (ATP) 2024-25 is poised to provide continuous capacity development to the employees of the Department of Auditor-General of Pakistan (DAGP) to meet current and future professional challenges. Our core objective is the advancement and development of public sector financial management professionals throughout the nation. Working in line with the Strategic Plan of the Auditor-General of Pakistan, the Academy strives to meet the changing needs of our Department by offering extensive, timely, and cutting-edge training programs.

This Annual Training Plan (2024-25) is a reflection of our continuous commitment and constant dedication to excellence. Our training programmes cover a broad range of subjects, from the application of customized technologies to the development of technical skills and leadership, as well as new developments in the fields of audit, accounting and management. By means of workshops, short courses and opportunities for hands-on training, our aim is to furnish our professionals with the necessary tools, knowledge, and competence to flourish in their positions and contribute significantly to the public sector.

Our training products are engaging, relevant, and in line with the demands of the profession today, because we have integrated feedback, insights, and best practices from our partners and colleagues. We have also tried to foster linkages with the Sustainable Development Goals. Following DAGP's core values of quality and partnership, we are open to support the capacity building initiatives of other public sector organisations as well. Not only can they benefit from the Annual Training Plan, they can also contact us for customized training programmes for their human resource.

Looking forward to your active participation in the trainings.



Training Courses Offered to Other Government Departments

Apart from providing training services to Audit & Accounts offices, PAAA also conducts trainings requested by other government bodies and departments to provide support to capacity building initiatives of these organizations. Nine such on-demand courses were conducted for Government of Khyber Pakhtunkhwa, Government of Balochistan, Higher Education Department, Government of the Punjab, Election Commission of Pakistan, Pakistan Atomic Energy Commission etc. at different stations during the period 2022-24 and the number of participants trained was 259.

Sr. No.	Station	Course Name	Name of organization	Participants
1	Lahore	SAP (HR/FI) *	Public Instructions Punjab (PIP) under HEC, Lahore	133
2		3-weeks Introductory Course for Newly Recruited Deputy Assistant Directors	Election Commission of Pakistan	37
3	Peshawar	Financial Management Training for junior officials	Governance and Policy Program (GPP) for Khyber Pakhtunkhwa, Government of Khyber Pakhtunkhwa	60
4	Quetta	Financial Management Training for junior officials	Governance and Policy Program (GPP) for Balochistan, Government of Balochistan,	29
Total				259

Note: *133 participants were trained in 06 batches



Specialized Training Program (STP)

One of the key academic features of PAAA is conducting specialized training for PA&AS probationary officers. After CTP probationary officers of PA&AS join PAAA for STP. This training is nine months vigorous training exercise aimed at the professional capacity building of the probationary officers in such a manner that they can serve in challenging audit & accounts assignments upon completion of subject training.

At present, 26 probationary officers from PA&AS of 51st STP are part of on-going training.

For further details on the STP please visit our website www.paaa.gov.pk

Mid-Career Management Course (MCMC)

The Mid-Career Management Course is a mandatory training program required for promotion of officers of the Government of Pakistan from Grade 18 to Grade 19. The Course has a compulsory Domain Specific component where officers of the PA&AS are required to undergo intensive training at PAAA for four weeks in public financial management. PAAA has trained ten batches of 118 officers from PA&AS in domain-specific training so far.

Short Courses Programme

PAAA carries a multitude of specially designed, requirement-based short courses to cater for the capacity building needs of accounts and audit offices across the country. As per approved Annual Training Program (ATP), short courses are carried out throughout the year across all the regional academies of PAAA as well as at its headquarter Lahore. A list of all scheduled courses for the next year can be viewed on our website www.paaa.gov.pk.



Course Design & Material Development Unit

The Course Design and Material Development Unit's (CD&MDU) main objective is to make PAAA a leading professional research and training institute in the disciplines of Financial Management, Accounting and Auditing by developing new skilled-based short courses and updating the existing ones to enhance the capacity of all levels of management in the DAGP as well as other organizations, bodies of the Federal and Provincial governments. This also includes designing of courses for other public sector institutions in the areas of public sector financial management.

Performance of Pakistan Audit & Accounts Academy for the Year 2023-24

All planned activities at PAAA including all regional academies for short courses and IT courses are mentioned below in which 2671 participants were trained.

