



042-99212223

No.E&A(FD)7-3/2018

GOVERNMENT OF THE PUNJAB
FINANCE DEPARTMENT

Dated Lahore, the 29th August, 2018.

To

All Additional Finance Secretaries,
Government of the Punjab,
Finance Department.

Subject:| **117th PUBLIC FINANCE MANAGERS' COURSE (PFMC) 1st OCTOBER TO
30th NOVEMBER 2018.**

I am directed to refer to the subject noted above and to enclose herewith a copy of letter No.PAAA/117th PFMC/2018-2019/123, dated. 15.08.2018 (which is self explanatory) received from the Director (PAAA), Pakistan Audit & Accounts Academy, Department of the Auditor General of Pakistan, Quetta, for information and further course of action (if any), enabling this office to respond to the quarter concerned.

SECTION OFFICER (E&A)

NO. AND DATE EVEN

A copy is forwarded to the System Analyst, Finance Department for uploading the same on official website of this Department.

SECTION OFFICER (E&A)



58472

PAKISTAN AUDIT & ACCOUNTS ACADEMY
DEPARTMENT OF THE
AUDITOR GENERAL OF PAKISTAN

Academy Complex, Zarghoon Road, Quetta
Ph: 081-9202743, 081-9201675 Fax: 081-9202910 e-mail: paaa_qta@yahoo.com

No. PAAA/117th PFMC/2018-2019/123

Dated: 15 / 08 / 2018

The Secretary,
Finance, Government of Punjab,
Civil Secretariat, Lahore



AFS(B)
Please nominate
the officers.

SSP B (R)	✓
AFS-ESIT	
AFS-B	
AFS-ES	
AFS-SS	
AFS-LGF	
AFS-R	
AFS-P&D	
AFS-M	

Subject: **117th PUBLIC FINANCE MANAGERS' COURSE (PFMC)
1st OCTOBER TO 30th November 2018**

Pakistan Audit & Accounts Academy, Quetta is a Federal Government training institute under the Department of the Auditor General of Pakistan. It provides core training functions in the field of Auditing, Accounting, Financial Management & Office Management to field Audit & Accounts offices as well as to the staff of Federal, Provincial Government Departments & Autonomous Organizations. As per its Annual Training Plan, a large number of short courses in various disciplines are regularly held. Besides this, two months Public Finance Managers' Course for middle level officers is one of the important features of its training plan, which is regularly being conducted twice a year since 1962.

2. The 117th Public Finance Managers' Course (PFMC) is being scheduled w.e.f. **1st October 2018 to 30th November 2018**. This Program is specially designed for the officers in BPS-17 & BPS-18 of the FA&AOs, Federal & Provincial Government Departments and other Autonomous Organizations (course contents are enclosed).

3. The course contains subjects on **Financial Management, Accounting, Auditing, Project Analysis & Project Management, Management Information System and Human Resource Management**. The participant will also be required to take part in various group discussions & research activities and simulation exercises; and will make presentations on the given assignments/study tours.

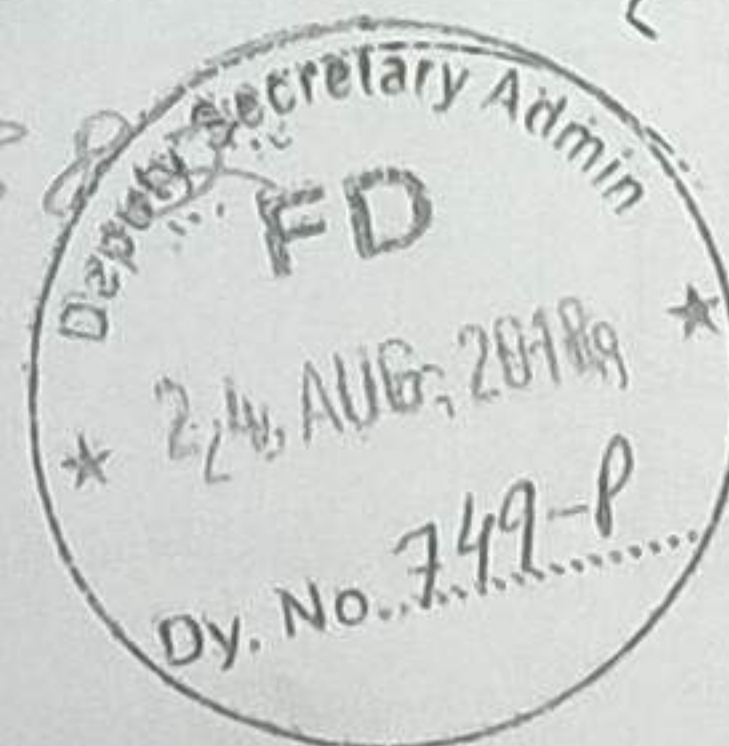
4. Besides local tours of important organizations at Quetta, the participants will undertake a country study tour of the different public & private sector organizations at Lahore & Islamabad or Karachi for about one week.

6. All the participants coming from outstation will be provided accommodation in the hostel of this Academy, subject to availability. The participants will be entitled to draw TA/DA from their respective offices, including TA/DA in respect of country study tour, as per entitlement & existing rules.

