



**Pakistan Anti-Corruption Academy (PACA)**

# **Annual Training & Research Plan - 2023**



(Director Generals' Conference 2023 at NAB HQs)

**Training and Research Division, NAB HQ, Islamabad**

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Annual Training & Research Plan - 2023				
“At a Glance”				
Sr. No	Training/Course /Seminar	Participants	Venue	Scheduled Dates
1.	<b><u>Investigation Officers Basic Induction Course (IBIC) – IX</u></b>			
	IBIC-IX	Newly Inducted Investigation Officers subject to Finalization of Selection	Police College Sihala	Mid Feb to end June 2023
2.	<b><u>Training of Trainers (ToT)</u></b>			
	Training of Trainers (ToT)	Addl Directors/ Sr. Dy Directors – Training Incharges in Regional NABs	PACA Islamabad (In-person / Virtual)	20-24Feb, 2023
3.	<b><u>Capacity Building Courses Conducted at PACA, Islamabad</u></b>			

	Course - I	IOs / COs / Prosecutors (BPS 17-19)	PACA, Islamabad	06-10 March, 2023 (3 to 5 days)
	Course - II	IOs / COs / Prosecutors (BPS 17-19)		19-23 June, 2023 (3 to 5 days)
	Course - III	IOs / COs / Prosecutors (BPS 17-19)		18-22 Dec, 2023 (3 to 5 days)
<b>4.</b>	<b><u>Refresher Courses for IOs &amp; Prosecutors</u></b>			
	i. Refresher Course – 1	IOs / COs / Prosecutors (BPS 17-19)	All Regional NABs	20-24 March, 2023
	ii. Refresher Course – 2	IOs / COs / Prosecutors (BPS 17-19)		08-12-May, 2023
	iii. Refresher Course – 3	IOs / COs / Prosecutors (BPS 17-19)		05-09 June, 2023
	iv. Refresher Course – 4	IOs / COs / Prosecutors (BPS 17-19)		03-07 July, 2023
<b>5.</b>	<b><u>Inter-Regional Trainings</u></b>			
	Inter-Regional Training –I	IOs / COs / Prosecutors (BPS 17-19)	Regional NAB Lahore	May, 2023
	Inter-Regional Training – II	IOs / COs / Prosecutors (BPS 17-19)	Regional NAB Multan	July, 2023
	Inter-Regional Training – III	IOs / COs / Prosecutors (BPS 17-19)	Regional NAB Sukkur	Sep, 2023
	Inter-Regional Training -IV	IOs / COs / Prosecutors (BPS 17-19)	Regional NAB Karachi	Nov, 2023
<b>6.</b>	<b><u>Capacity Building Courses (CBC)</u></b>			
	Capacity Building Course 1	IOs / COs (BPS 17 -19)	All Regional NABs	06-10 March
	Capacity Building Course 2	IOs / COs (BPS 17 -19)	All Regional NABs	24-28 April
	Capacity Building Course 3	IOs / COs (BPS 17 -19)	All Regional NABs	07-11 Aug
	Capacity Building Course 4	IOs / COs (BPS 17 -19)	All Regional NABs	11-15 Sep
	Capacity Building Course 5	IOs / COs (BPS 17 -19)	All Regional NABs	23-27 Oct
	Capacity Building Course 6	IOs / COs (BPS 17 -19)	All Regional NABs	06-10 Nov

Sr. No	Training/Course /Seminar	Participants	Venue	Scheduled Dates
7.	<b><u>Directors' Conference /Training</u></b>			
	Director's Conference/ Training 1	Directors/ Acting Directors of NAB (BPS 20)	To be arranged by Regional NAB Lahore	10-14 July, 2023 (Any two days)
	Director's Conference / Training 2	Directors / Acting Directors of NAB (BPS 20)	PACA Islamabad in Collaboration with NAB Rawalpindi	25-27 Sep, 2023 (Any two days)
	Director's Conference/ Training 3	Directors / Acting Directors of NAB (BPS 20)	To be arranged by Regional NAB KPK	27-30 Nov, 2023 (Any two days)

8.	<b>Foreign Trainings</b>			
	<b>As per Invitation</b>			
9.	<b>Inland Courses: Sponsored by Foreign Organizations</b>			
	Inland Courses; Sponsored by Foreign Organizations	Officers of NAB	To be decided and arranged by the Sponsoring Agencies/ Organizations	To be decided and arranged by the Sponsoring Agencies/ Organizations
10.	<b><u>Trainings offered by Academies of other LEAs / Govt. Deptts.etc..</u></b>			
	Trainings offered by Academies of other LEAs / Govt. Deptts.etc.	Officers of NAB as offered by the Sponsoring Agency	To be decided and arranged by the Sponsoring Agencies/ Organizations	Dates subject to Invitations
11.	<b><u>Staff Development Courses for officials</u></b>			
	Staff Development Course 1	Qasids / Naib Qasids and Equivalent	All Regional NABs	27-31 March (Any 2 Days)
	Staff Development Course 2	Drivers / DRs and equivalent	All Regional NABs	2-5 May (Any 2 Days)
	Staff Development Course 3	Superintends, Assistants, UDCs, LDCs & equivalent	All Regional NABs	12-16 June (Any 2 Days)
	Staff Development Course 4	Pvt. Secretaries, sst Pvt Secretaries, PAs & Steno-typists	All Regional NABs	24-27 July (Any 2 Days)
12.	<b><u>Research and Development Activities for Year – 2023</u></b>			
	<ul style="list-style-type: none"> <li>i. The impact of Amendments in NAO-1999 on the operations of NAB promulgated during the Year -2022</li> <li>ii. Analysis of Acquitted Cases of NAB from Trial Courts and to identify the weaknesses in investigation and prosecution.</li> <li>iii. Analysis of Convicted cases and to identify the best practices at the investigation and prosecution stage</li> <li>iv. Analysis of acquitted cases from High Courts and to identify the weaknesses at Appellant Courts.</li> <li>v. Performance Measures of the overall operations of NAB during the year 2023</li> <li>vi. Evaluation of the impact of Annual Training Plan on the capacity building of NAB officers</li> </ul>			

## Annual Training Plan – 2023

NAB has recently established Pakistan Anti – Corruption Academy (PACA) under the administrative control of Training & Research Division, NAB HQs, Islamabad. For a dynamic and progressive organization, well – trained Human Resource plays a pivotal role in achieving its goals. In order to systematically build, enhance, upgrade & nurture the capacities of NAB Officers / Officials, following training courses have been planned by T&R Division / PACA indigenously as well as in collaboration with local & foreign reputed training institutions:

- a. Basic Induction Course for Investigation Officers (IBIC-IX) – 2023
- b. Capacity Building Courses (CBCs)
- c. Training of Trainers (ToTs)
- d. Directors' Conference
- e. Trainings offered by Academies of other LEAs / Govt Deptt etc.
- f. In – land Courses sponsored by International Organizations
- g. Foreign Trainings
- h. Thematic Trainings to be conducted by Regional NABs
- i. Staff Development Courses

### **a. Basic Induction Course for Investigation Officers (IBIC-IX) – 2023**

Investigator's Basic Induction Course (IBIC-IX) – 2023 for newly inducted 54x Assistant Directors (BS-17) has been designed for duration of 20x weeks, comprising 7x Training Modules. The Training has been scheduled to be held at Police College Sihala tentatively w.e.f. 2<sup>nd</sup> week of February 2023. The course curriculum has been approved by the worthy Chairman NAB. After completing on campus training, trainees will undergo 4x weeks On Job Training (OJT) at Regional Bureaus.

