

COURSES PLAN - 2017

Rawalpindi, Lahore, Multan, Karachi, Wah, Peshawar, Quetta

SHORT COURSES

S.No.	Page No.	Name of Course	Level	Duration	Dates
JANUARY					
1.	25	Revised Leave Rules (Workshop)	B 11 - 18	3 days	18-01-2017 to 20-01-2017
2.	4	Noting & Drafting Skills (Workshop)	B 11 - 18	3 days	24-01-2017 to 26-01-2017
FEBRUARY					
3.	15	Preparation of Annual Accounts	B 11 - 18	2 days	06-02-2017 to 07-02-2017
4.	8	Contracts	B 11 - 18	5 days	13-02-2017 to 17-02-2017
5.	6	New Accounting Model (NAM) and PMAD's Legacy Accounting	B 11 - 18	2 days	21-02-2017 to 22-02-2017
MARCH					
6.	7	Course on Local Audit	B 11 - 18	5 days	06-03-2017 to 10-03-2017
7.	24	Maintenance of Office Building and Record	B 11 - 18	2 days	14-03-2017 to 15-03-2017
8.	11	Budget, Control Over Expenditure & Re-appropriation	B 11 - 18	2 days	28-03-2017 to 29-03-2017
APRIL					
9.	2	Travelling Allowances Rules	B 11 - 18	5 days	03-04-2017 to 07-04-2017
10.	18	Pension Rules (Civilian/ Defence Services)	B 11 - 18	4 days	17-04-2017 to 20-04-2017
11.	9	Office Procedure & Filing System	B 11 - 18	2 days	24-04-2017 to 25-04-2017
MAY					
12.	3	Primary Course in Accounting Skills	B 11 - 18	3 days	02-05-2017 to 04-05-2017
13.	5	Training of UAs/AUAs (RSPA)	B 11 - 18	5 days	08-05-2017 to 12-05-2017
14.	10	M.E.S. Payments	B 11 - 18	3 days	16-05-2017 to 18-05-2017
JUNE					
15.	14	Orientation Course for Naval Officers	Lt./Lt.Cdr	4 days	12-06-2017 to 15-06-2017
JULY					
16.	12	Conduct & Discipline Rules (Workshop)	B 11 - 18	4 days	18-07-2017 to 21-07-2017
AUGUST					
17.	16	Functions "D" Section	B 11 - 18	2 days	01-08-2017 to 02-08-2017
18.	13	Functions of MRC Section	B 11 - 18	3 days	15-08-2017 to 17-08-2017
19.	26	Daftri Urdu Course	B 11 - 18	3 days	22-08-2017 to 24-08-2017
SEPTEMBER					
20.	17	Public Procurement Rules - 2004	B 11 - 18	2 days	11-09-2017 to 12-09-2017
21.	23	Training of Drawing & Disbursing Officers	B 11 - 18	3 days	18-09-2017 to 20-09-2017
22.	4	Noting & Drafting Skills (Workshop)	B 11 - 18	3 days	25-09-2017 to 27-09-2017

OCTOBER

S.No.	Page No.	Name of Course	Level	Duration	Dates
23.	19	Cost Accounting in POF & CNA's office	B 11 - 18	3 days	04-10-2017 to 06-10-2017
24.	2	Travelling Allowances Rules	B 11 - 18	5 days	16-10-2017 to 20-10-2017
25.	20	Interpersonal Skills Management	B 11 - 18	3 days	24-10-2017 to 26-10-2017

NOVEMBER

26.	1	Pay Fixation	B 11 - 18	5 days	06-11-2017 to 10-11-2017
27.	21	Post Audit of Bills & Vouchers	B 11 - 18	2 days	21-11-2017 to 22-11-2017

DECEMBER

28.	3	Primary Course in Accounting Skills	B 11 - 18	3 days	04-12-2017 to 06-12-2017
29.	14	Orientation Course for Naval Officers	Lt./Lt.Cdr	4 days	11-12-2017 to 14-12-2017
30.	5	Training of Unit Accountants (R.S.P.A)	B 11 - 18	5 days	18-12-2017 to 22-12-2017
31.	22	DSOP/GP Fund Rules	B 11 - 18	3 days	26-12-2017 to 28-12-2017