Station	Courses Planned	Courses Executed	Participants Trained
Lahore	58	54	1020
Islamabad	22	22	276
Karachi	26	26	437
Peshawar	26	25	283
Quetta	26	25	655
Total	158	152	2671



Annual Training Plan 2024-25

(Training costs are applied as per government rules and instructions of Finance Division issued on the subject)

Courses	Location	Duration (Days)	Start Date	End Date
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July 2024

Introductory Course For Newly Recruited Sr. / Jr. Auditors / Stenotypists	Lahore	5	8 Jul	12 Jul
Gender Budgeting (CPD Mandatory)	Lahore	1	22 Jul	-
NAM / Preparation of Appropriation Accounts	Lahore	1	25 Jul	-
Preparatory Course on CISA / IS Auditing	Lahore	5	22 Jul	26 Jul
Computer Competency Practical Training (CCPT)	Islamabad	20	1 Jul	30 Jul
Computer Competency Practical Training (CCPT)	Karachi	20	1 Jul	30 Jul
Secretariat Instructions / Rules of Business	Peshawar	2	4 Jul	5 Jul
MS Office	Peshawar	2	10 Jul	11 Jul
FAM / Audit Cycle	Quetta	2	4 Jul	5 Jul
Budgeting in Public Sector & MTBF	Quetta	2	10 Jul	11 Jul

August 2024

DDO Training	Lahore	2	5 Aug	6 Aug
Project Management & Foreign Aided Projects (CPD Mandatory)	Lahore	2	19 Aug	20 Aug
NAM / Chart of Accounts	Lahore	2	26 Aug	27 Aug
Qlik Sense	Lahore	3	5 Aug	7 Aug
MCMC (Domain Specific) AMIS / Data Analytics	Lahore	5	-	-
Introductory Course For Newly Recruited Sr. / Jr. Auditors / Stenotypists	Islamabad	5	5 Aug	9 Aug
MS Office – MS Word, MS Excel, MS Power Point	Islamabad	2	20 Aug	21 Aug



Pakistan Audit & Accounts Academy

Courses	Location	Duration (Days)	Start Date	End Date
August 2024				
Report Writing	Karachi	2	6 Aug	7 Aug
Microsoft Office	Karachi	2	21 Aug	22 Aug
FR/SR & Treasury Rules	Karachi	2	27 Aug	28 Aug
NAM (CoA)	Peshawar	2	6 Aug	7 Aug
SAP HR/FI	Peshawar	3	20 Aug	22 Aug
Audit of Procurement, PPRA Rules	Quetta	2	6 Aug	7 Aug
NAM (CoA, Budget, Commitment Accounting, Asset Accounting)	Quetta	2	19 Aug	20 Aug
Initiative Equal Futures Audit (EFA) Changemakers in Audit	Quetta	2	26 Aug	27 Aug

September 2024				
Report Writing / Official Correspondence	Lahore	2	2 Sep	3 Sep
Citizen Participatory Audit (CPD Mandatory)	Lahore	2	9 Sep	10 Sep
Budget Preparation with MS Excel	Lahore	3	2 Sep	4 Sep
SAP FI	Lahore	3	9 Sep	11 Sep
Service and Financial Rules	Islamabad	2	3 Sep	4 Sep
Climate Finance (CPD Mandatory)	Islamabad	2	10 Sep	11 Sep
Qlik Sense	Islamabad	2	19 Sep	20 Sep
Initiative Equal Futures Audit (EFA) Changemakers in Audit	Karachi	2	3 Sep	4 Sep
Introductory Course For Newly Recruited Sr. / Jr. Auditors / Stenotypists	Karachi	5	9 Sep	13 Sep
Advance Course on MS Excel	Peshawar	2	3 Sep	4 Sep
Introductory Course For Newly Recruited Sr. / Jr. Auditors / Stenotypists	Peshawar	5	9 Sep	13 Sep
126 th Public Finance Managers Course (PFMC)	Quetta	45	2 Sep	1 Nov



Pakistan Audit & Accounts Academy

Courses	Location	Duration (Days)	Start Date	End Date
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October 2024