### **b. Capacity Building Courses (CBCs)**

PACA established at NAB HQ old Building has become operational to act as a hub for receipt and dissemination of knowledge to effectively combat scourge of Corruption and Money Laundering. During the year 2023, PACA shall be organizing number of courses to impart trainings to its workforce. Initially, 3x courses have been planned to be held at PACA. Detail of topics against each CBC is placed at "**Annex – A**".

### **c. Training of Trainers (ToTs)**

The Training Cells established at Regional NABs play pivotal role in implementation of Annual Training Plan. In order to create awareness & implementation of Training Plan 2023 in true letter & spirit, a ToT Program is planned to be conducted at PACA / T&R Division tentatively in 3<sup>rd</sup> week of February 2023 (In person or virtual).

The OICs of Training Cells of Regional NABs shall be presented a short brief of the instant Plan. The Regional NABs are requested to forward to nominate In-charge Training Cells as well as one potential Master Trainer (BS 18-19) and one Law Officer for this program.

**d. Directors' Conference /Training – II:**

A 2x days Directors' Conference is planned for knowledge / experience sharing for officers working as Director in NAB HQs / Regions. During the said training will be conducted at PACA in collaboration with Regional NAB Rawalpindi. The following topics in addition to the topics under annual training theme allocated to NAB Rawalpindi will be covered:

Name of Course	Proposed Dates
<b>Director's Conference / Training – II</b> a. Strengthening Institutional Framework & Increasing LEAs capabilities & capacity to investigate money laundering cases (IO-7 APG – 2.2) FATF recommendation b. Processing Mutual Legal Assistance & Extradition Applications c. Code of Conduct & Ethics d. Official Secrets Act, 1923	<i>25-27 Sep, 2023</i>

**e. Trainings offered by Academies of other LEAs / Govt Deptt etc.**

For the capacity building of NAB officers, T&R Division remains constantly engaged in organizing various training courses with other academies of Federal Govt. Upon receipt of request, nominations are made from NAB HQs / Regional NABs for trainings offered by these institutes during the year. The academies / institutes include:

- i) National Counter Terrorism Authority, Islamabad
- ii) National Police Academy, Islamabad
- iii) National Intelligence Academy, Islamabad
- iv) Intelligence Bureau Academy, Islamabad
- v) Federal Investigation Agency Academy, Islamabad
- vi) Pakistan Manpower Institute, Islamabad
- vii) Federal Judicial Academy, Islamabad
- viii) National Forensic Science Agency, Islamabad
- ix) Pakistan Planning & Management Institute, Islamabad

Moreover, pursuant to the approval of Chairman NAB, NAB officers attending Mid – Career Management Course undergo 4x weeks Domain Specific portion of MCMC at National Police Academy, Islamabad alongwith other officers of Police & FIA.

**f. In – land Courses sponsored by International Organizations**

In collaboration with well – reputed International Organizations, T&R Division organizes various Courses / Seminars / Workshops on issues related to Money Laundering, Tracing & Freezing of Digital Assets, Crimes Scene Management, Digital Currency etc during the year (In person & virtual).

The organizations including but not limited to:

- i) United Nations Office on Drugs and Crime (UNODC)
- ii) Bureau of International Narcotics and Law Enforcement Affairs (INL), US Embassy
- iii) Criminal International Criminal Investigative Training Assistance Program (ICITAP)
- iv) Federal Bureau of Investigation (FBI) / United States Deptt for Justice – U.S Embassy
- v) National Crime Agency (NCA), British High Commission
- vi) Australian Federal Police (AFP), Australian High Commission

**g. Foreign Trainings**

PACA has been mandated to coordinate with all Local & Foreign Agencies for International Cooperation, Trainings, Research & Reformation, Forensic Examination, Curriculum Development & Accreditation of Investigators in the field of Financial Crimes & Anti – Corruption vide notification dated 17<sup>th</sup> March, 2020.

Accordingly, T&R Division / PACA has approached following International Organizations for arranging Trainings / Capacity Building Courses / Programmes / Workshops in the field of White Collar Crime and Anti-Money Laundering for the Investigators and Law Officers of NAB as well as other

Anti-corruption agencies of Pakistan:

- i) United Nations Office on Drugs and Crime (UNODC)
- ii) International Association of Anti-Corruption Authorities (IAACA)
- iii) Malaysia Anti-Corruption Academy (MACA)
- iv) Bureau of International Narcotics and Law Enforcement Affairs (INL), US Embassy
- v) Australian Federal Police (AFP)
- vi) Federal Bureau of Investigation (FBI)

In accordance with the criteria approved by worthy Chairman NAB, to streamline and rationalize the nomination of officers for foreign visits regarding International Cooperation / Seminars / Trainings / Courses, T&R Division will recommend officers from following lists:

- i) List of Good Investigation Officers provided by All Regional NABs  
(To be updated on quarterly basis)
- ii) List of Best declared officers during last three years  
(Awarded certificates on 9<sup>th</sup> December)

**h. Thematic Trainings to be conducted by Regional NABs**

The Training & Research Plan 2023 as approved by worthy Chairman NAB shall be implemented by T&R Division / PACA & Regional NABs. Each Region has been mandated with a specialized theme for the Capacity Building Courses which shall be followed alongwith other common trainings which include:

- i. Directors' Conference / Trainings to be arranged by PACA NAB HQ, Regional NAB Rawalpindi & Lahore
- ii. Inter – Regional Trainings to be arranged by Regional NAB Karachi, Sukkur, Multan & Lahore
- iii. Refresher Courses for IOs / COs / Prosecutors
- iv. Staff Development Courses for Officials BS 1 to 16
- v. Capacity Building Courses against themes allocated to each region

Sr.	Regional NAB	Training Themes allocated for the year 2023
1.	Rawalpindi	Reference Filing, Trial Management, Court Appearance Protocols
2.	Lahore	Case Management, Inquiry / Investigation Procedures, Tools & Techniques
3.	Karachi	Money Laundering and Latest trends – Identification & detection of digital assets
4.	KPK	Investigation and Prosecution, Evidence Collection, Search & Arrest Procedures
5.	Balochistan	Detection & Investigation of Frauds in Land Acquisition for Public Projects
6.	Sukkur	Detection & Investigation of Embezzlement, Misappropriation & Fraud in Development Projects

7.	Multan	Effective Report Writing, Preparation of Cash Flow / Money Trail Charts and Search & Arrest Procedures alongwith Practical Exercises
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**i. Staff Development Courses:**

