



Annual Training Plan

2025

Fortifying Anti-Corruption Efforts: Enriching Domain Expertise and Professional Acumen of NAB Officers through Continuous Training and Development



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Message from Chairman NAB

The National Accountability Bureau (NAB) remains steadfast in its mission to eradicate corruption, guided by the principles of Awareness, Prevention, Monitoring, and Enforcement. Our commitment to transparency, merit and integrity is at the core of everything we do, and we maintain a strict zero-tolerance policy in combating corruption.



I recognize the challenges posed by an increasingly digital and interconnected world. The rise of Artificial Intelligence (AI), digital currencies, cryptocurrencies, and sophisticated financial systems has added complexity to the fight against corruption. To address these challenges effectively, NAB is embracing cutting-edge technologies and fostering in-house expertise to remain a step ahead of evolving threats.

We are integrating AI-powered investigative tools to uncover hidden patterns of corruption, employing block-chain and crypto-currency forensics to trace illicit financial flows, and advancing digital forensic capabilities to secure evidence with precision and reliability. Complementing this strategic approach, the Training Plan 2025 offers a comprehensive program to equip NAB officers with expertise in AI, digital currencies, and forensic investigations, along with a robust understanding of relevant legal frameworks.

I firmly believe that NAB's future lies in its ability to leverage advanced technologies while nurturing a skilled and dedicated workforce. Together, we are building an institution that will not only uphold the rule of law but also set new standards of excellence in accountability and transparency.

With determination and purpose, we march forward to create a Pakistan free from corruption one where justice, merit, and integrity prevail.

Lt Gen (R)
(Nazir Ahmed)
Chairman NAB

____ January, 2025 Islamabad

Message from Director General

The Training & Research (T&R) Division is the cornerstone of the National Accountability Bureau's (NAB), resolve to building the professional capabilities of its workforce. Under the Pakistan Anti-Corruption Academy (PACA) initiative, the Division has made significant strides in developing both NAB's team and other partner agencies.



In 2024, notable achievements included the successful completion of training for IBIC-X, a cohort of 14 officers, who enhanced their Anti-Corruption investigation skills through a comprehensive program from April 2nd to August 23rd. Similarly, a specialized training program for the Ehtesab Commission of Azad Jammu and Kashmir was conducted from November 4 to December 6, culminating in the certification of 11 officers.

As we step into 2025, NAB is embracing emerging challenges and opportunities with renewed focus and determination. The Annual Training Plan 2025 reflects our commitment to continuous growth and innovation. It is designed to ensure that NAB's Human Resource is equipped with cutting-edge knowledge, technical skills, and strategic insights to fulfill our mission with professionalism, adaptability, and leadership. This year, we are prioritizing:

- Anti-corruption and Anti-money laundering training initiatives.
- Harnessing AI and digital tools to strengthen investigative capabilities.
- Understanding and countering modern digital trends in corruption.

I encourage each of you to fully engage with this year's training opportunities. Your proactive participation and insights will not only enrich your professional growth but also contribute to the continuous improvement of NAB's initiative.

Together, let us uphold NAB's values of integrity, professionalism, and excellence as we navigate the challenges and opportunities of 2025.

(Irfan Naeem Mangi)
Director General
PACA/ T&R Division

____January, 2025 Islamabad

ANNUAL TRAINING PLAN – 2025

Training plays a pivotal role in enhancing employee’s performance and driving organizational growth toward achieving strategic goals. Recognizing its significance, the Training and Research Division (T&R), in collaboration with all Regional NABs, has conducted a comprehensive Training Needs Assessment (TNA) for NAB employees.



