

# ANNUAL TRAINING PLAN 2024



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# Table of Contents

Sl.	Contents	Page No.
1.	Brief Annual Training Plan – 2024	1
2.	Training to be Organized by PACA <ul style="list-style-type: none"><li>• Specialized course for NAB Officers to work as Banking Experts</li><li>• Training of Trainers</li><li>• Capacity Building Courses</li><li>• Inter-Regional Training</li><li>• Director Conference</li><li>• Staff Development Courses</li></ul>	3
3.	Trainings offered by Academics of other Law Enforcement Agencies & Govt. Departments	18
4.	In-Land Courses Sponsored by International Organizations	19
5.	Foreign Trainings	20
6.	Specialized Course for NAB Officers to work as Land Revenue Experts	23
7.	Training Plan for Regional NAB	24
8.	Training Guidelines / Instructions	30

## MESSAGE FROM CHAIRMAN NAB

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The National Accountability Bureau (NAB) is dedicated to eradicating corruption through a comprehensive strategy that includes Prevention, Awareness, Monitoring, and Combating. In upholding the principles of transparency, merit, and honesty, NAB officers are committed to a policy of zero tolerance and self-accountability in the relentless pursuit of eliminating corruption across the nation.



In recognizing the evolving landscape of corruption and the dynamic challenges we face, it is imperative that our workforce continuously enhances its professional skills. This necessitates a commitment to ongoing training initiatives. I am pleased to share that the Training Plan 2024, meticulously designed by our Training and Research (T&R) Division, is a dedicated effort to refine and hone the skills of our officers. I am confident that the proper implementation of this plan will not only bring about positive change but will also nurture the capabilities and capacities of our entire NAB workforce.

The plan encompasses a diverse range of training modules, ensuring that officers are adept in the latest investigative techniques, legal procedures, and ethical standards. Furthermore, emphasis is placed on fostering a culture of continuous learning, enabling NAB officers to adapt swiftly to emerging trends in corruption and financial crimes.

It is anticipated that the plan's meticulous implementation will not only bring about tangible improvements in the skills of NAB personnel but will also foster a culture of innovation and adaptability. In essence, the Training Plan 2024 stands as a testament to NAB's unwavering commitment to excellence, setting the stage for a future where the bureau plays a pivotal role in shaping a society free from the scourge of corruption.

Lt Gen (R)  
**(Nazir Ahmed)**  
Chairman NAB

## MESSAGE FROM DIRECTOR GENERAL

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The National Accountability Bureau (NAB) assumes a pivotal role as the Central Authority under Chapter 6 of the United Nations Convention against Corruption (UNCAC), focusing on Enforcement and highlighting Preventive Measures and Capacity Building for its officers. In line with international obligations outlined in UNCAC, NAB has established the Pakistan Anti-Corruption Academy (PACA) within its headquarters in Islamabad, housed in the NAB HQ Old Building. PACA is tasked with implementing UNCAC mandates, specifically aimed at enhancing the capacity of NAB's human resources.



Recognizing the urgent need for a well-prepared and professionally trained workforce to combat the pervasive issue of corruption, NAB is committed to fostering dedicated manpower equipped with the best operational practices. The NAB Training Division is actively engaged in both indigenous efforts and collaborations with reputable local and international training institutes. This strategic approach is designed to systematically build and elevate the competencies of NAB's personnel, with a special focus on Investigators and Prosecutors, enhancing their professional acumen.

The Annual Training Plan for the year 2024 serves as a comprehensive blueprint addressing these imperative needs. This plan encompasses a diverse array of training programs, including but not limited to Specialized Courses, Capacity Building Courses, Refresher Courses, Inter-Regional Courses, Workshops, and Staff Development Courses. The overarching goal is to provide NAB personnel with a robust skill set aligned with the latest industry practices.

While most courses will be organized at PACA, the plan also accommodates virtual participation for individuals from different regions. Additionally, regional NABs will contribute by organizing certain training sessions, with the Training and Research (T&R) Division overseeing and facilitating the seamless execution of the annual training plan.