In collaboration with well – reputed Federal Government Institutes / Academies, T&R Division organizes various Refresher / Capacity Building Courses for Officials (BS – 1 to 16) of HQs / Rawalpindi, Islamabad. These institutes include Secretariat Training Institute (STI), Pakistan Man – Power Institute (PMI), Staff Welfare Organization. These courses are mainly related to following:

<b>Sr.</b>	<b>Name of the Course</b>	<b>Participants Level</b>
1.	Training on improving skills of typing / shorthand along with Duties & Responsibilities of Private Secretaries / Asstt. Private Secretaries	Private Secretaries, Assistant Private Secretaries, PAs & Steno- typists etc.
2.	Office Procedures, Daftary Urdu, Communication skills, General Financial Rules, Leave Rules, System of Financial Control & Budgeting	Accountant / Cashier / Superintends, Assistants, UDCs, LDCs & equivalent etc.
3.	Office Ethics & Etiquettes	Superintends, Assistants, UDCs, LDCs & equivalent etc.
4.	Duties & Responsibilities of Drivers / DRs.	Drivers / DRs and equivalent
5.	Office Ethics, Manners & Hospitality	Qasids / Naib Qasids & Equivalent

## **A. Training Plan for NAB Rawalpindi**

Training courses to be organized by NAB Rawalpindi as per detail below with special emphasis on "Reference Filing, Trial Management, Court Appearance Protocols":

- a. Refresher Courses
- b. Capacity Building Courses
- c. Directors' Conference /Training – II in collaboration with PACA NAB HQs
- d. Staff Development Courses

### **a. Refresher Courses**

Refresher Courses will be organized for IOs / COs & Prosecutors during the year as per following schedule - General Instruction and detailed Syllabus is attached as **Annex-"B"**:

<b>Sr.</b>	<b>Courses</b>	<b>Scheduled Dates</b>
1.	1 <sup>st</sup> Refresher	20 <sup>th</sup> Mar to 24 <sup>th</sup> Mar
2.	2 <sup>nd</sup> Refresher	08 <sup>th</sup> May to 12 <sup>th</sup> May
3.	3 <sup>rd</sup> Refresher	05 <sup>th</sup> Jun to 09 <sup>th</sup> Jun
4.	4 <sup>th</sup> Refresher	03 <sup>rd</sup> Jul to 07 <sup>th</sup> Jul

### **b. Capacity Building Courses (CBCs)**

Capacity Building Courses will be organized for IOs / COs / Prosecutors & Experts during the year on the given theme i.e. "Reference Filing, Trial Management, Court Appearance Protocols". The objectives of these courses is to enhance understanding of court appearance protocols, presentation and attainment of finality in NAB references before trial & appellant courts. In this regard, 6x CBCs are planned as per following schedule:

<b>Sr.</b>	<b>Courses</b>	<b>Schedule Dates</b>
1.	1 <sup>st</sup> CBC	6 <sup>th</sup> to 10 <sup>th</sup> Mar
2.	2 <sup>nd</sup> CBC	24 <sup>th</sup> to 28 <sup>th</sup> Apr
3.	3 <sup>rd</sup> CBC	7 <sup>th</sup> to 11 <sup>th</sup> Aug
4.	4 <sup>th</sup> CBC	11 <sup>th</sup> to 15 <sup>th</sup> Sep
5.	5 <sup>th</sup> CBC	23 <sup>rd</sup> to 27 <sup>th</sup> Oct
6.	6 <sup>th</sup> CBC	06 <sup>th</sup> to 10 <sup>th</sup> Nov

**d. Directors' Conference /Training – II:**

A 2x days Directors' Conference is planned for knowledge / experience sharing for officers working as Director in NAB HQs / Regions. This training will be conducted at PACA in collaboration with Regional NAB Rawalpindi. The following topics in addition to the topics under annual training theme allocated to NAB Rawalpindi will be covered:

Name of Course	Proposed Dates
<b>Director's Conference / Training – II</b> a. Strengthening Institutional Framework & Increasing LEAs capabilities & capacity to investigate money laundering cases (IO-7 APG – 2.2) FATF recommendation b. Processing Mutual Legal Assistance & Extradition Applications c. Code of Conduct & Ethics d. Official Secrets Act, 1923	25-27 Sep, 2023

**e. Staff Development Courses:**

Sr.	Name of the Course	Participants Level	Dates (Any 2x Days)
1.	Office Ethics, Manners & Hospitality	Qasids / Naib Qasids & Equivalent	27 <sup>th</sup> to 31 <sup>st</sup> Mar
2.	Duties & Responsibilities of Drivers / DRs.	Drivers / DRs and equivalent	02 <sup>nd</sup> to 5 <sup>th</sup> May
3.	Office Procedures, Daftary Urdu, Communication skills, Office Ethics & Etiquettes	Superintends, Assistants, UDCs, LDCs & equivalent etc	12 <sup>th</sup> to 16 <sup>th</sup> Jun
4.	Training on improving skills of typing / shorthand along with Duties & Responsibilities of Private Secretaries / Asstt. Private Secretaries	Private Secretaries, Assistant Private Secretaries, PAs & Steno- typists etc.	24 <sup>th</sup> to 27 <sup>th</sup> Jul

## **B. Training Plan for NAB Lahore**

Training courses to be organized by NAB Lahore as per detail below with special emphasis on "Case Management, Inquiry / Investigation Procedures, Tools & Techniques":

- a. Refresher Courses
- b. Capacity Building Courses
- c. Inter – Regional Trainings – I
- d. Directors' Conference /Training – I
- e. Staff Development Courses

### **a. Refresher Courses**

Refresher Courses will be organized for IOs / COs & Prosecutors during the year as per following schedule - General Instruction and detailed Syllabus is attached as **Annex-"B"**:

<b>Sr.</b>	<b>Courses</b>	<b>Scheduled Dates</b>
1.	1 <sup>st</sup> Refresher	20 <sup>th</sup> Mar to 24 <sup>th</sup> Mar
2.	2 <sup>nd</sup> Refresher	08 <sup>th</sup> May to 12 <sup>th</sup> May
3.	3 <sup>rd</sup> Refresher	05 <sup>th</sup> Jun to 09 <sup>th</sup> Jun
4.	4 <sup>th</sup> Refresher	03 <sup>rd</sup> Jul to 07 <sup>th</sup> Jul

### **b. Capacity Building Courses (CBCs)**

Capacity Building Courses will be organized for IOs / COs during the year on the given theme i.e. "Case Management, Inquiry / Investigation Procedures, Tools & Techniques for IOs / COs". The Regional NAB Lahore is tasked to design and arrange courses relating to given theme as per following schedule:

<b>Sr.</b>	<b>Courses</b>	<b>Schedule Dates</b>
1.	1 <sup>st</sup> CBC	06 <sup>th</sup> to 10 <sup>th</sup> Mar
2.	2 <sup>nd</sup> CBC	24 <sup>th</sup> to 28 <sup>th</sup> Apr
3.	3 <sup>rd</sup> CBC	07 <sup>th</sup> to 11 <sup>th</sup> Aug
4.	4 <sup>th</sup> CBC	11 <sup>th</sup> to 15 <sup>th</sup> Sep
5.	5 <sup>th</sup> CBC	23 <sup>rd</sup> to 27 <sup>th</sup> Oct
6.	6 <sup>th</sup> CBC	06 <sup>th</sup> to 10 <sup>th</sup> Nov

### **c. Inter – Regional Training – I**

Inter – Regional Training – I will be organized for IOs / COs & Prosecutors from all Regions / HQs NAB w.e.f. 22<sup>nd</sup> to 26<sup>th</sup> May, 2023. In this training, following topics will be covered:

- a. Handling and Use of Forensic/Digital Evidence in Investigation of WCC.
- b. Considerations, evidentiary value and legal implications of drafting of statements and drafting of Investigation Report, scrutiny of Investigation report and References drafting to make out case in terms of provisions of NAO, 1999 (Amendment 2022) and AMLA, 2010.
- c. Financial Monitoring Unit (FMU) goAML Software.