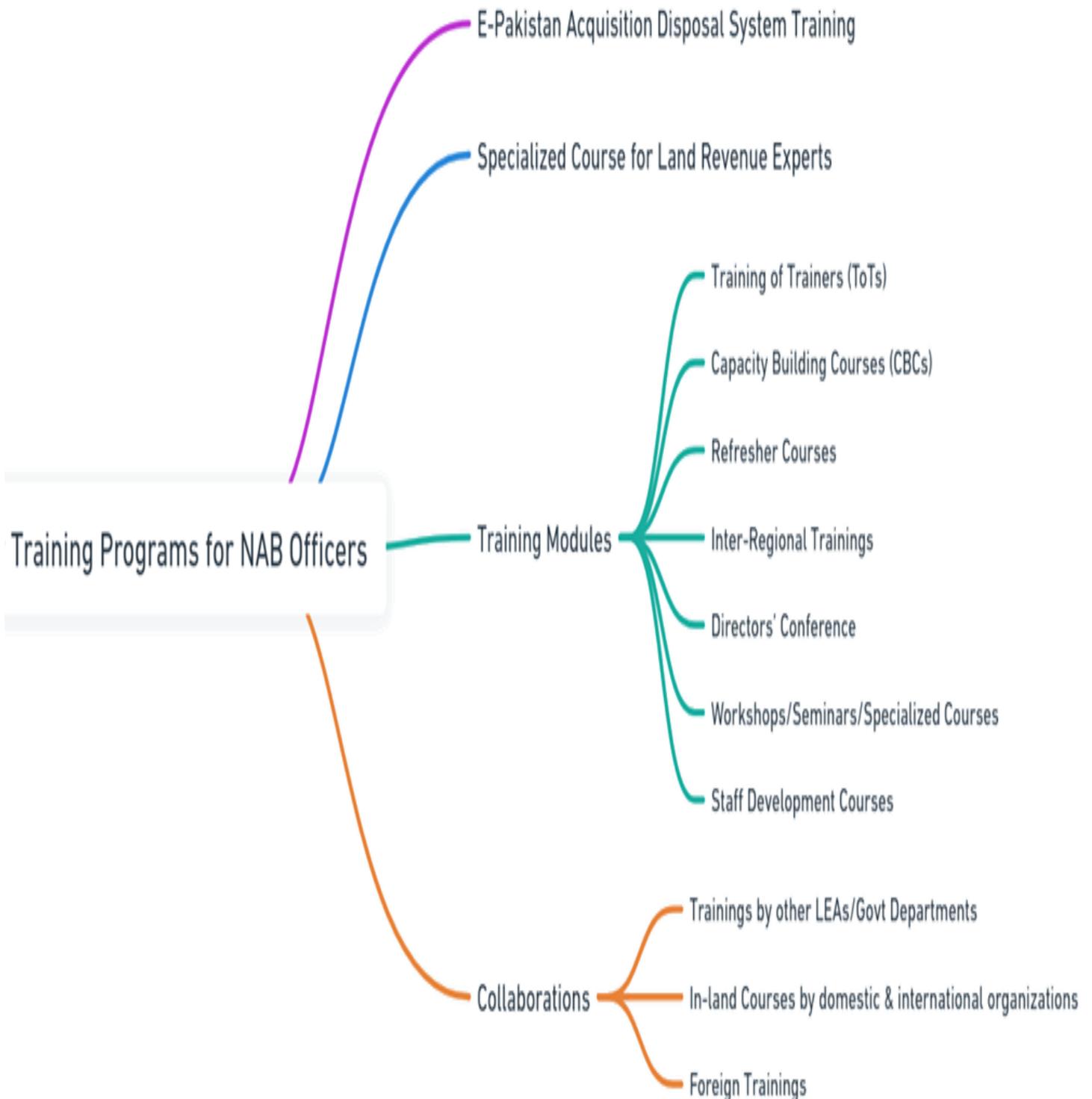
Based on the findings of the TNA and through systematic analysis and feedback, the T&R Division /PACA has developed a robust Annual Training Plan – 2025. This plan ensures the optimal allocation of resources and delivers targeted training interventions, equipping employees with the necessary competencies to perform their duties efficiently and effectively.

