Pakistan Audit & Accounts Academy (PAAA)

1. Introduction

Pakistan Audit and Accounts Academy (PAAA) is the Auditor General of Pakistan's premier training institution. With four regional academies situated in Karachi, Peshawar, Islamabad and Quetta, and its head office in Lahore, the Academy boasts a varied and prolific training profile. It offers the long-term Specialized Training Program (STP) for newly inducted probationary officers (BS-17) allocated to Pakistan Audit &Accounts Service (PA&AS), as well as shorter trainings in various areas of public sector finance to employees of the department of the Auditor General and other government agencies as well.

The Academy's mission is to prepare and develop the department's human resource in their professional capacities as accountants, auditors and finance managers, as well as to develop capacity of public sector institutions in public sector financial management, data analytics e.g. use of SAP, budgeting, procurement, etc.

PAAA's platform is also used 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 Organization of Islamic Countries (OIC), ASOSAI, ECOSAI, IDI and other capacity development initiatives.

2. Message from the Auditor General of Pakistan

PAAA is mandated by the DAGP to promote capacity building of public functionaries in the domain of public sector auditing, accounting, emerging sciences and allied technological skill sets across Pakistan. On the one hand, PAAA imparts specialized training to young entrants into PA&AS as well as undertaking continued professional development of middle tier and senior officers of DAGP. On the other hand, PAAA provides subject/needs specific training courses to a wide variety of audience, covering not only audit and accounts offices but allied sister organizations based on

demand/requests. Through PAAA the DAGP is striving to introduce new and contemporary knowledge skill sets into government officers in emerging areas, such as data analytics, environmental sciences, climate change, information systems, etc. all with the broader objective of improving the public service delivery at government offices across the country.

3. *Message from the Rector*

PAAAprovides both induction level training and in-service training to the officers and officials of the DAGP as well as to provide policy input to the higher management.

The Academy strives to make the human resource of DAGP and other public sector institutions to upgrade their knowledge of the principles and techniques of modern finance, accounting, information technology and auditing. The Academy is also responsible for conducting continuous professional development courses at local and international level. To fulfill this responsibility, PA&AA is reinvigorating its trainings by including new and emerging audit areas and use of technology in auditing.

4. *Specialized Training Program (STP)*

One of the key academic features of PAAA is conducting of specialized training for PA&AS probationary officers. Every year having qualified the CSS exams and after completion of common training program at CSA probationary officers of PA&AS join PAAA for domain specific intensive training. This training course named STP is an eleven month vigorous training exercise aimed at the professional capacity building of the probationary officers in such manner that they can serve in challenging audit & accounts assignments upon completion of subject training.

At present the 50th STP Course is underway. A total number of 15 probationary officers from PA&AS are taking part in the subject training.

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

5. 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 Pakistan Audit and Accounts Service are required to undergo intensive training at PAAA for four weeks in public financial management courses.PAAA has recently conducted six rounds of domain-specific training this far.

6. Short Courses Programme

PAAA conducts 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 offices of PAAA as well as at its HQ Lahore.

Apart from providing training services to Audit &Accounts offices, PAAA also conducts trainings requested by other government bodies and departments. Organizations that have requisitioned PAAA for training include, KP Government, Higher Education Department Government of the Punjab etc. A list of all scheduled courses for the next year can be viewed on our website [www.paaa.gov.pk.](www.paaa.gov.pk) *Training costs are applied as per government rules and instructions of Finance Division issued on the subject.*

7. Course Design & Material Development Unit

The Course Design and Material Development Unit (CD&MDU)'s 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.