**d. Directors' Conference / Training – I:**

A 2x days Directors' Conference is planned for knowledge and experience sharing on the following topics:

<b>Name of Course</b>	<b>Proposed Dates</b>
<b>Director's Conference / Training – I</b> a. Case Management b. Management of Information c. Internal Information d. Mutual Legal Assistance (MLA) & Processing Extradition Applications and Necessary Guide Lines / Circulars issued by NAB HQ e. Applications Monitoring System f. Management and Leadership g. Code of Conduct & Ethics h. Official Secrets Act, 1923	<i>10-14 July, 2023 (Any 2x days)</i>

**e. Staff Development Courses:**

<b>Sr.</b>	<b>Name of the Course</b>	<b>Participants Level</b>	<b>Dates (Any 2x Days)</b>
1.	Office Ethics, Manners & Hospitality	Qasids / Naib Qasids & Equivalent	27 <sup>th</sup> to 31 <sup>st</sup> Mar
2.	Duties & Responsibilities of Drivers / DRs.	Drivers / DRs and equivalent	02 <sup>nd</sup> to 5 <sup>th</sup> May
3.	Office Procedures, Daftary Urdu, Communication skills, Office Ethics & Etiquettes	Superintends, Assistants, UDCs, LDCs & equivalent etc.	12 <sup>th</sup> to 16 <sup>th</sup> Jun
4.	Training on improving skills of typing / shorthand along with Duties & Responsibilities of Private Secretaries / Asstt. Private Secretaries	Private Secretaries, Assistant Private Secretaries, PAs & Steno- typists etc.	24 <sup>th</sup> to 27 <sup>th</sup> Jul

## **C. Training Plan for NAB Karachi**

Training courses to be organized by NAB Karachi as per detail below with special emphasis on "Money Laundering and Latest trends – Identification and detection of digital assets":

- a. Refresher Courses
- b. Capacity Building Courses
- c. Inter – Regional Trainings – IV
- d. Staff Development Courses

### **a. Refresher Courses**

Refresher Courses will be organized for IOs / COs & Prosecutors during the year as per following schedule - General Instruction and detailed Syllabus is attached as **Annex-"B"**:

<b>Sr.</b>	<b>Courses</b>	<b>Scheduled Dates</b>
1.	1 <sup>st</sup> Refresher	20 <sup>th</sup> Mar to 24 <sup>th</sup> Mar
2.	2 <sup>nd</sup> Refresher	08 <sup>th</sup> May to 12 <sup>th</sup> May
3.	3 <sup>rd</sup> Refresher	05 <sup>th</sup> Jun to 09 <sup>th</sup> Jun
4.	4 <sup>th</sup> Refresher	03 <sup>rd</sup> Jul to 07 <sup>th</sup> Jul

### **b. Capacity Building Courses (CBCs)**

Capacity Building Courses will be organized for IOs / COs & Prosecutors during the year on the given theme i.e. "Money Laundering and Latest Trends". The objectives of these courses is to create & develop effective Investigation & Prosecution skills regarding modern trends and techniques used for Money Laundering, Identification & Tracing Digital Assets etc. In this regard, 6x CBCs are planned as per following schedule:

<b>Sr.</b>	<b>Courses</b>	<b>Schedule Dates</b>
1.	1 <sup>st</sup> CBC	06 <sup>th</sup> to 10 <sup>th</sup> Mar
2.	2 <sup>nd</sup> CBC	24 <sup>th</sup> to 28 <sup>th</sup> Apr
3.	3 <sup>rd</sup> CBC	07 <sup>th</sup> to 11 <sup>th</sup> Aug
4.	4 <sup>th</sup> CBC	11 <sup>th</sup> to 15 <sup>th</sup> Sep
5.	5 <sup>th</sup> CBC	23 <sup>rd</sup> to 27 <sup>th</sup> Oct
6.	6 <sup>th</sup> CBC	06 <sup>th</sup> to 10 <sup>th</sup> Nov

### **c. Inter – Regional Training – IV**

Inter – Regional Training –IV will be organized for IOs / COs / Prosecutors from all Regions / HQs NAB in the month Nov, 2023. In this training, following topics will be covered:

- a. Financial Crimes Investigation under NAO, 1999 (amendment 2022) and Anti-Money Laundering Act 2010.
- b. Financial Crimes Investigation with special reference to STRs, their handling & secrecy.
- c. Significance and Implications of Financial Action Task Force Recommendations.
- d. International Obligations of NAB /GOP

**d. Staff Development Courses**

<b>Sr.</b>	<b>Name of the Course</b>	<b>Participants Level</b>	<b>Dates (Any 2x Days)</b>
1.	Office Ethics, Manners & Hospitality	Qasids / Naib Qasids & Equivalent	27 <sup>th</sup> to 31 <sup>st</sup> Mar
2.	Duties & Responsibilities of Drivers / DRs.	Drivers / DRs and equivalent	02 <sup>nd</sup> to 5 <sup>th</sup> May
3.	Office Procedures, Daftary Urdu, Communication skills, Office Ethics & Etiquettes	Superintends, Assistants, UDCs, LDCs & equivalent etc.	12 <sup>th</sup> to 16 <sup>th</sup> Jun
4.	Training on improving skills of typing / shorthand along with Duties & Responsibilities of Private Secretaries / Asstt. Private Secretaries	Private Secretaries, Assistant Private Secretaries, PAs & Steno- typists etc.	24 <sup>th</sup> to 27 <sup>th</sup> Jul

## **D. Training Plan for NAB KPK**

Training courses to be organized by NAB KPK as per detail below with special emphasis on "Investigation and Prosecution, Evidence Collection, Search & Arrest Procedures":

- a. Refresher Courses
- b. Capacity Building Courses
- c. Directors' Conference /Training –III
- d. Staff Development Courses

### **a. Refresher Courses**

Refresher Courses will be organized for IOs / COs & Prosecutors during the year as per following schedule - General Instruction and detailed Syllabus is attached as **Annex-"B"**:

<b>Sr.</b>	<b>Courses</b>	<b>Scheduled Dates</b>
1.	1 <sup>st</sup> Refresher	20 <sup>th</sup> Mar to 24 <sup>th</sup> Mar
2.	2 <sup>nd</sup> Refresher	08 <sup>th</sup> May to 12 <sup>th</sup> May
3.	3 <sup>rd</sup> Refresher	05 <sup>th</sup> Jun to 09 <sup>th</sup> Jun
4.	4 <sup>th</sup> Refresher	03 <sup>rd</sup> Jul to 07 <sup>th</sup> Jul