Cyberspace Security in Public Sector	Lahore	2	2 Oct	3 Oct
Corporate Governance Rules / State-Owned Enterprises Act, 2023 (CPD Mandatory)	Lahore	1	7 Oct	-
Understanding of Pension Rules & Pension Audit	Lahore	2	21 Oct	22 Oct
SAP (HR)	Lahore	3	7 Oct	9 Oct
STP SAP (HR/Fl) Qlik Sense / AMIS Course for 51 st STP	Lahore	10	-	-
Preparation of Appropriation Account & Public Sector Financial statements	Islamabad	2	2 Oct	3 Oct
Public Sector Budgeting / MTBF	Islamabad	2	7 Oct	9 Oct
Course on SAP HR/Fl	Karachi	3	7 Oct	10 Oct
Negotiation skills	Karachi	1	15 Oct	-
E & D Rules	Karachi	1	21 Oct	-
Audit of Procurement / PPRA Rules	Peshawar	2	2 Oct	3 Oct
Evaluation of Internal Controls	Peshawar	2	9 Oct	10 Oct

November 2024

Preparation & Analysis of Financial Statements (Government & PSE)	Lahore	2	4 Nov	5 Nov
Understanding of Public Financial Management (CPD Mandatory)	Lahore	2	12 Nov	13 Nov
Certification Audit	Lahore	2	18 Nov	19 Nov
Preparatory Course on CISA / IS Auditing	Lahore	5	11 Nov	15 Nov
MS Office (Word, Excel, Power Point)	Lahore	3	18 Nov	20 Nov
Secretariat Instructions/File maintenance	Islamabad	2	5 Nov	6 Nov
DDO Course	Islamabad	2	12 Nov	13 Nov
Advanced Excel	Karachi	2	5 Nov	6 Nov
Citizen Participatory Audit (CPD Mandatory)	Karachi	2	12 Nov	13 Nov
CCPT (100 Hours)	Peshawar	20	4 Nov	29 Nov
DDO Training	Quetta	2	5 Nov	6 Nov
Pension Audit	Quetta	2	12 Nov	13 Nov
FR / SR & Treasury Rules	Quetta	2	19 Nov	20 Nov



Pakistan Audit & Accounts Academy

Courses	Location	Duration (Days)	Start Date	End Date
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December 2024

FAM / Evolution and Evaluation of Audit Paras	Lahore	1	3 Dec	-
Forensic Audit (CPD Mandatory)	Lahore	2	9 Dec	10 Dec
Team Management	Lahore	1	16 Dec	
CCPT Training (100 Hours)	Lahore	20	2 Dec	27 Dec
MCMC (Domain Specific) AMIS / Data Analytics	Lahore	5		
Procurement in Public Sector/PPRA Rules 2004	Islamabad	2	3 Dec	4 Dec
Foreign Aided Projects Audit (CPD Mandatory)	Islamabad	2	9 Dec	10 Dec
Training on Audit Management Information System (AMIS)	Karachi	2	3 Dec	5 Dec
Pension Audit	Karachi	2	9 Dec	10 Dec
GFR, FR & SR, TA Rules	Peshawar	2	3 Dec	4 Dec
Audit of Public Works / Works Audit Techniques	Peshawar	2	9 Dec	10 Dec
SAP FI/HR	Quetta	2	3 Dec	4 Dec
MS Office	Quetta	2	9 Dec	10 Dec

January 2025

Introductory course for newly recruited Sr./Jr. Auditors/S.typists	Lahore	5	6 Jan	10 Jan
Audit of Sustainable Development Goals (SDGs) (CPD Mandatory)	Lahore	2	14 Jan	15 Jan
PPRA Rules	Lahore	1	20 Jan	-
MS Access & MS Excel Advanced	Lahore	4	13 Jan	15 Jan
Computer Competency Practical Training (CCPT)	Islamabad	20	6 Jan	31 Jan
Audit of Foreign Aided Projects (CPD Mandatory)	Karachi	2	6 Jan	7 Jan
Audit of Receipts and Taxes (Income Tax, Sales Tax, Custom etc.)	Karachi	2	14 Jan	15 Jan
Qlik Sense	Peshawar	2	6 Jan	7 Jan
Information System Audit	Peshawar	2	14 Jan	15 Jan
Official Correspondence & Report Writing	Quetta	2	6 Jan	7 Jan
Forensic Audit	Quetta	2	14 Jan	15 Jan



Pakistan Audit & Accounts Academy

Courses	Location	Duration (Days)	Start Date	End Date
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February 2025