The Training Plan is strategically designed to foster employee engagement and satisfaction while cultivating a culture of continuous learning. By addressing the evolving demands of today's dynamic workplace, it positions employees for sustained success and contributes towards the long-term growth of the organization.

As per vision of the Worthy Chairman NAB, and to systematically strengthen the institutional framework while enhancing and nurturing the capabilities of NAB

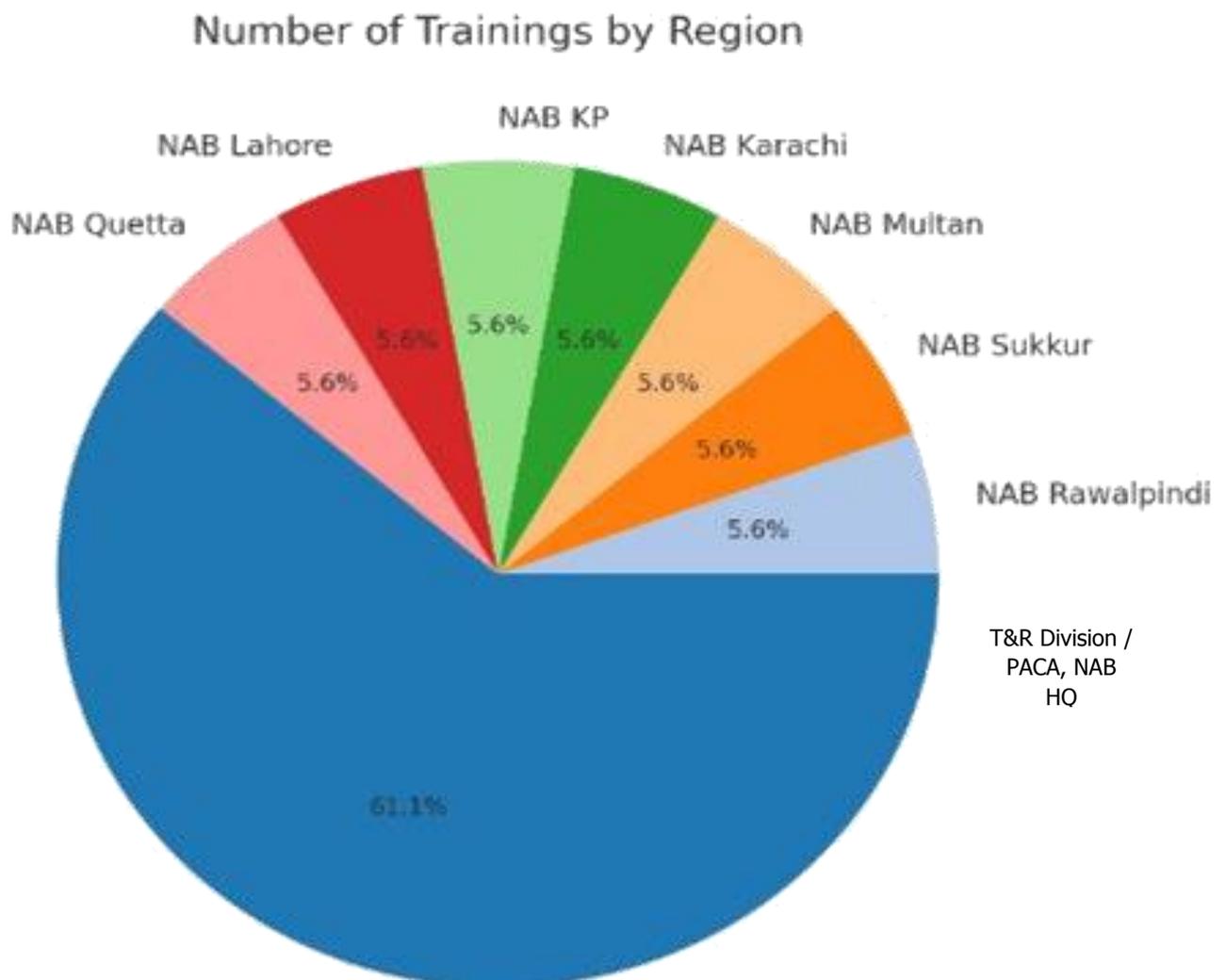
officers and officials, the Training and Research (T&R) Division, in collaboration with PACA, has meticulously planned the following training programs. These courses have been developed indigenously and in the light of international best practices in the realm of international ant-corruption efforts worldwide.