### **b. Capacity Building Courses (CBCs)**

Capacity Building Courses will be organized for IOs / COs during the year on the given theme i.e. "Investigation and Prosecution, Evidence Collection, Search & Arrest Procedures". The Regional NAB KPK is tasked to design and arrange courses relating to given theme as per following schedule:

<b>Sr.</b>	<b>Courses</b>	<b>Schedule Dates</b>
1.	1 <sup>st</sup> CBC	06 <sup>th</sup> to 10 <sup>th</sup> Mar
2.	2 <sup>nd</sup> CBC	24 <sup>th</sup> to 28 <sup>th</sup> Apr
3.	3 <sup>rd</sup> CBC	07 <sup>th</sup> to 11 <sup>th</sup> Aug
4.	4 <sup>th</sup> CBC	11 <sup>th</sup> to 15 <sup>th</sup> Sep
5.	5 <sup>th</sup> CBC	23 <sup>rd</sup> to 27 <sup>th</sup> Oct
6.	6 <sup>th</sup> CBC	06 <sup>th</sup> to 10 <sup>th</sup> Nov

### **c. Directors' Conference /Training – III:**

A 2x days Directors' Conference is planned for knowledge and experience sharing on the following topics:

<b>Name of Course</b>	<b>Proposed Dates</b>
<b>Director's Conference / Training – III</b> a. Reference Filing and Trial Monitoring b. Presentation on case study of the Regions c. Mutual Legal Assistance (MLA) & Processing Extradition Applications and Necessary Guide Lines / Circulars issued by NAB HQ d. Code of Conduct & Ethics e. Official Secrets Act, 1923	<i>27-30 Nov, 2023</i> (Any 2x days)

**d. Staff Development Courses:**

<b>Sr.</b>	<b>Name of the Course</b>	<b>Participants Level</b>	<b>Dates (Any 2x Days)</b>
1.	Office Ethics, Manners & Hospitality	Qasids / Naib Qasids & Equivalent	27 <sup>th</sup> to 31 <sup>st</sup> Mar
2.	Duties & Responsibilities of Drivers / DRs.	Drivers / DRs and equivalent	02 <sup>nd</sup> to 5 <sup>th</sup> May
3.	Office Procedures, Daftary Urdu, Communication skills, Office Ethics & Etiquettes	Superintends, Assistants, UDCs, LDCs & equivalent etc.	12 <sup>th</sup> to 16 <sup>th</sup> Jun
4.	Training on improving skills of typing / shorthand along with Duties & Responsibilities of Private Secretaries / Asstt. Private Secretaries	Private Secretaries, Assistant Private Secretaries, PAs & Steno- typists etc.	24 <sup>th</sup> to 27 <sup>th</sup> Jul

## **E. Training Plan for NAB Balochistan**

Training courses to be organized by NAB Balochistan as per detail below with special emphasis on "Detection & Investigation of Frauds in Land Acquisition for Public Projects":

- a. Refresher Courses
- b. Capacity Building Courses
- c. Staff Development Courses

### **a. Refresher Courses**

Refresher Courses will be organized for IOs / COs & Prosecutors during the year as per following schedule - General Instruction and detailed Syllabus is attached as **Annex-"B"**:

Sr.	Courses	Scheduled Dates
1.	1 <sup>st</sup> Refresher	20 <sup>th</sup> Mar to 24 <sup>th</sup> Mar
2.	2 <sup>nd</sup> Refresher	08 <sup>th</sup> May to 12 <sup>th</sup> May
3.	3 <sup>rd</sup> Refresher	05 <sup>th</sup> Jun to 09 <sup>th</sup> Jun
4.	4 <sup>th</sup> Refresher	03 <sup>rd</sup> Jul to 07 <sup>th</sup> Jul

### **b. Capacity Building Courses (CBCs)**

Capacity Building Courses will be organized for IOs / COs & Prosecutors during the year on the given theme i.e. "Detection & Investigation of Frauds in Land Acquisition for Public Projects". The Regional NAB Balochistan is tasked to design and arrange courses relating to given theme as per following schedule:

Sr.	Courses	Schedule Dates
1.	1 <sup>st</sup> CBC	06 <sup>th</sup> to 10 <sup>th</sup> Mar
2.	2 <sup>nd</sup> CBC	24 <sup>th</sup> to 28 <sup>th</sup> Apr
3.	3 <sup>rd</sup> CBC	07 <sup>th</sup> to 11 <sup>th</sup> Aug
4.	4 <sup>th</sup> CBC	11 <sup>th</sup> to 15 <sup>th</sup> Sep
5.	5 <sup>th</sup> CBC	23 <sup>rd</sup> to 27 <sup>th</sup> Oct
6.	6 <sup>th</sup> CBC	06 <sup>th</sup> to 10 <sup>th</sup> Nov

### **c. Staff Development Courses:**

Sr.	Name of the Course	Participants Level	Dates (Any 2x Days)
1.	Office Ethics, Manners & Hospitality	Qasids / Naib Qasids & Equivalent	27 <sup>th</sup> to 31 <sup>st</sup> Mar
2.	Duties & Responsibilities of Drivers / DRs.	Drivers / DRs and equivalent	02 <sup>nd</sup> to 5 <sup>th</sup> May
3.	Office Procedures, Daftary Urdu, Communication skills, Office Ethics & Etiquettes	Superintends, Assistants, UDCs, LDCs & equivalent etc.	12 <sup>th</sup> to 16 <sup>th</sup> Jun
4.	Training on improving skills of typing / shorthand along with Duties & Responsibilities of Private Secretaries / Asstt. Private Secretaries	Private Secretaries, Assistant Private Secretaries, PAs & Steno- typists etc.	24 <sup>th</sup> to 27 <sup>th</sup> Jul

## **F. Training Plan for NAB Sukkur**

Training courses to be organized by NAB Sukkur as per detail below with special emphasis on "Detection & Investigation of Embezzlement, Misappropriation & Fraud in Development Projects":

- a. Refresher Courses
- b. Capacity Building Courses
- c. Inter – Regional Trainings – III
- d. Staff Development Courses

### **a. Refresher Courses**

Refresher Courses will be organized for IOs / COs & Prosecutors during the year as per following schedule - General Instruction and detailed Syllabus is attached as **Annex-"B"**:

<b>Sr.</b>	<b>Courses</b>	<b>Scheduled Dates</b>
1.	1 <sup>st</sup> Refresher	20 <sup>th</sup> Mar to 24 <sup>th</sup> Mar
2.	2 <sup>nd</sup> Refresher	08 <sup>th</sup> May to 12 <sup>th</sup> May
3.	3 <sup>rd</sup> Refresher	05 <sup>th</sup> Jun to 09 <sup>th</sup> Jun
4.	4 <sup>th</sup> Refresher	03 <sup>rd</sup> Jul to 07 <sup>th</sup> Jul