Annual Training Plan 2023-24- Pakistan Audit & Accounts Academy

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

Courses	Location	Duration	Start Date	End Date
July 2023				
Preparation of Appropriation Accounts(CPD Mandatory)	Lahore	03Days	10 July	12 July
Workshop on Leadership Skills	Lahore	02 Days	17 July	18 July
Public Debt Management (CPD Mandatory)	Lahore	02 Days	19 July	20 July
New Accounting Model (NAM)	Lahore	02 Days	24 July	25 July
SAP FI	Lahore	3 Days	3 July	5 July
I.S Auditing	Lahore	3 Days	10 July	12 July
AMIS	Lahore	4 Days	17 July	20 July
Qlick Sense	Islamabad	3 Days	10 July	12 July
Computer Competency Practical Training (CCPT) (100 Hours)	Karachi	20 Days	03 July	28 July
Stress Management (CPD Mandatory)	Karachi	02 Days	11 July	12 July
Secretariat Instructions / Rules of Business (CPD Mandatory)	Peshawar	03 Days	10 July	12 July
MS-Office / Excel	Peshawar	03 Days	17 July	19 July
Financial Audit Manual (FAM)/ Working Paper Kit	Quetta	03 Days	11 July	13 July
Budgeting in Public Sector & MTBF	Quetta	03 Days	18 July	20 July
August 2023				
Audit of Contract Management of Mega Projects (CPD Mandatory)	Lahore	03 Days	08 August	10 August
Budgeting under MTBF/ Budgetary Process along with linkage	Lahore	02 Days	16 August	17 August
DDO Training	Lahore	03 Days	22 August	24 August
Understanding of Public Financial Management (CPD Mandatory)	Lahore	02 Days	29 August	30 August
Qlick Sense	Lahore	3 Days	8 August	10 August
MCMC (Domain Specific)	Lahore	3 Days	21 August	23 August
Managing Works for PAC & DAC	Islamabad	02 Days	7 August	8 August

MS Excel Advance	Islamabad	02 Days	16 August	17 August
Secretariat Instructions/File maintenance & Rules of Business	Islamabad	03 Days	21 August	23 August
Team & Time Management (CPD Mandatory)	Karachi	02 Days	8 August	9 August
Microsoft Office	Karachi	03 Days	21 August	23 August
Audit Report Writing in Official Urdu	Karachi	03 Days	28 August	30 August
NAM (CoA)	Peshawar	02 Days	7 August	8 August
DDO Training	Peshawar	02 Days	16 August	17 August
SAP HR (Payroll Processing Module)	Peshawar	03 Days	21 August	23 August
Audit Of Procurement, PPRA Rules	Quetta	03 Days	15 August	17 August
NAM (CoA, Budget, Commitment Accounting, Asset Accounting)	Quetta	03 Days	22 August	24 August
September 2023				
Post Budget Seminar Finance Bill 2023-24	Lahore	02 Days	21 September	22 September
Understanding Artificial Intelligence and its uses in Private and Public Sector (CPD Mandatory)	Lahore	02 Days	19 September	20 September
Official Correspondence & Report Writing	Lahore	03 Days	11 September	12 September
Budget Preparation with MS Excel	Lahore	3 Days	11 September	13 September
SAP FI	Lahore	3 Days	18 September	20 September
Audit of Public Works / Works Audit Techniques	Islamabad	02 Days	11 September	12 September
Audit of Social Safety Nets	Islamabad	03 Days	18 September	20 September
E &D Rules	Karachi	02 Days	12 September	13 September
New Accounting Model (NAM)	Karachi	03 Days	18 September	20 September
Advance Course on MS Excel	Peshawar	03 Days	13 September	15 September
SAP HR (Pension & GP Fund Module)	Peshawar	03 Days	20 September	22 September
Audit of Public Works / Works Audit Techniques	Quetta	03 Days	13 September	15 September
124thPublic Finance Managers' Course (PFMC)	Quetta	2-Months	4 September 2023	October 2023
October 2023				
Audit of Procurement / PPRA Rules (CPD Mandatory)	Lahore	02 Days	10 October	11 October
CIA- Preparatory Course	Lahore	04 Days	17 October	20 October
Managing Work for DAC & PAC	Lahore	02 Days	25 October	26 October