LONG COURSES

S.No.	Page No.	Name of Course	Level	Duration	Dates
32.	27	Preparatory Class AAO P.E. Part-I	B 11 - 16	6 weeks	06-03-2017 to 14-04-2017
33.	28	Preparatory Class AAO P.E. Part-II	B 11 - 16	8 weeks	01-09-2017 to 31-10-2017

CONDITIONAL COURSES

Holding of these courses is subject to Induction / Recruitment of fresh intake)

S.No.	Name of Course	Level	Duration	Dates
34.	Orientation Course for Newly Recruited Staff	B 11-16	4 weeks	On Fresh Recruitment of Senior Auditors
35.	Orientation Course for (PA&AS) Probationary Officer of 43 rd Common	B 17	2 weeks	May 2017

COMPUTER COURSES – 2017

S.No.	Page No.	Name of Course	Level	Duration	Dates	Station
JANUARY						
36.	29	Office Automation	B 11 – 18	10 days	16-01-17 to 27-01-17	All MATIs except Rwp
FEBRUARY						
37.	30	Payroll Audit Through ACL	B 11 – 18	05 days	06-02-17 to 10-02-17	MATI Rawalpindi Only
38.	31	Computerization of D-Section	B 11 – 18	02 days	09-02-17 to 10-02-17	All MATIs
39.	29	Office Automation	B 11 – 18	10 days	13-02-17 to 24-02-17	All MATIs except Lahore
40.	30	Payroll Audit Through ACL	B 11 – 18	05 days	20-02-17 to 24-02-17	MATI Lahore Only
MARCH						
41.	32	Course on Advance Excel	B 11 – 18	05 days	06-03-17 to 10-03-17	All MATIs
42.	31	Computerization of G.P. Fund	B 11 – 18	02 days	20-03-17 to 21-03-17	All MATIs
APRIL						
43.	31	Pay Roll of PMAD	B 11 – 18	03 days	03-04-17 to 05-04-17	All MATIs
44.	29	Office Automation	B 11 – 18	10 days	17-04-17 to 28-04-17	All MATIs
MAY						
45.	30	Payroll Audit Through ACL	B 11 – 18	05 days	15-05-17 to 19-05-17	MATI Rawalpindi Only
46.	29	Office Automation	B 11 – 18	10 days	08-05-17 to 19-05-17	All MATIs except Rwp
JUNE						
47.	29	Office Automation	B 11 – 18	10 days	05-06-17 to 16-06-17	All MATIs
JULY						
48.	32	Course on Advance Excel	B 11 – 18	05 days	10-07-17 to 14-07-17	All MATIs
AUGUST						
49.	29	Office Automation	B 11 – 18	10 days	15-08-16 to 25-08-17	All MATIs except Rwp
SEPTEMBER						
50.	31	Computerization of D-Section	B 11 – 18	02 days	13-09-17 to 14-09-17	All MATIs
51.	29	Office Automation	B 11 – 18	10 days	18-09-17 to 29-09-17	All MATIs
OCTOBER						
52.	30	Payroll Audit Through ACL	B 11 – 18	05 days	09-10-17 to 13-10-17	MATIs Lahore Only
53.	29	Office Automation	B 11 – 18	10 days	16-10-17 to 27-10-17	All MATIs except Lahore
NOVEMBER						
54.	30	Payroll Audit Through ACL	B 11 – 18	05 days	20-11-17 to 24-11-17	MATI Rawalpindi Only
55.	29	Office Automation	B 11 – 18	10 days	13-11-17 to 24-11-17	All MATIs except Rwp
56.	31	Computerization of G.P. Fund	B 11 – 18	02 days	27-11-17 to 28-11-17	All MATIs
DECEMBER						
57.	31	Pay Roll of PMAD	B 11 – 18	03 days	12-12-17 to 14-12-17	All MATIs
58.	32	Course on Advance Excel	B 11 – 18	05 days	18-12-17 to 22-12-17	All MATIs