### **b. Capacity Building Courses (CBCs)**

Capacity Building Courses will be organized for IOs / COs during the year on the given theme i.e. "Detection & Investigation of Embezzlement, Misappropriation & Fraud in Development Projects". The Regional NAB Sukkur is tasked to design and arrange courses relating to given theme as per following schedule:

<b>Sr.</b>	<b>Courses</b>	<b>Schedule Dates</b>
1.	1 <sup>st</sup> CBC	06 <sup>th</sup> to 10 <sup>th</sup> Mar
2.	2 <sup>nd</sup> CBC	24 <sup>th</sup> to 28 <sup>th</sup> Apr
3.	3 <sup>rd</sup> CBC	07 <sup>th</sup> to 11 <sup>th</sup> Aug
4.	4 <sup>th</sup> CBC	11 <sup>th</sup> to 15 <sup>th</sup> Sep
5.	5 <sup>th</sup> CBC	23 <sup>rd</sup> to 27 <sup>th</sup> Oct
6.	6 <sup>th</sup> CBC	06 <sup>th</sup> to 10 <sup>th</sup> Nov

### **c. Inter – Regional Training – III**

Inter – Regional Training – III will be organized for IOs / COs / Prosecutors from all Regions / HQs NAB in the month September, 2023. In this training, following topics will be covered:

- a. Financial Crime Investigation under NAO, 1999 (Amendment 2022) and Anti-Money Laundering Act 2010.
- b. Financial Crimes Investigation with specific reference to STRs.
- c. Significance and Implications of Financial Action Task Force Recommendations.
- d. International Obligations of NAB /GOP

**c. Staff Development Courses:**

<b>Sr.</b>	<b>Name of the Course</b>	<b>Participants Level</b>	<b>Dates (Any 2x Days)</b>
1.	Office Ethics, Manners & Hospitality	Qasids / Naib Qasids & Equivalent	27 <sup>th</sup> to 31 <sup>st</sup> Mar
2.	Duties & Responsibilities of Drivers / DRs.	Drivers / DRs and equivalent	02 <sup>nd</sup> to 5 <sup>th</sup> May
3.	Office Procedures, Daftary Urdu, Communication skills, Office Ethics & Etiquettes	Superintends, Assistants, UDCs, LDCs & equivalent etc.	12 <sup>th</sup> to 16 <sup>th</sup> Jun
4.	Training on improving skills of typing / shorthand along with Duties & Responsibilities of Private Secretaries / Asstt. Private Secretaries	Private Secretaries, Assistant Private Secretaries, PAs & Steno- typists etc.	24 <sup>th</sup> to 27 <sup>th</sup> Jul

## **G. Training Plan for NAB Multan**

Training courses to be organized by NAB Multan as per detail below with special emphasis on "Effective Report Writing, Preparation of Cash Flow / Money Trail Charts and Search & Arrest Procedures alongwith Practical Exercises":

- a. Refresher Courses
- b. Capacity Building Courses
- c. Inter – Regional Trainings
- d. Staff Development Courses

### **a. Refresher Courses**

Refresher Courses will be organized for IOs / COs & Prosecutors during the year as per following schedule - General Instruction and detailed Syllabus is attached as **Annex-"B"**:

<b>Sr.</b>	<b>Courses</b>	<b>Scheduled Dates</b>
1.	1 <sup>st</sup> Refresher	20 <sup>th</sup> Mar to 24 <sup>th</sup> Mar
2.	2 <sup>nd</sup> Refresher	08 <sup>th</sup> May to 12 <sup>th</sup> May
3.	3 <sup>rd</sup> Refresher	05 <sup>th</sup> Jun to 09 <sup>th</sup> Jun
4.	4 <sup>th</sup> Refresher	03 <sup>rd</sup> Jul to 07 <sup>th</sup> Jul

### **b. Capacity Building Courses (CBCs)**

Capacity Building Courses will be organized for IOs / COs & Prosecutors during the year on the given theme i.e. "Effective Report Writing, Preparation of Cash Flow / Money Trail Charts and Search & Arrest Procedures alongwith Practical Exercises". For a better understanding of the readers, Inquiries / Investigation Reports are a vital factor. To achieve effectiveness, report writing must have a result oriented mindset, for that, enhancing the skills of IOs in report writing is as important as collection of evidences. In this regard, 6x CBCs on above mentioned theme are planned as per following schedule:

<b>Sr.</b>	<b>Courses</b>	<b>Schedule Dates</b>
1.	1 <sup>st</sup> CBC	06 <sup>th</sup> to 10 <sup>th</sup> Mar
2.	2 <sup>nd</sup> CBC	24 <sup>th</sup> to 28 <sup>th</sup> Apr
3.	3 <sup>rd</sup> CBC	07 <sup>th</sup> to 11 <sup>th</sup> Aug
4.	4 <sup>th</sup> CBC	11 <sup>th</sup> to 15 <sup>th</sup> Sep
5.	5 <sup>th</sup> CBC	23 <sup>rd</sup> to 27 <sup>th</sup> Oct
6.	6 <sup>th</sup> CBC	06 <sup>th</sup> to 10 <sup>th</sup> Nov

### **c. Inter – Regional Trainings – II:**

Inter – Regional Training – II will be organized for IOs / COs / Prosecutors from all Regions / HQs NAB in the month of July, 2023. This training shall follow the topics under allotted theme of the year for NAB Multan i.e.:

Charts "Effective Report Writing, Preparation of Cash Flow / Money Trail and Search & Arrest Procedures alongwith Practical Exercises"

**d. Staff Development Courses:**

<b>Sr.</b>	<b>Name of the Course</b>	<b>Participants Level</b>	<b>Dates (Any 2x Days)</b>
1.	Office Ethics, Manners & Hospitality	Qasids / Naib Qasids & Equivalent	27 <sup>th</sup> to 31 <sup>st</sup> Mar
2.	Duties & Responsibilities of Drivers / DRs.	Drivers / DRs and equivalent	02 <sup>nd</sup> to 5 <sup>th</sup> May
3.	Office Procedures, Daftary Urdu, Communication skills, Office Ethics & Etiquettes	Superintends, Assistants, UDCs, LDCs & equivalent etc.	12 <sup>th</sup> to 16 <sup>th</sup> Jun
4.	Training on improving skills of typing / shorthand along with Duties & Responsibilities of Private Secretaries / Asstt. Private Secretaries	Private Secretaries, Assistant Private Secretaries, PAs & Steno- typists etc.	24 <sup>th</sup> to 27 <sup>th</sup> Jul

**1. Capacity Building Course – I**

<b>Sr</b>	<b>Course Title</b>	<b>Dates / Duration</b>
i.	<b><u>National Accountability Ord, 1999 as amended</u></b>	<b><u>6 – 10 Mar, 2023 (3 to 5 days)</u></b>
ii.	<b><u>Forensic Examination</u></b>	
iii.	<b><u>Code of Conduct &amp; Professional Ethics</u></b>	
iv.	<b><u>Official Secrets Act, 1923</u></b>	