The Salient features of ATP-2025 are as follows:



Division of Training Plan - PACA and RNABs

This year's training plan has been structured to maximize efficiency and resource utilization. The majority of the training sessions will be conducted at the PACA. However, certain training programs have been delegated to Regional NABs (RNABs). The RNABs will play a pivotal role by organizing these sessions with the support of internal resource persons from NAB and external experts from local institutions, academies, and academia.



TRAININGS TO BE ORGANIZED BY PACA

a. Specialized Training for NAB officers on E-Procurement (e-PADS)

The T&R Division successfully conducted a three-day training in January, 2025 for 11 NAB officers on the E-Pak Acquisition and Disposal System (E-PADS), equipping them with the skills to enhance digital procurement efficiency and ensure greater transparency.

In alignment with the e-Procurement Strategy, the development of the E-PADS system marks a significant milestone. Supported by the Public Financial Management System “Program for Results” (PforR) under the World Bank's initiative, E-PADS is a comprehensive, web-based solution designed to digitize the entire procurement lifecycle.

By integrating international best practices, E-PADS aim to strengthen transparency, combat bid rigging, and ensure value for money in public procurement. The platform will channelize all public procurement activities through a unified digital infrastructure, driving efficiency and accountability at federal and provincial levels.

The training on E-Procurement (E-Pak Acquisition & Disposal) System has been meticulously designed to align with the National Procurement Strategy, which aims to modernize and streamline public procurement processes. This innovative system is a key initiative to strengthen procurement practices across federal and provincial levels, ensuring that public funds are utilized efficiently and effectively. By implementing EPADS, the government is taking a significant step towards improving transparency, accountability, and competitiveness in public procurement.

By centralizing all procurement activities and providing a user-friendly, web-based platform, EPADS will help to mitigate risks such as corruption and inefficiency, while enhancing trust in government operations. This system will not only improve the procurement process but also contribute to achieve the broader economic objectives, supporting sustainable growth and development in the public sector.

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 2025, 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:

Target Audience:	Officers In-Charge of Training Cell RNABs
Duration:	1 Day
Venue:	PACA / T&R Div
Schedule:	February 2025 Tentatively
Mode:	In person

Program Highlights:

1. **Comprehensive Review of Training Plan 2024:** Evaluating the 2024 Training Plan (achievements, challenges, gap analysis and areas for improvements).
2. **Discussion on Training Plan 2025:** Delving into the intricacies of the upcoming Training Plan, fostering a comprehensive understanding for its effective implementation.
3. **Discussion and Guidelines on Improvement of Classroom Environment:** Providing valuable insights and guidelines for enhancing the overall learning environment, ensuring optimal training outcomes.
4. **Proactive & Interactive Participation:** Encouraging dynamic and engaged participation among attendees.
5. **Focus on Anti-Money Laundering Training:** In 2025, the focus will be on providing comprehensive training across various aspects of the anti-money laundering (AML) framework, as outlined by key global organizations.
6. **Leveraging AI and OSINT for Investigating White-Collar Crime:** Further the emphasis will be on introducing and implementing the use of artificial intelligence (AI) and open-source intelligence (OSINT) tools and techniques to enhance the investigation of white-collar crimes.

c. 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 /PACA is to establish NAB's cadre of Revenue Experts in June / July 2025. 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. The Officers will be provided specialized training regarding following topics:

- 1) Land Record Manual 1935, Land Revenue Act 2014 & Land Revenue Rules – 1958, 2021 & Terminologies and Revenue Laws envisaged in Provinces.
- 2) Tenancy Act 1887, 1950, Citizenship Act 1951, Land Acquisition Act 1894, an Overview & Mechanism of Khana-e-Kasht, Registration Manual, Sub Treasury Manual, Registration Act 1908 and Stamp Act 1899.
- 3) Procedure of Land Settlement, Preparation of Record of Rights, Masavi, Mechanism, necessity of Consolidation of Holding, Relevant Act & Civil & Criminal Laws and Trial of Revenue cases in Civil as well as Criminal Courts.
- 4) Basics of Arithmetic & Patwar Mensuration & Concept, Procedure of Computerized Land Record and Preparation of Digital Masavi.
- 5) Land Revenue Act 1967 Relevant Sections, Classifications of Revenue Courts & Revenue Officers, Classification of State Land Mechanism & Rules for Lease & its Types.
- 6) Responsibilities of Revenue Authorities in Safeguarding State Land, Settlement & Rehabilitation of Displaced Persons and Procedure for Disposal of Evacuee Land.

d. Capacity Building Courses (CBCs)

PACA, located within the NAB Headquarters, functions as a premier center for knowledge development and capacity building, focused on addressing corruption and money laundering effectively. In 2025, PACA is scheduled to launch specialized training programs aimed at enhancing the skills and expertise of its workforce.

PACA will deliver a series of comprehensive training programs, including four strategically designed Capacity Building Courses (CBCs) for NAB officers. These courses are tailored to enhance professional competencies, equipping participants with advanced skills and insights to address the multifaceted challenges posed by corruption and financial crimes.

As an institution, PACA reflects NAB’s dedication to fostering professional excellence and strengthening institutional capacity. Through these focused training initiatives, PACA aims to develop a highly skilled workforce capable of adopting innovative and effective approaches in the ongoing battle against corruption and money laundering.

Sr	Course Title	Tentative Schedule	Duration
1	Capacity Building Course -I	Mar 2025	2 Days
2	Capacity Building Course -II	May 2025	
3	Capacity Building Course -III	Aug, 2025	
4	Capacity Building Course -IV	Oct 2025	

1. Capacity Building Course – I

- Target Audience : IOs / COs / Prosecutors
- Duration : 2 Days
- Schedule : Mar, 2025 Tentatively
- Mode : In person & Virtual
- Host : PACA

Topic:

Risk Assessment and Mitigation of Misuse of Legal Person

- i). Role of Legal person
- ii). Companies regulations / closure of companies
- iii). Anti-corruption measures in corporate sector
- iv). Capital market frauds
- v). Supervision and regulations of insurance companies / non-banking finance companies
- vi). Case Studies

2. Capacity Building Course – II

- Target Audience : IOs / COs / Prosecutors
- Duration : 2 Days
- Schedule : May, 2025 Tentatively
- Mode : In person & Virtual
- Host : PACA

Topic

Anti Money Laundering (AML) and AML Act 2010

- i). Money Laundering and its impact on Pakistan's economy
- ii). Money Laundering Risk Assessment in Pakistan
- iii). Common money laundering methods in Pakistan
- iv). High-risk sectors and industries in Pakistan
- v). Overview of AML laws and regulations in Pakistan (Anti-Money Laundering Act 2010, etc.)
- vi). AML Regulatory Framework in Pakistan
- vii). Role of Anti Money Laundering Authority, Financial Monitoring Unit (FMU) and other regulatory bodies (SBP, SECP, etc.)
- viii). Cognizance by NAB under AMLA Act 2010

3. Capacity Building Course – III

- Target Audience : IOs / COs / Prosecutors
- Duration : 2 Days
- Schedule : Aug, 2025 Tentatively
- Mode : In person & Virtual
- Host : PACA

Topic

AI / OSINT and its use in detection of White-Collar Crime and Money Laundering Cases