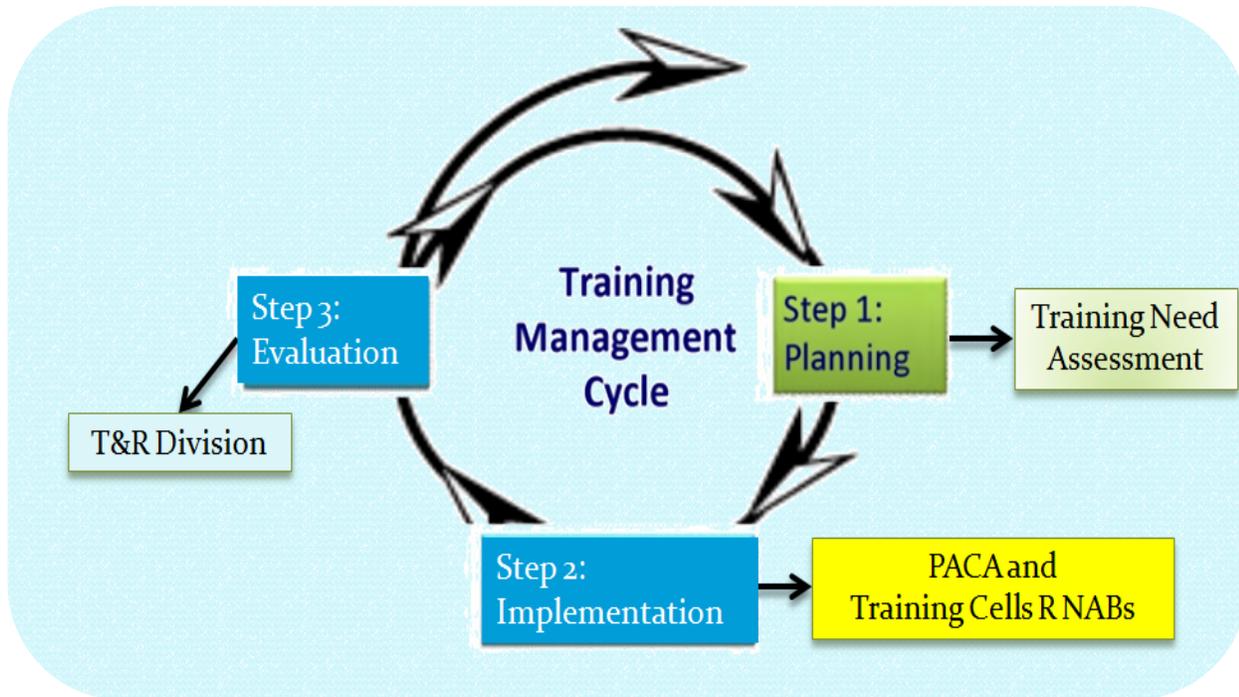
The commitment to continuous improvement and adherence to international standards underscores NAB's dedication to creating a highly skilled and agile workforce capable of effectively countering corruption. The Annual Training Plan for 2024 symbolizes a proactive step towards cultivating excellence within NAB's ranks and reinforcing its position as a formidable force against corruption.

**(Irfan Naeem Mangi)**

Director General  
PACA/ T&R Division  
NAB HQ, Islamabad

## ANNUAL TRAINING PLAN – 2024

Training is the most essential part for any organization to optimize its employee's performance and to drive organizational growth for achievement of its goals. Pursuant to decision of 23<sup>rd</sup> DG's Conference held at NAB HQ Islamabad, Training and Research Division / PACA in consultation with all Regional NABs, has undertaken a detailed Training Need Assessment (TNA) for all NAB employees.



By identifying TNA and through systematic analysis, T & R Division has designed various training programs through Annual Training Plan – 2024 for employees of NAB to ensure that resources are affectively allocated and by way of relevant training interventions the employees are equipped with necessary competencies to perform their duties efficiently and affectively. The Training Plan has been designed to create the specific impact for employees' engagement and satisfaction that results in fostering a culture of continuous learning and positioning themselves for long term success in todays' dynamic workplace demand.