**2. Capacity Building Course – II**

i.	<b><u>Income Tax Returns Filing</u></b>	<b><u>19 – 23 June, 2023 (3 to 5 days)</u></b>
ii.	<b><u>Income Tax Returns Analysis</u></b>	
iii.	<b><u>General Financial Rules</u></b>	
iv.	<b><u>Duties &amp; Responsibilities of Internal Auditors (Audit Manual)</u></b>	
v.	<b><u>Duties &amp; Responsibilities of DDO</u></b>	
vi.	<b><u>Preparation of Budget Estimates and Revised Estimates</u></b>	
vii.	<b><u>Mutual Legal Assistance and Processing Extradition Applications</u></b>	

**3. Capacity Building Course – III**

i.	<b><u>Strengthening Institutional Frameworks &amp; Increasing LEAs capabilities and capacity to investigation in Money Laundering Cases 10 – 7 (AGP – 2.2) - FATF Recommendations.</u></b>	<b><u>18 – 22 Dec, 2023 (3 to 5 days)</u></b>
ii.	<b><u>Mutual Legal Assistance and Processing Extradition Applications</u></b>	
iii.	<b><u>Digital Assets and their Evidentiary Value</u></b>	
iv.	<b><u>Forensic Examination</u></b>	
v.	<b><u>Official Secrets Act, 1923</u></b>	

**IOs / COs / Prosecutors' Refresher Course****General Instructions:**

- a. Duration = 05 Days  
 b. Working days available = 05 Days on full time basis

**Block Syllabus:**

<b>Sr.</b>	<b>Subject</b>
1.	NAB's Ops Methodology & Code of Conduct
2.	Laws Applicable in Investigation and Prosecution of NAB's Cases, Investigation Tools and Techniques & Types of documents and their admissibility
3.	Report Writing
4.	Case Diary
5.	Case Study –Observation on Diary of Registrar (DOR)–High Court order dated 13- 12-2019 titled "Agha Musihuddin Durrani VS Chairman NAB"
6.	Regulatory Authorities Framework / Role
7.	International Obligations of NAB / GOP & Int'l Legal Frame work <ul style="list-style-type: none"> <li>• Mutual Legal Assistance (MLA) &amp; Processing of Extradition Applications - "<i>Guide Lines for Processing of Request for Mutual Legal Assistance &amp; Extradition</i>"(ICW Circular No. 25/1/2022/ICW/NABHQ/MLA &amp; Extradition/20, dt. 20<sup>th</sup> Jan, 2023)</li> <li>• Circulation No. 21/1/Bank-G-21/NAB/06, Dt. 4th Feb, 2022 – "<i>Typologies Paper on Money Laundering &amp; Terrorism Financing (ML/ TF) Technologies to Misuse Legal Persons and Legal Arrangements (LPLAs)</i>" issued by Ops Division NAB HQ</li> </ul>
8.	Processing of Cases for NAB FSL
9.	Drafting, filing and advocacy of application for freezing of properties, appointment of receivers and arguments on objection u/s 13 of NAO, 1999 (NAA, 2021-2022 Amended)
10.	Code of conduct & ethics alongwith study of Official Secrets Act, 1923
11.	Misc (Test, Course Opening / closing)

**IOs / COs / Prosecutors' Refresher Course****Detailed Syllabus:****a. An Overview of NAB's Ops Methodology and Code of Conduct & Ethics:**

- i. NAB Operational Methodology National Accountability Ordinance (NAO) 2<sup>nd</sup> Amendment 2019 and 3<sup>rd</sup> Amendment 2021, at present NAA 2022
- ii. NAB Code of Conduct & Ethics

**b. Government Working and Rules of Business:**

- i. State, Organization and Machinery of GOP
- ii. Transaction of Official Business

iii. Govt. Finances and Financial control.

**c. Laws/ Good Practices / Procedures Applicable in Investigation and Prosecution of NAB's Cases:**

**i. National Accountability Ordinance, 1999 (NAA 2021-22 Amended)**

**ii. Delegation of Operational Powers**

**iii. Anti-Money Laundering Act, 2010**

**iv. Cr.PC 1898: Statutory framework, legal requirements**

(a) Procedure of search and Seizure (section 103).

(b) Sections relating to investigation (154 to 173)

(c) Procedure relating to seizure of documents etc.

(d) Relevancy and admissibility of document / non-admissible evidence

(e) Admissibility of evidence/ Primary & Secondary Evidence

(f) Legal formalities and admissibility of public documents and private documents

**v. Procedure, process and drafting of Request for International Cooperation (informal & formal) and MLA for the purposes of NAO 1999 (NAA, 2021-22 Amended), AMLA 2010, MLA (Criminal Matters) Act, 2023, Cr.PC 1898, QSO 1984 respectively and their application in NAB's cases for cognizance, asset recovery, confiscation and sharing thereof.**

**vi. Law of Evidence (Qanoon-e- Shahadat) with specific reference to NAO, 1999 (Amended NAA 2021-2022) and its applications**

(a) Opinion of Experts, (Art.59-61, 65)

(b) Oral Evidence (Art.70&71)

(c) Oral / Documentary Evidence (Art. 72 -101.)

**d. Types of documents and their admissibility**

**e. Investigation Process and Procedure: Investigation Tools and Techniques:**

**i. Recording of Statements**

a) The need of statement u/s 161 CrPc and considerations.

b) Objective of a statement u/s 161 CrPc

c) Basic ingredients of a statement

d) Legal perspective- Evidentiary value - requirements and formalities in terms of Sec 161 Cr Pc and 19 (c) of NAO(Amended NAA 2021-2022), 1999, AMLA, 2010, QSO 1984.

e) How to establish allegations and finalize additional allegations

f) The need for a questionnaire and techniques to develop a questionnaire

g) Statement of approver / confessional statement u/s 164

h) Analysis of Real time / practical problems.

i) Analysis / conclusion of statement

- ii. Concept of CIT and its Functions – Pre Trial & Post Trial Duties and Role of Prosecutor.
- iii. Complaint Verification Techniques
- iv. Use of Forensic Lab and Use of Digital Evidence
- v. Value of Financial Intelligence with specific reference to STRs & Crime Committed by Corporate Regime.
- vi. Information Sharing collection of information
- vii. Interview Techniques / Interrogation of under custody accused and
- viii. Preparation of inquiry / investigation synopsis and plans common oversights & way forward.
- ix. Preparation of cases for EBM
- x. Courts Procedures
- xi. Handling Raid & trap/ Arrest Procedure
- xii. Procedure of Arrest:**
  - Relevant provisions of law under Cr.PC, NAO, 1999(Amended NAA 2021-2022) and AMLA, 2010.
  - Preparation of Grounds of Arrest and its formats.
  - Preparation of application for Remands, its grounds and its formats.
  - Interrogation and use of disclosures of accused in terms of art. 40 of QSO, 1984.
  - Preparation of Recovery Memo at the identification of accused, its format and relevant statutory requirements in NAB's cases.
  - Preparation of Personal Search Memo, its format and relevant statutory requirements in NAB's cases.
  - Examination and securing of Evidence and follow up actions.
  - Relevant guiding principles laid by superior judiciary / Case Laws.
  - Common oversights and way forward.
- xiii. Effectively attending the courts
- xiv. Case management (CV, Inquiry, Investigation & Reference stages)
- xv. Case Monitoring Techniques Framing of Charge, Recording Statement of PWs /Complainants / Accused persons and final arguments.
- xvi. Establishment of liability of accused in case of large number of affectees
- xvii. Identification and gathering evidence during financial Investigation/ trial:
  - Powers of IOs under Cr.PC, NAO 1999 (Amended NAA 2021-2022)) and AMLA 2010
  - Major Considerations under QSO, 1984.
  - Possible sources of Evidences.