- i). Introduction to AI/ OSINT and Ethical Considerations
- ii). AI/ OSINT Collection and Data Sources
- iii). AI/ OSINT Tools and Platforms
- iv). Analyzing and Reporting OSINT Data
- v). Legal issues related to OSINT
- vi). Identifying suspicious entities and individuals through OSINT in ML cases
- vii). Tracking financial transactions and assets in ML
- viii). Identifying patterns in ML
- ix). Enhancing investigative leads in White collar crimes and ML cases
- x). Digital/ crypto currency tracking and tracing

4. Capacity Building Course – IV

- Target Audience : IOs / COs / Prosecutors
- Duration : 2 Days
- Schedule : Oct, 2025 Tentatively
- Mode : In person & Virtual
- Host : PACA

Topics

Leadership and Communication Skills

- i). Leadership Fundamentals
- ii). Leadership Styles and Theories
- iii). Emotional Intelligence (EQ) in Leadership
- iv). Communication Skills for Effective Leadership
- v). Conflict Resolution and handling Difficult Conversations

e. Director Conference

The training of Directors and Supervisors is vital, as they play a pivotal role in steering an organization's direction and ensuring its operational efficiency. Recognizing this, NAB Lahore and NAB Rawalpindi conducted two such training sessions last year under the Training Plan 2024.

Such training programs are designed to develop critical leadership competencies, including decision-making, problem-solving, and effective communication. They also enhance understanding of best practices, regulatory frameworks, and strategies for fostering a collaborative and productive work culture. Ongoing professional development is essential for senior supervisory officers to stay abreast of emerging trends, technologies, and industry advancements, enabling them to lead with agility and confidence.

Building on this commitment, two conferences for Directors and Supervisory officers have been planned under the auspices of PACA. These conferences aim to further enhance their capabilities and align their skills with evolving organizational needs.

Sr	Course Title	Tentative Schedule	Venue (NAB)	Duration
1	Director's Conference - I	Apr, 2025	PACA	2 Days
2	Director's Conference - II	November, 2025	PACA	

1. Directors' Conference /Training – I:

- Target Audience : Directors/ Supervisory Officers
- Duration : 2 Days
- Venue / Host : PACA
- Schedule : Apr, 2025
- Mode : In person

Topic:

Leadership, Management, Decision Making & Team Building

- i). Importance of leadership in senior management.
- ii). Strategic Leadership
- iii). Leadership Accountability and Responsibility
- iv). Leadership Communication Skills
- v). Team Building & Collaboration
- vi). Team Dynamics & Collaboration
- vii). Moral boosting of teams / how to encourage the team members
- viii). Fostering a Culture of Innovation and growth
- ix). Decision making
- x). Occupational stress management

1. Directors' Conference /Training – II:

- Target Audience : Directors/ Supervisory Officers
- Duration : 2 Days
- Venue / Host : PACA
- Schedule : November, 2025
- Mode : In person

Topic:

Case and Conflict Management

- i). Understanding Conflict
- ii). Communication Skills for Conflict Resolution
- iii). Conflict Management Strategies
- iv). Conflict Resolution Techniques
- v). Emotional Intelligence and Conflict
- vi). Conflict Management in Different Contexts
- vii). Advanced Conflict Resolution Skills
- viii). Implementation and Sustainability
- ix). Case Management

f. Staff Development Courses:

In partnership with prestigious Federal Government Institutes and Academies, the T&R Division /PACA conducts a range of Refresher and Capacity Building courses for officials (BS-1 to 16) at NAB Headquarters, Rawalpindi, and Islamabad. These courses are delivered in collaboration with renowned institutes such as the Secretariat Training Institute (STI), Pakistan Manpower Institute (PMI), and the Staff Welfare Organization. The training programs are specifically designed to enhance skills and knowledge in the following key areas:

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
6.	Fire Fighting, Basic First Aid Course	All Staff

Note: NAB HQ and NAB Rawalpindi will avail the above mentioned courses at STI, Islamabad while Regional Bureaus will arrange their courses at premises of respective bureaus in collaboration with Provincial Management Staff Academies.