As per vision of worthy Chairman NAB, in order to systematically strengthen Institutional Framework & to enhance, upgrade & nurture the capabilities & 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. Specialized course for NAB officers to work as Banking Experts
- b. Training of Trainers (ToTs)
- c. Capacity Building Courses (CBCs)
- d. Refresher Courses
- e. Inter – Regional Trainings
- f. Directors’ Conference
- g. Workshops / Specialized Courses
- h. Staff Development Courses
- i. Trainings offered by Academies of other LEAs / Govt Deptt. etc.
- j. In – land Courses sponsored by International Organizations
- k. Foreign Trainings
- l. Specialized course for NAB officers to work as Land Revenue Experts
- m. Workshop / Seminars / specialized courses.



## **PART - I**

### **TRAININGS TO BE ORGANIZED BY PACA**

#### **a. Specialized course for NAB officers to work as Banking Experts**

In line with the recommendations of high powered committee headed by the then Deputy Chairman NAB and subsequent approval of Chairman NAB, T&R Division / PACA in consultation with HRM Div has identified 20 x NAB officers i.e. Assistant/ Deputy Directors.

The selected Officers are being provided specialized training through National Institute of Banking and Finance (NIBAF), Islamabad. The training comprises both in - Campus and virtual mode and will culminate in the month of January, 2024. After completion this specialized training, the officers will be notified and posted as Banking Experts in Regional NABs.

During this training, the officers are provided training by Master Trainers of NIBAF on following topics;

- a. Financial Sector Overview;
- b. Bookkeeping and Accounting;
- c. Bank Lending Operations, overview and documentation;
- d. Branch Banking Operations;
- e. Account Opening ,Teller and Lockers Operations;
- f. Payment Systems Overview;
- g. Digital payment security framework - Digital Currency;
- h. SBP Banking supervision;
- i. Foreign Trade Operations, TBML and Case Studies;
- j. Incoterms, FT Logistics-Documentation;
- k. Treasury - FX & Money Market Operations;
- l. Forensic Accounting & Financial Statements Frauds;
- m. SBP Prudential Regulations;
- n. AMLA, ATA, UNSC Resolutions;
- o. Financial Investigations;
- p. Money Laundering Investigations.



## b. Training of Trainers (ToTs)

The Training Cells established at Regional NABs hold a pivotal role in the seamless implementation of the Annual Training Plan. To ensure a thorough understanding and effective execution of the Training Plan for 2024, a concise Training Program has been meticulously crafted for the Officers In-Charge of Training Cells across all Regional NABs. The details of this program are outlined below:

<b>Target Audience:</b>	Officers In-Charge of Training Cell RNABs
<b>Duration:</b>	2 Days
<b>Venue:</b>	PACA / T&R Div
<b>Schedule:</b>	January 2024
<b>Mode:</b>	In person

### Program Highlights:

1. **Review of Training Plan 2023:** An insightful examination of the successes and challenges encountered in the previous year's training plan, providing a foundation for continuous improvement.
2. **Deliberation of Shortcomings/Lapses in Training Plan 2023:** A thorough discussion aimed at identifying and addressing any deficiencies or lapses observed during the implementation of the Training Plan in 2023.
3. **Discussion on Training Plan 2024:** Delving into the intricacies of the upcoming Training Plan, fostering a comprehensive understanding.
4. **Discussion and Guidelines on Improvement of Classroom Environment:** Providing valuable insights and guidelines for enhancing the overall learning environment, ensuring optimal training outcomes.
5. **Selection of Resource Persons:** Identifying and selecting qualified individuals to serve as resource persons.
6. **Incorporating Case Studies:** Integrating real-world case studies to enrich the training experience, promoting practical application of concepts.
7. **Focus on Proactive & Interactive Participation:** Encouraging dynamic and engaged participation among attendees.



### c. Capacity Building Courses (CBCs)

PACA, situated in the old building of NAB HQ, is now operational as a central hub for acquiring and disseminating knowledge, to effectively combat corruption and money laundering. In the upcoming year, 2024, PACA is slated to conduct several courses designed to provide comprehensive training to its workforce.