Audit of Public Works	Lahore	2	3 Feb	4 Feb
Understanding Artificial Intelligence (AI) and its uses in Private and Public Sector (CPD Mandatory)	Lahore	2	11 Feb	12 Feb
Initiative Equal Future Audit (EFA) Changemakers in Audit	Lahore	2	24 Feb	25 Feb
SAP Senior Management Course (SAP FI/HR)	Lahore	4	10 Feb	13 Feb
AMIS	Islamabad	2	10 Feb	11 Feb
Risk Assessment / FAM	Islamabad	2	18 Feb	19 Feb
Audit of Public Works	Karachi	2	10 Feb	11 Feb
FAM / Certification Audit	Karachi	2	18 Feb	19 Feb
FAM / Audit Cycle	Peshawar	2	10 Feb	11 Feb
Audit of Foreign Aided Projects (CPD Mandatory)	Peshawar	2	18 Feb	19 Feb
Bank Reconciliation with AG/AGPR/DAO's/DDO's	Quetta	1	11 Feb	-
Budget in MS Excel	Quetta	2	18 Feb	19 Feb

March 2025

FAM / Evaluation of Internal Controls	Lahore	1	3 Mar	-
Audit of Climate Change / Disaster Preparedness Strategies (CPD Mandatory)	Lahore	2	10 Mar	11 Mar
Financial attest Audit / FAM	Islamabad	2	10 Mar	11 Mar
Cyberspace Security	Peshawar	2	10 Mar	11 Mar
AMIS	Quetta	2	10 Mar	11 Mar

April 2025

Training in Tax Laws/Audit of Receipts	Lahore	2	7-Apr	8-Apr
Negotiation Skills (CPD Mandatory)	Lahore	1	15-Apr	-
Preparatory Course of CIA	Lahore	3	21-Apr	23-Apr
AMIS	Lahore	3	14-Apr	16-Apr



Pakistan Audit & Accounts Academy

Courses	Location	Duration (Days)	Start Date	End Date
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April 2025

Qlik Sense	Lahore	3	21 Apr	23 Apr
Audit of Public Works / Contracts	Islamabad	2	7 Apr	8 Apr
Initiative Equal Futures Audit (EFA) Changemakers in Audit	Islamabad	2	14 Apr	15 Apr
Course on Corporate Governance and Financial Reporting (IAS/ IFRS)	Islamabad	2	21 Apr	22 Apr
Forensic Audit (CPD Mandatory)	Karachi	2	7 Apr	8 Apr
Evaluation of Internal Controls	Karachi	2	14 Apr	15 Apr
Initiative Equal Futures Audit (EFA) Changemakers in Audit	Peshawar	2	7 Apr	8 Apr
Forensic Audit (CPD Mandatory)	Peshawar	2	14 Apr	15 Apr
Audit of Receipt	Quetta	2	7 Apr	8 Apr
Audit of Public Works / Works Audit Techniques	Quetta	2	14 Apr	15 Apr

May 2025

Secretariat Instructions & Rules of Business 1973	Lahore	1	6 May	-
Climate Finance (CPD Mandatory)	Lahore	1	12 May	-
Financial Rules & Service Rules (FR & SR) / Treasury Rules	Lahore	2	19 May	20 May
MCMC (Domain Specific) AMIS / Data Analytics	Lahore	5	-	-
Cybersecurity, Data Privacy and Artificial Intelligence in Public Sector	Islamabad	2	5 May	6 May
Course on SAP FI and SAP HR	Islamabad	2	12 May	13 May
Environment Audit (CPD Mandatory)	Islamabad	2	19 May	20 May
Qlik Sense	Karachi	2	5 May	6 May
Presentation & Communication Skills	Karachi	1	12 May	-
Audit of Environment	Peshawar	2	12 May	13 May
Workshop on Audit Quality Management Framework	Quetta	1	6 May	-
Secretariat Instructions / Rules of Business	Quetta	2	12 May	13 May



Courses	Location	Duration (Days)	Start Date	End Date
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June 2025

Risk Management (CPD Mandatory)	Lahore	1	4 Jun	-
CCPT Training (100 Hours)	Lahore	20	2 Jun	30-Jun
Course on Information System Auditing	Islamabad	2	2 Jun	3-Jun
Analysis of Financial Statements	Karachi	2	2 Jun	3-Jun
Computer Competency Practical Training (100 Hours)	Quetta	20	2 Jun	30-Jun
PIPFA Training (Level 2, 3 & 4) (Note: as per credit hours intimated)	Quetta	-	-	-

Note:

Anyone, irrespective of whether they are from the public or private sector, can participate in these courses upon paying a course fee of Rs. 5,000, except for employees of the DAGP.