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

The Training and Research (T&R) Division/ PACA remains steadfast in its commitment to enhancing the professional capacities of NAB officers by organizing a wide array of training courses in collaboration with prominent federal government academies. In response to specific requests, NAB Headquarters and its regional branches nominate officers for various training programs throughout the year. These courses, delivered in partnership with esteemed government institutions, focus primarily on strengthening anti-corruption strategies. Throughout 2025, the T&R Division/PACA shall actively collaborate and coordinate with the following agencies to facilitate the maximum nomination of NAB officers for training programs offered by other law enforcement agencies (LEAs).

The key academies and institutes to be engaged, 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.

h. In-land Courses sponsored by International Organizations

In collaboration with renowned international organizations, the T&R Division /PACA organize a range of specialized courses, seminars, and workshops throughout the year. These sessions, available both in-person and virtually, focus on critical issues such as money laundering, the tracing and freezing of illicit assets, crime scene management, blockchain and cryptocurrency, and the investigation and prosecution of white-collar crime, among others. Throughout 2025, the T&R Division/PACA has planned to collaborate and coordinate with the following agencies to facilitate the nomination of NAB officers for training programs related to Anti-Corruption and Anti-Money Laundering, offered by International Organizations.

These organizations include 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) 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.

i. 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 17th March, 2020.

As per vision of worthy Chairman NAB & in concurrence with the mandate of PACA, T&R Division /PACA has formulated a comprehensive Foreign Training Policy to ensure a merit based, transparent process for nomination of NAB officers for future foreign trainings. For foreign training, throughout 2025, The T&R Division/PACA will main close liaison with international agencies and law enforcement organizations to ensure NAB officers are nominated for specialized training programs offered by leading foreign institutions.

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 which are part of operational / obligations. Foreign opportunities include 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.

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. DG's of 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. A foreign opportunity requiring multiple nominations shall be equally apportioned/distributed among all grades (BPS -17 and above).
 - k. From the given grades, two nominations against every foreign opportunity shall be made from the given shortlist based on selection criteria parameters.
 - l. Seniority shall take precedence in case of equal scores of nominees from the same grade.
 - m. 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 the approval of Chairman NAB.

Selection Authority:

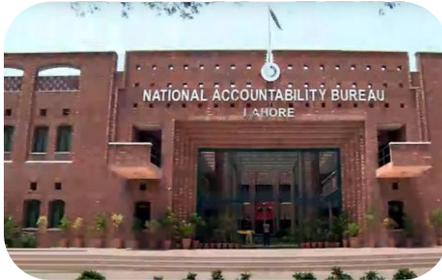
Final selection for any foreign opportunity under this policy shall rest with the Chairman NAB.

TRAINING PLAN FOR REGIONAL NABs

The Training Plan for 2025 stipulates that the majority of courses will be held at PACA, with provisions for virtual participation to allow officers from various regions to attend. Additionally, regional NABs will contribute by organizing specific training sessions in partnership with the Training and Research (T&R) Division, which will manage and facilitate the effective implementation of the Annual Training Plan.

In response to the Training Needs Assessment and the feedback provided by Regional NABs, the following training courses are scheduled to be conducted by all Regional NABs:

- a. Inter Regional Trainings
- b. Refresher Courses
- c. Workshop / Seminar / Specialized Courses
- d. Staff Development Courses at RNABs



a. Inter-Regional Trainings

Inter-regional training programs are a cornerstone of NAB’s Annual Training Plan, providing a robust platform for Investigation Officers (IOs), Case Officers (COs), and Law Officers to engage in dynamic knowledge exchange. In 2024, NAB Karachi, Multan and KP successfully hosted three such sessions, reinforcing the importance of collaboration and professional growth.