Notably, four Capacity Building Courses (CBCs) have been strategically planned at PACA for NAB officers throughout the year. These courses are pivotal in enhancing the skills and knowledge base of the NAB personnel, contributing to their effectiveness in tackling the challenges posed by corruption and money laundering. The commitment to organizing such courses underscores NAB's dedication to continuous professional development and the strengthening of its capabilities in the ongoing fight against these pervasive issues. Through targeted training initiatives, PACA aims to fortify the skills of NAB officers, ensuring a proactive and adept approach to addressing the scourge of corruption and money laundering.

Sr	Course Title	Tentative Schedule	Duration
1	Capacity Building Course -I	Feb/Mar- 2024	2 – 3 Days
2	Capacity Building Course -II	May, 2024	
3	Capacity Building Course -III	July, 2024	
4	Capacity Building Course -IV	Oct, 2024	

## 1. Capacity Building Course – I

- Target Audience : IOs / COs / Prosecutors
- Duration : 2 to 3 Days
- Venue : PACA / T&R Div
- Schedule : Feb/ Mar, 2024
- Mode : In person & Virtual

### Topics:

- i). National Accountability Ordinance, 1999 as amended;
- ii). Forensic Examination;
- iii). Code of Conduct & Professional Ethics;
- iv). UNCAC provision and Role of Pakistan in Country Review.

## 2. Capacity Building Course – II

- Target Audience : Officers (BS 16 to 19)
- Duration : 2 to 3 Days
- Venue : PACA / T&R Div
- Schedule : May, 2024
- Mode : In person & Virtual

### Topics:

- i). General Financial and Supplementary Rules;
- ii). Duties & Responsibilities of Internal Auditors (Audit Manual);
- iii). Duties & Responsibilities of DDO;
- iv). Preparation of Budget Estimates and Revised Estimates.



### 3. Capacity Building Course – III

- Target Audience : IOs / COs / Prosecutors
- Duration : 2 to 3 Days
- Venue : PACA / T&R Div
- Schedule : July, 2024
- Mode : In person & Virtual

#### Topics:

- i). Processing applications for Mutual Legal Assistance and Extradition;
- ii). Collection and preservation of Forensic Evidence;
- iii). Introduction to Blockchain; Digital Assets and their investigation;
- iv). Income Tax Returns - Filing and Analysis.



#### 4. Capacity Building Course – IV

- Target Audience : Officers (BS - 16 to 19)
- Duration : 2 to 3 Days
- Venue : PACA / T&R Div
- Schedule : October, 2024
- Mode : In person & Virtual

##### **Topics:**

- i). Revised Leave Rules;
- ii). NAB Employees Terms and Conditions of Service (TCS) 2002, Method of Appointment & Qualification (MAQ) and ESTA Code;
- iii). TA / DA Rules;
- iv). Performance Evaluation Report

## d. Inter-Regional Trainings

Inter Regional Trainings are one of the regular features of Annual Training Plan. These programs offer a valuable platform for Interaction Officers (IOs), Case Officers (COs), and Law Officers to engage in meaningful knowledge exchange. In the preceding year, NAB Lahore, Multan, Sukkur, and Karachi collectively organized four of these crucial training sessions under the Training Plan 2023. Recognizing their significance, three Inter-Regional Trainings have been meticulously planned, emphasizing the need for continued collaboration and information sharing among IOs, COs, and Law Officers. These training initiatives aim to foster a culture of learning, cooperation, and expertise enhancement, aligning with NAB's commitment to sustained professional development and effective collaboration across regions.

Sr	Course Title	Tentative Schedule	Venue (NAB)	Duration
1	Inter Regional Training -I	April, 2024	Karachi	3 – 5 Days
2	Inter Regional Training -II	August, 2024	Multan	
3	Inter Regional Training -III	Dec, 2024	KP Peshawar	



## 1. Inter – Regional Training - I

- Target Audience : IOs / COs / Prosecutors
- Duration : 3 to 5 Days (16 - 18 Credit hrs)
- Host : PACA / T&R Div
- Venue : NAB Karachi
- Schedule : April, 2024
- Mode : In person & Virtual

### Topics:

- i). Money Laundering Concepts in NAO, AMLA, FIA, ACE etc;
- ii). Collection and analysis of banks related information;
- iii). FATF 40 x Recommendations;
- iv). Concept & methodology to determine Beneficial Owner;
- v). Financial Monitoring Unit (FMU) and GoAML Software;
- vi). Case Study Presentation - Success & Failure cases by each Regional NAB.