- Examination of Evidence and follow up actions.
  - Relevant guiding principles laid by superior judiciary / Case Laws.
  - Common oversights and way forward.
- xviii. Presentation of secondary evidence in lieu of bulky or non-available primary evidence under the provision of QSO
- xix. How to record recovery / seizure / search memos specially at the identification of accused and ordinate options to fulfill the legal obligations in case of non-availability / cooperation of witnesses along planning for House Search:
- Relevant provisions of law under Cr.PC, AMLA, 2010.
  - Preparation of application for warrant of arrest, its statutory requirements and formats in NAB's cases.
  - Preparation of Recovery Memo, its format and relevant statutory requirements in NAB's cases.
  - Examination and securing of Evidence and follow up actions.
  - Relevant guiding principles laid by superior judiciary / Case Laws.
  - Common oversights and way forward.
- xx. Identification, tracing, valuation of assets during Investigation / trial:**
- Relevant provisions of law.
  - Major Considerations under QSO, 1984.
  - Possible sources of Evidences (formal, informal and open).
  - Examination of Evidence and follow up actions.
  - Relevant guiding principles laid by superior judiciary / Case Laws.
  - Common oversights and way forward.
- xxi. Drafting application for issuance of search warrant and its execution.
- xxii. How to reduce the number of unnecessary witnesses
- xxiii. Preparation of evidence charts viz-a-viz each allegation and each accused.
- xxiv. Comprehensive training on preparation of application for freezing, drafting of reply of objections against freezing , preparation of Cash Flow / Money Trail Chart incorporation of Report of Financial / Banking /Forensic Expert and on its basis drafting of Liability Chart and its filing of applications for Court.
- xxv. Cash flow/Money Trial Chart/Liability Chart on basis of Expert's Reports.
- xxvi. Drafting Physical Remand Application
- xxvii. Preparation of Para-wise comments and reports on miscellaneous applications / writs / appeals e.g. against freezing of assets etc.
- xxviii. Skills for successful Cross Examination.

- xxix. Common Reasons of failure of NAB's cases on each category of offence under NAO, 1999(Amended NAA 2021-2022) and AMLA, 2010.
- xxx. Techniques of getting information / record from those, who are not willing / ready to share
- xxxi. Techniques / skills to differentiate corruption / crime from violation of rules / mismanagement with special relevant to PPRRA / SPPRA /KPPRA etc.
- xxxii. Time Management Techniques
- xxxiii. Financial Information
  - Financial Flows
  - Financial Documentation
  - Overview & Difference – AML / CFT Typologies “*Circulation No. 21/1/Bank-G-21/NAB/06, Dt. 4<sup>th</sup> Feb, 2022 – Typologies Paper on Money Laundering & Terrorism Financing (ML/ TF) Technologies to Misuse Legal Persons and Legal Arrangements (LPLAs) issued by Ops Division NAB HQ*”
  - Handling, Recording, Storing Financial information
  - Open Source

**f. Report Writing**

- i. Legal Provisions
- ii. Drafting / scrutiny of Investigation report and References drafting to make out case in terms of provisions of NAO, 1999 (Amended NAA 2021-2022) and AMLA, 2010.
- iii. How to prepare inquiry / investigation report and what are the elements which are essential in terms of Section 173 Cr PC and incorporation of Report of Financial /Banking or Forensic Expert etc (QSO 1984)
- iv. Drafting of Cash Flow / Money Trail Chart,
- v. Report of Financial / Banking / Forensic Expert to make out case in terms of provisions of NAO, 1999 (Amended NAA 2021-2022) and AMLA, 2010, QSO, 1984, directions of superior judiciary, common oversights and way forward.
- vi. Preparation of application for freezing , drafting of reply of objections against freezing
- vii. Model Investigation Reports owing to various offences
- viii. Documents to be submitted in the court with IR / Reference
- ix. Evidentiary value of IR
- x. Information Sharing in light of FATF guidelines / observation and implementation
- xi. Practical Exercise of Writing CV / Inquiry / Inv Reports
- xii. Importance of Check Lists for Inquiry / Investigation as per SOPs

**g. Proving cases against Natural and legal persons during criminal trial under**

## **NAO, 1999 (2022 amendment) & AMLA, 2010.**

- i. Necessary Elements of offences under NAO, 1999 (NAA 2021-22 Amended, AMLA, 2010.
- ii. Possible Evidences to prove the case.
- iii. Major provisions under Cr.PC 1898.
- iv. Major provisions under QSO, 1984.
- v. Relevant guiding principles laid by superior judiciary / Case Laws.
- vi. Common oversights and way forward.

Scrutiny of Investigation Report & Reference drafting to make out case in terms of provisions of NAO, 1999(Amended NAA 2021-2022) and AMLA, 2010

### **h. Case Diary:**

- i. Legal Provisions
- ii. Importance of Case Diaries
- iii. Practical Exercise of Writing Case Diaries

### **i. Case Studies:**

- i. Case Studies, IW-I
- ii. Case Studies, IW-II
- iii. Case Studies, IW-III

### **j. Regulatory Authorities Framework / Role:**

- i. Role of important Regulatory Authorities like SECP, SBP, PPRA, TDAP, PEMRA, NEPRA, Auditor General of Pakistan etc.

### **k. International Obligations of NAB / GOP under United Nation Convention of Anticorruption (UNCAC):**

- i. Role of NAB in United Nations Convention against Corruption (UNCAC) and importance of UNCAC in Mutual Legal Assistance
- ii. Understanding Money Laundering AMLA 2010 and Terrorist Financing in international perspective and Pakistan's Obligations as State.
- iii. Mutual Legal Assistance (MLA) & Processing of Extradition Applications
- iv. Issuance of Red Notices
- v. Extradition / Deportation – Necessary Guidelines (issued vide No.25/1-2021-NABHQ/ICW/MLA & Extradition/913, Dated 23rd Dec, 2021 issued by ICW, NAB HQ, Islamabad) and Mutual Legal Assistance (MLA) & Processing of Extradition Applications - "Guide Lines for Processing of Request for Mutual Legal Assistance& Extradition" (ICW Circular No. 25/1/2022/ICW/NABHQ/MLA & Extradition/20, dt. 20th Jan, 2023)
- vi. Summoning Expatriate Pakistan National as Witness by IOs/Court

### **l. Processing of Cases for NAB FSL**

### **m. Drafting, filing and advocacy of application for freezing of properties, appointment of receivers and arguments on objection u/s 13 of NAO, 1999(Amended NAA 2021-2022)**

### **n. Misc (Test, Course Opening / closing)**