Cost of Training of On Demand Courses

Other than the courses mentioned in ATP (2024-25), PAAA is also available to extend its support to capacity building of departments other than DAGP i.e. Federal, Provincial, District, Autonomous Bodies and private organizations all over the country. In this regard, approved rates are given below.

No. of days / training cost	With accommodation (rate per participant per day)	Without accommodation (rate per participant per day)
Five (05) days training six hours a day	Rs. 8,200/-	Rs. 5,400/-
Ten (10) days training six hours a day	Rs. 7,350/-	Rs. 4,550/-
Ten (15) days training six hours a day	Rs. 7,067/-	Rs. 4,267/-
PAAA will charge Rs. 10,000 per day, if any public or private organization intends to conduct training at premises of PAAA		



Performance Audit Wing (PAW)

Performance Audit Wing (PAW) is a well-established and effective platform of organizing local & international trainings. The role of PAW is unique as it has been conducting International Intensive Training Programs (ITPs) in Performance Auditing for the last four decades for the audit managers of various Supreme Audit Institutes (SAIs). The audit managers are nominated each year by their respective SAIs to participate in the International Intensive Training Program (ITP) in Performance Auditing at Lahore. So far, PAW has trained 535 foreign participants from 45 countries. Besides Intensive Training Program, workshops and seminars under the platform of ECOSAI have also been organized by this wing.



Annual Training Plan 2024-25 Performance Audit Wing

Sr. No.	Course Title	Participation Level	Dates	Duration (Days)
1.	Impact Audit	BPS 17 and Above	03.07.2024 to 04.07.2024	02
2.	Thematic Audit		09.07.2024 to 10.07.2024	02
3.	Risk Assessment with particular reference to Performance Auditing		24.07.2024 to 25.07.2024	02
4.	Contract and Procurement management - Performance Auditing		06.08.2024 to 07.08.2024	02
5.	Quality Assurance in Performance Auditing		20.08.2024 to 21.08.2024	02
6.	Financial Analysis in Performance Auditing		02.09.2024 to 04.09.2024	03
7.	Simulation Exercises on presentation skills for PAC	BPS 19-20	10.09.2024 to 11.09.2024	02
8.	Value for Money (VFM) Audit	BPS 17 and Above	24.09.2024 to 26.09.2024	03
9.	Orientation module on Performance, Impact, Thematic and Forensic Audits	Probationers	08.10.2024 to 09.10.2024	02
10.	Performance Audit of Public Private Partnerships		22.10.2024 to 23.10.2024	02



Annual Training Plan 2024-25 Performance Audit Wing

Sr. No.	Course Title	Participation Level	Dates	Duration (Days)
11.	ITP-Local (112 th)	BPS 17 and Above	04.11.2024 to 22.11.2024	15
12.	How to prepare PSR		03.12.2024 to 04.12.2024	02
13.	Performance Auditing Cycle. (A) Planning Phase · Preliminary survey report · Audit Assignment Plan		10.12.2024 to 12.12.2024	03
14.	Performance Auditing Cycle. (A) Execution Phase · Entry Interview · Audit Execution		18.12.2024 to 20.12.2024	03
15.	Simulation Exercises on presentation skills for PAC	BPS 19-20	01.01.2025 to 02.01.2025	02
16.	Refresher Course for ITP Trained Officers (PAAS)	BPS 17 and Above	13.01.2025 to 17.01.2025	05
17.	Performance Auditing Cycle. (C) Reporting Phase · Draft report · Entity Response · DAC Decision · Final Report		27.01.2025 to 29.01.2025	03



Annual Training Plan 2024-25 Performance Audit Wing

Sr. No.	Course Title	Participation Level	Dates	Duration (Days)
18.	International ITP (113 th)	Middle Tier Audit Managers from various SAIs and BPS-18 PAAS Officers	10.02.2025 to 28.02.2025	15
19.	Data analysis in performance auditing	BPS 17 and Above	15.04.2025 to 16.04.2025	03
20.	White collar crime & its management with particular reference to Performance Auditing		24.04.2025 to 25.04.2025	02
21.	Performance Audit of a program & project		06.05.2025 to 07.05.2025	02
22.	Forensic Audit		13.05.2025 to 14.05.2025	02
23.	Performance audit of national water policy 2018		20.05.2025 to 21.05.2025	02
24.	NEPRA- Specific Performance Auditing Methodology		17.06.2025 to 19.06.2025	03
25.	On Demand Courses		26.06.2025 to 27.06.2025	02
Total				86



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