## 2. Inter Regional Trainings - II

- Target Audience : IOs / COs / Prosecutors
- Duration : 3 to 5 Days (16 - 18 Credit hrs)
- Host : PACA / T&R Div
- Venue : NAB Multan
- Schedule : August, 2024
- Mode : In person & Virtual

### Topics:

- i). Procedure to conduct Search (house, body etc), raid, arrest;
- ii). Effective Report Writing, Preparation of Cash Flow / Money Trail Charts;
- iii). Processing request for International Cooperation, Red Notices, Extradition and Mutual Legal Assistance by Regional NABs;
- iv). Search, Seizure, Forfeiture and return of Assets;
- v). Case Study Presentation - Success & Failure cases by each Regional NAB.



### 3. Inter Regional Trainings – III

- Target Audience : IOs / COs / Prosecutors
- Duration : 3 to 5 Days (16 - 18 Credit hrs)
- Host : PACA / T&R Div
- Venue : NAB KP Peshawar
- Schedule : December, 2024
- Mode : In person & Virtual

#### **Topics:**

- i). Financial Crime Investigation under NAO, 1999 (as amended) and Anti-Money Laundering Act 2010;
- ii). Financial Crimes Investigation with specific reference to STRs;
- iii). International Obligations of NAB /GOP
- iv). Case Study Presentation - Success & Failure cases by each Regional NAB.

### e. Director Conference

Training of directors and supervisors is crucial as they play instrumental roles in steering the direction and efficiency of an organization. Last year, 3 such trainings were organized by NAB Lahore, Rawalpindi and KP under the Training Plan 2023.

Adequate training ensures they possess the necessary leadership, decision-making, and problem-solving skills. It equips them with the knowledge of best practices, regulatory compliance, and effective communication, fostering a positive work environment. The continuous training of senior level supervisory officers is imperative to keeps them abreast of the latest trends and technologies, enabling them to adapt and lead effectively.

Under the auspices of PACA, 2 Conferences have been planned for Directors/ Supervisory Officers. Last year, 3 such trainings were organized by NAB Lahore, Rawalpindi and KP under the Training Plan 2023. The details of Director Conference are as under:

<b>Sr</b>	<b>Course Title</b>	<b>Tentative Schedule</b>	<b>Venue (NAB)</b>	<b>Duration</b>
1	Director's Conference - I	May, 2024	Lahore	2 Days
2	Director's Conference - II	November, 2024	Rawalpindi	



## 1. Directors' Conference /Training – I:

- Target Audience : Directors/ Supervisory Officers
- Duration : 2 Days
- Host : PACA / T&R Div
- Venue : NAB Lahore
- Schedule : May, 2024
- Mode : In person & Virtual

### Topics:

- i). Case Management - Inquiry & Investigation;
- ii). Reference filing and Trial Monitoring;
- iii). Management and Leadership;
- iv). Case Study presentation - success & failure cases.



## 2. Directors' Conference /Training – II:

- Target Audience : Directors/ Supervisory Officers
- Duration : 2 Days
- Host : PACA / T&R Div
- Venue : NAB Rawalpindi
- Schedule : November, 2024
- Mode : In person & Virtual

### Topics:

- i). Processing request for Red Notices, Extradition and Mutual Legal Assistance;
- ii). Code of Conduct & Ethics;
- iii). Official Secrets Act;
- iv). Case Study presentation - success & failure cases.