(CPD Mandatory)				
Cyber Space Security in Public Sector	Lahore	02 Days	30 October	31 October
SAP (HR)	Lahore	3 Days	10 October	12 October
AMIS Course for 50th STP	Lahore	5 Days	16 October	20 October
Course on SAP (HR)	Karachi	03 Days	9 October	11 October
Course on SAP (FI)	Karachi	03 Days	18 October	20 October
Audit of Procurement / PPRA Rules	Peshawar	02 Days	09 October	10 October
AMIS	Peshawar	03 Days	17 October	19 October
Audit of Contract Management (Mega Projects)	Quetta	03 Days	11 October	13 October
AMIS	Quetta	02 Days	25 October	26 October
November 2023				
Preparation & Analysis of Financial Statements (Govt. & PSE) (CPD Mandatory)	Lahore	03 Days	13 November	15 November
Code of Ethics (CPD Mandatory)	Lahore	02 Days	21 November	22 November
Audit of Quality Management Framework (AQMF)	Lahore	02 Days	29 November	30 November
Preparatory Course on CISA	Lahore	04 Days	20 November	23 November
SAP Senior Management Course (SAP FI/HR)	Lahore	04 Days	27 November	30 November
SAP (SAP FI/HR) Course for 50th STP	Lahore	10 Days	13 November	24 November
Computer Competency Practical Training (CCPT)	Islamabad	20 Days	1 November	29 November
Training For Chief Finance & Accounts Officers (CF&AOs)	Islamabad	03 Days	14 November	16 November
Advanced Excel	Karachi	03 Days	13 November	15 November
Audit of Receipt &Income Tax Laws	Karachi	03 Days	27 November	29 November
CCPT (100 Hours)	Peshawar	20 Days	1 November	29 November
FAM	Peshawar	02 Days	23 November	24 November
Audit of Public Works / Works Audit Techniques	Peshawar	02 Days	29 November	30 November
Drawing & Disbursing Officer's Training	Quetta	02 Days	6 November	7 November
Pension Audit	Quetta	02 Days	16 November	17 November
FR/SR & Treasury Rules	Quetta	02 Days	21 November	22 November
December 2023				
Forensic Audit (CPD Mandatory)	Lahore	02 Days	5 December	6 December
E & D Rules	Lahore	02 Days	18 December	19 December
Stress Management	Lahore	02 Days	21 December	22 December

(CPDMandatory)				
CCPT Training (100 Hours)	Lahore	20 Days	4 December	29 December
MCMC (Domain Specific) Data Analytics	Lahore	5 Days	11 December	15 December
Preparation of Appropriation Accounts & Financial Statements (CPD Mandatory)	Islamabad	02 Days	6 December	7 December
MS Excel (Advance)	Islamabad	02 Days	19 December	20 December
Training of Audit Management Information System (AMIS)	Karachi	04 Days	11 December	14 December
Conflict Management	Karachi	02 Days	18 December	19 December
Communication in Government Offices /Official Report Writing/ Presentation Skills	Peshawar	02 Days	4 December	5 December
IPSAS (CPD Mandatory)	Peshawar	03 Days	19 December	20 December
SAP-FI/HR	Quetta	03 Days	5 December	7 December
MS-Office (MS- Word, Excel, Power Point, Project)	Quetta	03 Days	12 December	14 December
January 2024				
Audit of Fraud & Corruption (CPD Mandatory)	Lahore	03 Days	4 January	6 January
Audit of Climate Change / Disaster Preparedness Strategies (CPD Mandatory)	Lahore	03 Days	10 January	12 January
Audit of Sustainable Development Goals (CPD)	Lahore	02 Days	16 January	17 January
Pension Audit	Lahore	02 Days	23 January	24 January
IS Auditing	Lahore	03 Days	3 January	5 January
Qlick Sense	Lahore	03 Days	15 January	17 January
MS office (Word, Excel, Power Point)	Lahore	03 Days	29 January	31 January
Public Debt Management (CPD Mandatory)	Islamabad	02 Days	9 January	10 January
SAP FI	Islamabad	03 Days	22 January	24 January
Audit of Petroleum Sector	Karachi	03 Days	8 January	10 January
Audit of Contract Management	Karachi	03 Days	17 January	19 January
Audit of Procurement / PPRA Rules (CPD Mandatory)	Karachi	02 Days	23 January	24 January
Qlick Sense	Peshawar	03 Days	15 January	17 January
Information System Audit	Peshawar	03 Days	24 January	26 January
Official Correspondence & Report Writing	Quetta	02 Days	11 January	12 January

