



THE RECTOR
Pakistan Audit & Accounts Academy
Department of the Auditor-General of Pakistan

Central Government Offices Building, Gulberg-III, Lahore ☎: 99263200 Fax: 99263201
No. PAAA / IT/168/ 19-20/ 1908 Dated: 5-3 -2019

1. The Accountant General, Punjab, Lahore.
2. The Director General, Accounts Works, Lahore.
3. The Director General, DAOs Lahore.
4. The Director General, Audit Punjab, Lahore.
5. The Director General, Audit Works, (Provincial), Lahore.
6. The Director General, Audit Works, (Federal), Lahore
7. The Director General, Audit, Inland Revenue (North) Lahore
8. Director General Audit Petroleum and Natural Resources Lahore
9. The Director General, Audit Customs, Lahore.
10. The Director General, Audit Water Resources Lahore.
11. The Director General, Audit Power, Lahore.
12. The Director General, Audit Railways, Lahore.
13. The Director General, PT&T Audit, Lahore.
14. The Director, Commercial Audit, Lahore.
15. The Director General, District Audit, (North), Lahore.
16. The Director General, District Audit, (South), Multan.
17. The Controller Military Accounts (LC), Lahore.
18. The Controller Military Accounts (Pension), Lahore.
19. The Controller Local Audit, CMA, Lahore.
20. The FA & CAO, Pakistan Railways, HQ, Lahore.
21. The FA & CAO, (Revenue) Pakistan Railways, HQ, Lahore.
22. The FA & CAO, (M&S) Pakistan Railways, HQ, Lahore.
23. The Chief Internal Auditor, Pakistan Railways, HQ, Lahore.
24. The Director Audit, Defence Services, Lahore
25. The Additional Accountant General, AGPR, Sub-Office, Lahore.
26. The Director postal Accounts, Lahore.

Subject: **THREE DAYS COURSE ON MS EXCEL ADVANCED FROM 11-03-2020 To 13-03-2020**

Kindly refer to the subject cited above.

2. Pakistan Audit & Accounts Academy, Lahore is conducting two days course on “*MS Excel Advance*” from 11-03-2020 to 13-03-2020. The objectives of the course are to enable the participants learn functions of advance level of MS Excel i.e Formulas & outlines, Manipulating data, Workbooks, Conditional formatting, Templates, Advanced Options, Macros and customizations.
3. You are requested to nominate participants for the said course. The nominations may kindly be made before **10-03-2020** enabling this office, to make necessary arrangements for the said course.


(FAREEHA ALI RANDHAWA)
DIRECTOR (IT/CISA)



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No. PAAA / IT/166/ 19-20/ 1219

Dated: 5 .03.2020

The Director Director Works Audit (Federal) Lahore	The FA & CAO Pakistan Railways HQ, Lahore
The Director General Audit Water Resources Lahore	The FA & CAO (Revenue) Pakistan Railways HQ Lahore
The Director General Audit Punjab Lahore	The Accountant General Punjab Lahore
The FA & CAO (M&S) Pakistan Railways HQ Lahore	The Director General Audit Inland Revenue & Customs Lahore
The Director General Audit Works (Provincial) Lahore	The Director General Audit Power Lahore
The Director General Audit Customs and Petroleum Lahore	The Director General PT & T Audit Lahore
The Director General Audit Railways Lahore	The Director Commercial Audit Lahore
The Director General PAW Lahore	The Director General Audit District Governments (South) Multan
The Director General Audit District Government Punjab (North) Lahore	The Controller Military Accounts (Pension) Lahore
The Controller Military Accounts (LC) Lahore	The Chief Internal Auditor Pakistan Railways HQ Lahore
The Controller Local Audit (Defense Services) Lahore	The Director Postal Accounts Lahore
The Director Audit Defense Services Lahore	

SUBJECT: - THREE WEEKS PREPARATORY COURSE FOR CISA FROM 16-03-2020 TO 03-04-2020.

Kindly refer to the subject cited above

2. Pakistan Audit & Accounts Academy Lahore has planned to conduct "Preparatory Course for CISA" from 16-03-2020 to 03-04-2020 for the Field Audit Offices. The objectives of the course are to develop capacity of the participants in I.S Audit and enable them to obtain CISA certification subsequently.
3. It is emphasized that CISA certification is important step towards building the HR base of the DAGP to conduct I.S Audit of Public Sector Enterprises (PSEs) and other Government Organizations which are fast moving towards I.T based data.
4. It is requested that motivated officers of BPS-17 & above who are interested in CISA certification, may be nominated for the said course. The nominations may reach this office well in time upto 13-03-2020 so that necessary arrangements could be made.


(FAREEHA ALI RANDHAWA)
DIRECTOR (IT/CISA)