## f. 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:

Sr.	Course Contents	Participants Level
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



## **g. Trainings offered by Academies of other Law Enforcement Agencies & Govt Departments.**

The Training and Research (T&R) Division consistently dedicates itself towards enhancing the capacities of NAB officers through the organization of diverse training courses in collaboration with other federal government academies. Upon receiving requests, NAB HQs and Regional NABs nominate individuals for a range of training programs throughout the year. These courses, conducted in partnership with government institutions, particularly emphasize anti-corruption strategies. The collaborative effort aims to provide NAB officers with specialized knowledge and skills essential for combating corruption effectively. 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.
- x) Secretariat Training Institute, Islamabad.
- xi) Public Procurement Regulatory Authority, Islamabad.



## **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 ill-gotten Assets, Crime Scene Management, Block chain and Crypto currency, Investigation & Prosecution of White Collar Crime, Anti-Money Laundering etc. throughout the year (both In person & virtual mode).

These 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.

As per vision of worthy Chairman NAB & in concurrence with the mandate of PACA, T&R Division has formulated a comprehensive Foreign Training Policy to ensure a merit based, transparent process for nomination of NAB officers for future foreign trainings.

### **Scope of the Policy:**

The policy guidelines shall apply to all nominations offered by, DFID, USAID, WB, ADB, JAICA, INL, AFP, FBI, NCA, IACA, MACA, IAACA, UNODC, etc; or other bilateral/ multilateral organizations, either directly or indirectly through EAD, etc; except those obligatory and non-obligatory local and foreign meetings / conferences / workshops etc. Which are part of operational / obligations, regarding any foreign opportunity which includes but not limited to:

- a. Foreign Meetings / Events
- b. Seminars, Trainings, Workshops
- c. Scholarships
- d. Academic Institutions
- e. Research /Joint Research Initiatives or relevant activities  
(collectively named as “Foreign opportunity”).



## Selection Criteria:

- a. The nomination of BS-21 officers of NAB for any foreign opportunity shall be the exclusive prerogative of Chairman NAB.
- b. Equal opportunity shall be provided for the foreign opportunity to all officers of Divisions, Cells and Wings at NAB HQ and at Regional NABs'. The officers working in HRM Division, Information Technology, and Finance shall be nominated for the foreign training opportunity which has a relevancy to their current job description
- c. Regional Bureaus will share the list of best officers and update T&R Division with the performance of officers based on the given criteria biannually.
- d. T&R Division may also utilize the Confidential Individual Profile Data (CIPD) which will be prepared by HRM, for nomination of officers for foreign opportunity in order to ensure optimal utilization of such trainings. HRM Division shall share the CIPD of officers with T&R Division for processing the cases of nominations for foreign opportunity.
- e. The nominee shall be a regular employee of NAB having at least 5 years of continuous service in the organization.
- f. An officer who has already availed foreign opportunity during the last 3 years shall not be considered for nomination. The record of past trainings shall be kept / updated by T&R Division to avoid repetitive nominations of the officers.
- g. An officer who has not availed any foreign opportunity in the past will be given preference, subject to qualification based on selection criteria.
- h. Employees against whom criminal or disciplinary proceedings are pending will not be eligible for any nomination.
- i. The cases of NAB officers requesting for permission to proceed abroad for Higher Studies, either at their own expense or through scholarships such as Chevening, AusAid, Fulbright etc; shall be encouraged. Such requests shall be forwarded to T&R Division through proper channel for examining/determining the relevancy of courses/trainings and subsequent recommendation by T&R Division for the final approval of Chairman NAB
- j. The nominee must fulfill the eligibility criteria prescribed by the sponsoring agency.



- k. A foreign opportunity requiring multiple nominations shall be equally apportioned/distributed among all grades (BPS -17 and above).
- l. From the given grades, two nominations against every foreign opportunity shall be made from the given shortlist based on selection criteria parameters.
- m. Seniority shall take precedence in case of equal scores of nominees from the same grade.
- n. No candidate(s) will be recommended for more than one training program at a time.

**Recommending Authority:**

- a. The nomination(s) for all foreign trainings shall be initiated by T&R on receiving the invitation, directly or indirectly, or through other Divisions / Wings of NAB.
- b. DG (T&R) shall propose eligible candidate(s) in order of merit based on selection criteria parameters of this policy and recommend such nominations for approval of Chairman NAB.

**Selection Authority:**

Final selection for any foreign opportunity under this policy shall rest with the Chairman NAB.