Audit of Fraud & Corruption	Quetta	02 Days	29 January	30 January
February 2024				
Diary Maintenance & Weeding out Procedure	Lahore	02 Days	6 February	7 February
Managing an Inclusive workplace (Gender/Special people etc.) (CPD Mandatory)	Lahore	02 Days	13 February	14 February
FAM / Audit Planning	Lahore	02 Days	20 February	21 February
Audit of Subsidies	Lahore	02 Days	27 February	28 February
MS Access & MS Excel Advanced	Lahore	02 Days	12 February	13 February
MS office (Word, Excel, Power Point)	Lahore	02 Days	19 February	20 February
SAP HR	Lahore	03 Days	26 February	28 February
Forensic Audit	Islamabad	02 Days	19 February	20 February
Works Audit Techniques / Audit of Public Works	Karachi	02 Days	12 February	13 February
Certification Audit /FAM/Working Paper Kit (CPD Mandatory)	Karachi	03 Days	26 February	28 February
Audit of Contracts (CPD Mandatory)	Peshawar	03 Days	12 February	14 February
GFR / FR & SR and TA Rules	Peshawar	03 Days	26 February	28 February
Public Debt Management	Quetta	02 Days	5 February	6 February
Budgeting in MS Excel	Quetta	03 Days	14 February	16 February
March 2024				
Works Audit Techniques/ Audit of Public Works	Lahore	02 Days	4 March	5 March
FR/SR & Treasury Rules	Lahore	02 Days	7 March	8 March
Research Methods / Analytical Techniques	Lahore	02 Days	26 March	27 March
Pension Audit	Islamabad	02 Days	4 March	5 March
Rules of Business 1973	Islamabad	03 Days	25 March	27 March
Report Writing	Karachi	02 Days	13 March	14 March
Evaluation of Internal Controls	Karachi	02 Days	27 March	28 March
Managing Works for Departmental Accounts Committees (DAC & PAC) (CPD Mandatory)	Peshawar	02 Days	6 March	7 March
Cyber Space Security	Peshawar	02 Days	18 March	19 March
125th Public Finance Managers' Course (PFMC)	Quetta	02 Months	4 March	April
Secretariat Instructions/ Rules of Business	Quetta	02 Days	19 March	20 March

April 2024

Audit of Receipts	Lahore	02 Days	22 April	23 April
International Competitive Bidding (CPD Mandatory)	Lahore	02 Days	29 April	30 April
AMIS	Lahore	3 Days	22 April	24 April
MS Access & MS Excel Advanced	Lahore	2 Days	22 April	23 April
Qlick Sense	Islamabad	03 Days	17 April	19 April
SAP FI	Islamabad	03 Days	22 April	24 April
Forensic Audit	Karachi	02 Days	22 April	23 April
Public Debt Management	Karachi	02 Days	29 April	30 April
AMIS	Peshawar	03 Days	22 April	24 April
Manual for Development Projects *(KP GOVT. 2022)* /Audit of Foreign Aided Project	Peshawar	02 Days	29 April	30 April
Audit of Receipt	Quetta	03 Days	22 April	24 April
Stress Management	Quetta	02 Days	29 April	30 April

May 2024

Audit of Foreign Aided Projects / Project Auditing (CPD Mandatory)	Lahore	02 Days	7 May	8 May
Evaluation of Internal Controls	Lahore	02 Days	14 May	15 May
Citizen Participatory Audit	Lahore	02 Days	28 May	29 May
AMIS	Lahore	03 Days	7 May	9 May
MCMC (Domain Specific) AMIS / Data Analytics	Lahore	03 Days	20 May	22 May
Public Financial Management (CPD Mandatory)	Islamabad	02 Days	13 May	14 May
Noting Drafting Techniques/ Secretariat Instructions	Islamabad	02 Days	27 May	28 May
Audit of Fraud & Corruption (CPD Mandatory)	Karachi	02 Days	8 May	9 May
Training on Audit Management Information System (AMIS)	Karachi	03 Days	14 May	16 May
Audit of Environment	Peshawar	02 Days	7 May	8 May
SAP-FI	Peshawar	03 Days	27 May	29 May
AMIS	Quetta	02 Days	9 May	10 May
Workshop on AQMF (CPD Mandatory)	Quetta	02 Days	21 May	22 May