7. It is requested that suitable nominations (on enclosed form) may kindly be sent to this Academy latest by **25th September 2018**. Nominees should not be relieved, unless confirmation/acceptance of their nomination is issued by this office.

NO. R&I. FD / 111 80 890 / 3338

(Encl. As Above)



(SHUJA ALI)
DIRECTOR, PAAA,
QUETTA

Copy to:

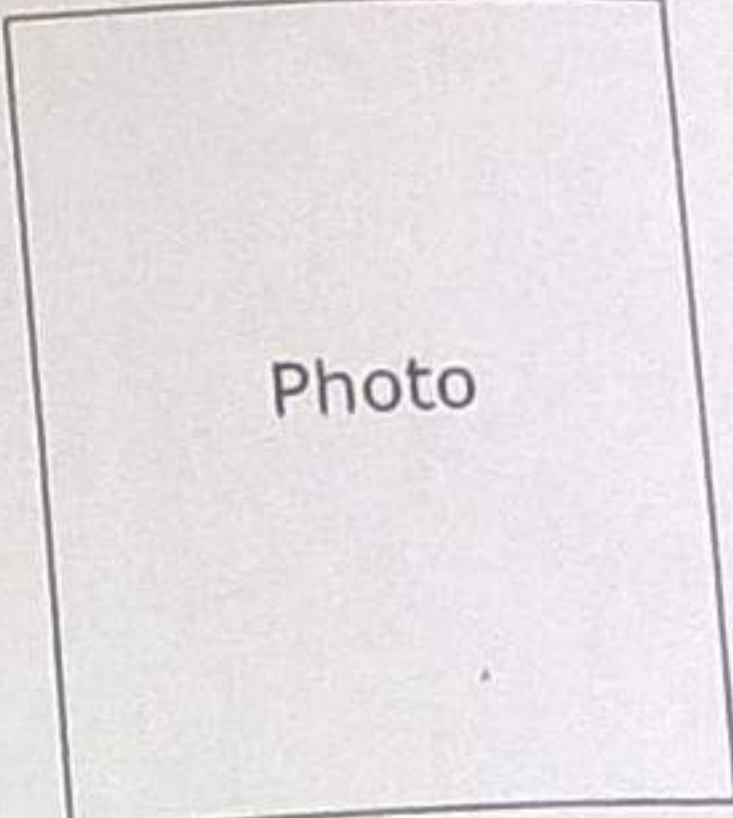
• The Rector, Pakistan Audit & Accounts Academy, Lahore

117th Public Finance Managers' Course

Course Contents

S. NO	SUBJECTS / COURSE CONTENTS
1	<p>FINANCIAL MANAGEMENT</p> <ul style="list-style-type: none"> • Nature & Scope of Financial Management • Public Policy & Public Finance In Pakistan • Public Expenditure Management • Budgeting, Expenditure & Accounting • Financial Analysis
2	<p>FINANCIAL ACCOUNTING</p> <ul style="list-style-type: none"> • Purpose & Scope of Accounting • Historical Background • System of Government Accounting in Pakistan • Accounting Framework under New Accounting Model (NAM) • Chart of Accounts (CoA) • General Provident Fund Rules • Travelling & Dally Allowance Rules • Government Loan & Advances • Procurement Rules • Commitment Accounting • Fixed Assets Accounting etc
3	<p>AUDITING</p> <ul style="list-style-type: none"> • History of Financial Auditing • Why Audit? (Philosophy of Audit) • Auditing Standards (INTOSAI) • Audit of Procurement • New Issue & Trends in Auditing • <u>Issues & Trends are;</u> Financial Audit & Certification Audit Performance Audit & EDP Auditing Audit of Public Debt & Privatization
4	<p>PROJECT ANALYSIS & PROJECT MANAGEMENT</p> <ul style="list-style-type: none"> • Definition of Project Management • Project Cycle • Project Appraisal (Eco: & Fin: Analysis) • Project Accounting • <u>Preparation of;</u> PC-I, PC-II, PC-III, PC-IV & PC-VI
5	<p>MANAGEMENT INFORMATION SYSTEM</p> <ul style="list-style-type: none"> • Introduction to Computer • Management Information Systems • Computer Applications (Basic) including Office Automation • System Application Product (SAP)
6	<p>HUMAN RESOURCE MANAGEMENT</p> <ul style="list-style-type: none"> • Organizational Management • Motivation • Leadership • Managing Behaviors • Job Analysis • Recruitment, Selection, Induction & Promotion • Performance Management • Change Management <p style="text-align: right;">} Including Government Rules & Regulations</p>

NOMINATION FORM
117th PUBLIC FINANCE MANAGERS' COURSE (PFMC)
1st October to 30th November 2018



1. Name (Mr/Miss/Mrs): _____

2. Office Name & Address: _____

3. Designation & Pay Scale: _____

4. Date of Birth: _____

5. Domicile: _____

6. Home Address: _____

7. Phone No: Res: _____
Off: _____
Mobile: _____

8. Qualification & Experience:
a) - Academic: _____
b) - Professional: _____

8. Name of Last 3 Trainings Received: _____

Signature: _____
Name & Designation: _____