## **h. Specialized Course for NAB officers to work as Land Revenue Experts:**

As per vision of Worthy Chairman NAB, after successfully pursuing the model of NAB's in-house Banking Experts, the next endeavor for T&R Division is to establish NAB's cadre of Revenue Experts. This initiative aims to cultivate internal expertise, enabling more effective investigations into land revenue matters while maintaining confidentiality. This strategic move seeks to minimize dependence on external hires or seconding officials from government departments, fostering self-reliance within NAB and ensuring a specialized skill set within the organization for proficient handling of land revenue-related investigations.

T&R Division in consultation with HRM Division has initiated process to identify suitable officers (approx 20) who will be trained in reputable Land Revenue Training Academy of Pakistan. The Officers will be provided specialized training regarding following topics:

- i). Introduction to Manual of Revenue Laws;
- ii). Mensuration, mapping and Map correction
- iii). Preparation of Mutation and record of rights
- iv). Periodical record "Girdawari"
- v). Classification of inheritance
- vi). Reconciliation of Entries of Field Map with the Field Book
- vii). Agriculture statistics / estimates of crops
- viii). BOR record collection through free internet resources, Satellite imaging of Google earth etc.
- ix). Revenue related frauds
- x). Case Studies



## **PART - II**

### **TRAINING PLAN FOR REGIONAL NABs**

As per Training Plan 2024, most of the courses will be organized at PACA. The plan also accommodates virtual participation of officers from different regions. Additionally, regional NABs will also contribute by organizing certain training courses in collaboration with the Training and Research (T&R) Division, which will oversee and facilitate the seamless execution of the Annual Training Plan.

In line with the Training Needs Assessment and feedback received from Regional NABs, following training courses have been planned to be organized and conducted by all Regional NABs:

- a. Refresher Courses
- b. Inter – Regional Conferences (In collaboration with PACA NAB HQs)
- c. Directors’ Conference /Training (In collaboration with PACA NAB HQs)
- d. Workshop / Seminar / Specialized Courses
- e. Staff Development Courses

#### **A. Refresher Courses**

Each Regional NAB will organize Refresher Courses for IOs / COs & Prosecutors during the year as per following schedule:

<b>Sr.</b>	<b>Courses</b>	<b>Tentative Scheduled</b>
1.	Refresher Course - I	March 2024
2.	Refresher Course - II	June 2024
3.	Refresher Course - III	Oct 2024

## 1. Refresher Courses - I

- Target Audience : IOs/ COs / Prosecutors
- Duration : 3 Days (12 - 14 Credit hrs)
- Host : Training Cell
- Venue : All Regional NABs
- Schedule : March, 2024
- Mode : In person

### Topics:

- i). Complaints Scrutiny, Priority of cognizance of cases, Complaints verification and its parameters, Complaints Disposal;
- ii). Authorization of Inquiry / Investigation & Preparation of Inquiry Plan, Powers & Responsibilities of IO, Issuance of Call up notice to the Accused and Witnesses at Inquiry / Investigation Stage;
- iii). Inquiry Up-gradation parameters;
- iv). Authorization of Investigation & Investigation Plan;



## 2. Refresher Courses - II

- Target Audience : IOs/ COs / Prosecutors
- Duration : 3 Days (12 - 14 Credit hrs)
- Host : Training Cell
- Venue : All Regional NABs
- Schedule : June 2024
- Mode : In person

### Topics:

- i). Collection of Evidence, recording of statements & preparation of seizure memos at Inquiry / Investigation Stage;
- ii). Opinion of Experts at Inquiry / Investigation Stage, Plea of the Accused;
- iii). Maintenance of Case Diary;
- iv). Ground Check, Collecting Additional Information (Assets, Misuse of Authority), Forensic Examination.