June 2024

CCPT Training (100 Hours)	Lahore	20 Days	3 June	28 June
AMIS	Islamabad	03 Days	5 June	7 June
Analysis of Financial Statements	Karachi	03 Days	3 June	5 June
Presentation &Communication	Karachi	03 Days	25 June	27 June

Skills (CPD Mandatory)				
Forensic Audit	Peshawar	02 Days	5 June	6 June
Evaluation of Internal Controls	Peshawar	02 Days	12 June	13 June
Preparation & Analysis of Financial Statements	Quetta	02 Days	4 June	5 June
Managing Work for DAC & PAC (CPD Mandatory)	Quetta	02 Days	10 June	11 June
Computer Competency Practical Training (CCPT) (100 Hours)	Quetta	20 Days	3 June	28 June

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 the 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, we have trained **504 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 2023-24 Performance Audit Wing

Sr. No.	Course Title	Participation Level	*Dates	Duration (Days)
1.	Procurement Management in PA	BPS 17 and Above	03.07.2023 to 04.07.2023	02
2.	Contract Management in PA	BPS 17 and Above	10.07.2023 to 11.07.2023	02
3.	Impact Audit	BPS 17 and Above	18.07.2023 to 19.07.2023	02
4.	ISSAI Standards & Guidelines	BPS 17 and Above	02.08.2023 to 03.08.2023	02
5.	Performance Auditing Cycle (A) Planning Phase - Preliminary survey report - Audit Assignment Plan	BPS 17 and Above	15.08.2023 to 17.08.2023	03
6.	Performance Auditing Cycle. (B) Execution Phase - Entry Interview - Audit Execution	BPS 17 and Above	28.08.2023 to 30.08.2023	03
7.	Performance Auditing Cycle. (C) Reporting Phase - Draft report - Entity Response - DAC Decision - Final Report	BPS 17 and Above	11.09.2023 to 13.09.2023	03

8.	Value for Money (VFM) Course for the Officers of Executive Departments of Federal/Provincial Governments	BPS 17 and Above	20.09.2023 to 22.09.2023	03
9.	Data Analysis in Performance Auditing	BPS 17 and Above	03.10.2023 to 05.10.2023	03
10.	Report writing process in Performance Auditing	BPS 17 and Above	10.10.2023 to 11.10.2023	02
11.	110 - ITP-Local	BPS 17 and Above	16.10.2023 to 03.11.2023	15
12.	Introductory course for Public Sector PIPFA Students	PIPFA Students (As per schedule)	14.11.2023 to 15.11.2023	02
13.	How to prepare Preliminary Survey Report (PSR)	BPS 17 and Above	28.11.2023 to 29.11.2023	02
14.	White collar crime & its management with particular reference to PA	BPS 17 and Above	20.12.2023 to 21.12.2023	02
15.	Performance Auditing in the perspective of IT environment i.e AMIS	BPS 17 and Above	01.01.2024 to 02.01.2024	02
16.	Simulation Exercises on presentation skills for PAC	BPS 20 and 19	15.01.2024	01
17.	Thematic Audit	BPS 17 and Above	22.01.2024 to 23.01.2024	02
18.	Risk based analysis in Performance Audit	BPS 17 and Above	29.01.2024 to 30.01.2024	
19.	Audit of Climate Change Preparedness & Audit of Disaster Readiness	BPS 17 and Above	07.02.2024 to 09.02.2024	03
20.	111 -ITP International	Middle Audit Managers from various SAIs and BPS-18 PAAS Officers	19.02.2024 to 08.03.2024	15
21.	Simulation Exercises on presentation skills for PAC	BPS 20 and 19	17.04.2024 to 18.04.2024	02
22.	How to prepare Preliminary Survey Report (PSR)	BPS 17 and Above	30.05.2024 to 31.05.2024	02

23.	Report Writing Process in PA	BPS 17 and Above	05.06.2024 to 06.06.2024	02
24.	Refresher Course for ITP Trained Officers	BPS 17 and Above	11.06.2024 to 14.06.2024	04
25.	On Demand Courses		24.06.2024 to 27.06.2024	04
Total Working days reserved for training				**85**