### 3. Refresher Courses – III

- Target Audience : IOs/ COs / Prosecutors
- Duration : 3 Days (12 - 14 Credit hrs)
- Host : Training Cell
- Venue : All Regional NABs
- Schedule : Oct, 2024
- Mode : In person

#### Topics:

- i). Preparation of Inquiry / Investigation Report;
- ii). Format for Disposal of Inquiry / Investigation;
- iii). Post Completion Actions at Inquiry / Investigation Stage (Issuance of closure letter, de-cautioning letters etc);
- iv). Issuance & Execution of Warrants of Arrest at Investigation Stage;
- v). Arrest Procedure & Preparation of Application for Physical Remand.

## **b. Workshops / Seminars / Specialized Courses:**

Each Regional NAB will organize one day workshop / specialized course for interactive and practical knowledge sharing of officers in each quarter as per following details;

- Target Audience : IOs/ COs / Prosecutors
- Duration : 1 Day
- Host : Training Cell
- Venue : All Regional NABs
- Schedule : One in each quarter
- Mode : In person

### **Topics for Workshops:**

i). **Workshop - I**

Artificial Intelligence, GPT(Generative Pre-trained Transformer) and White Collar Crime investigation - New dimension.

ii). **Workshop - II**

Introduction to Block-chain and information / cyber security and extracting data from Deep Web.

iii). **Workshop - III**

Collection & Analysis of Banking Record (to be delivered by NABs Banking Experts).

### c. Staff Development Courses:

In line with the job description of various cadres of Secretarial Staff, 4 Staff Development Courses have been planned for officials of regional NABs. The contents of the courses have been kept in accordance with the Secretariat Instructions issued by Federal Government in order to improve working and conduct of the workforce. The details are as under:

Sr.	Course Contents	Participants Level	Schedule (Any 2x Days)
1.	Office Ethics, Manners & Hospitality	Qasids / Naib Qasids & Equivalent	Mar 2024
2.	Duties & Responsibilities of Drivers / DRs.	Drivers / DRs and equivalent	June 2024
3.	Office Procedures, Daftary Urdu, Communication skills, Office Ethics & Etiquettes	Superintends, Assistants, UDCs, LDCs and equivalent	Sep 2024
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.	Dec 2024



## **PART - III**

### **TRAINING GUIDELINES / INSTRUCTIONS**

T & R Division / PACA, from time to time, has issued various Trainings Guidelines / instructions, the same are summarized below to be followed by all concerned for proper implementation of Training Plan – 2024:

- i. The held strength of Officers and Officials be equally distributed at the start of calendar year for nomination in training courses;
- ii. An Officer/ Official may be nominated once in a training so that all employees get equal opportunities for nomination in various training programmes during the year;
- iii. At least 15 – 20 participants must be nominated for each course;
- iv. The participants be nominated well before the commencement of a course under intimation to T&R Division;
- v. To obtain maximum benefits, 100% attendance of nominated participants be ensured during Training sessions otherwise it would be a fruitless exercise;
- vi. The course duration should not exceed 3-4 hours per day as to enable participants to perform their daily routine official work without any hindrance;
- vii. For a meaningful discussion / discourse, each Lecture / Session shall also include at least 30 minutes for case study presentation (failure /success), Mock Trials (where required) real time case discussion, Q/A session subject to nature of course / session;
- viii. The course contents should be specific to NAB operations, latest trends, motivational to address work place challenges and to encourage participation / discussion;
- ix. Special emphasis should be given to following topics:
  - a. NAO as amended *viz-a-viz* applicability of AML Act in NAB Cases etc;
  - b. Code of Conduct and Ethics / Official Secrets Act;



- c. Stress Management / Motivation.
- x. The OIC Training Cell should make efforts to engage at least one Resource Person from outside NAB i.e. other Law Enforcement Agencies (LEAs) / Psychologist etc for each course;
- xi. Regional NABs are requested to make efforts for provision of sophisticated/ advanced IT facilities and conducive environment on training venue;
- xii. In each course, online access/ participation of T&R Division/ PACA representative be ensured.
- xiii. The OIC Training Cells must obtain Lecture feedback on already circulated revised proformae and submit the following documents immediately after perusal of concerned DG under covering letter signed by Additional Director (Staff):-
  - a. Post Course Report
  - b. Attendance Sheet of each course / day / lecture
  - c. Soft/ Hard Copies of presentations
  - d. Original filled Feedback Proformae