Building on this momentum, three inter-regional trainings have been carefully designed for the current year. These sessions will underscore NAB's dedication to fostering a culture of continuous learning, collaboration, and skills enhancement. By prioritizing these initiatives, NAB reaffirms its commitment to the professional development of its officers and the promotion of seamless cooperation across its regional bureaus. For effective engagement, in-person inter-regional training programs should be implemented:

Sr	Course Title	Tentative Schedule	Venue (NAB)	Duration
1	Inter Regional Training -I	April, 2025	RWP	2 - Days
2	Inter Regional Training -II	Sep, 2025	Sukkur	
3	Inter Regional Training -II	Oct, 2025	Lahore	

1. Inter – Regional Training - I

- Target Audience : IOs / COs / Prosecutors
- Duration : 2 Days
- Venue / Host : NAB Rawalpindi
- Schedule : April, 2025
- Mode : In person & Virtual

Topic:

National Accountability Ordinance amended till date

- i). National Accountability Ordinance. 1999 as amended till date under application
- ii). Evidence collection under QSO
- iii). Code of Criminal Procedure (CrPC)
- iv). Pakistan Penal Code (PPC)

2. Inter Regional Trainings - II

- Target Audience : IOs / COs / Prosecutors
- Duration : 2 Days
- Venue / Host : NAB Sukkur
- Schedule : Sep, 2025 Tentatively
- Mode : In person & Virtual

Topic:

Use of AI in determination and prevention of White Collar Crime and Money Laundering

- i). Role of Artificial Intelligence (AI) in modern crime detection and prevention
Investigation Techniques
- ii). AI in Money Laundering Prevention
- iii). Transaction monitoring and flagging suspicious activities
- iv). Key AI Techniques for Financial Crime Prevention
- v). Benefits of AI in Combating Financial Crimes
- vi). Challenges in Implementing AI for Crime Prevention
- vii). Case Study

3. Inter Regional Trainings – III

- Target Audience : IOs / COs / Prosecutors
- Duration : 2 Days
- Venue / Host : NAB Lahore
- Schedule : Oct, 2025 Tentatively
- Mode : In person & Virtual

Topic:

Accountability Courts proceedings/ Conduct of Trials of White-Collar Crimes/ Money Laundering Cases

- i). Relevance and admissibility of evidence
- ii). Reference submission court and relevant proceedings
- iii). Exhibit of Records
- iv). Statement of IO and witnesses, Chief/ Cross examination
- v). Oversight of complete trial
- vi). Trials of Money Laundering Case and relevant provisions of AMLA, 2010
- vii). Key points to make Trials of money laundering cases successful
- viii). Court proceedings, Do's & Don'ts

b. Refresher Courses

Regional NABs / PACA will organize Refresher Courses for Investigation Officers (IOs), Case Officers (COs) and Prosecutors throughout the year. These sessions aim to enhance professional skills, ensure alignment with standard practices, and strengthen the capacity of NAB’s workforce. The courses will be conducted as per the outlined schedule, fostering a culture of continuous learning and improvement.



Sr.	Courses	Tentative Scheduled	Venue
1.	Refresher Course - I	March 2025	Multan
2.	Refresher Course - II	May 2025	Quetta
3.	Refresher Course - III	Dec 2025	PACA

1. Refresher Courses - I

- Target Audience : IOs/ COs / Prosecutors
- Duration : 2 Days
- Venue / Host : Multan
- Schedule : March, 2025 Tentatively
- Mode : In person / Virtual

Topic:

Report Writing and Cash Flow Analysis

- i). Basic Ingredients of Inquiry / Investigation
- ii). Legal aspect regarding investigation report
- iii). Co-relation between investigation report and reference drafting
- iv). Incorporation of evidence under different heads of investigation reports
- v). Basics of Cash Flow Analysis
- vi). Understanding Cash Flow Statements (Operating activities, Investing activities and Financing activities)
- vii). Key Components of Cash Flow (Inflows and outflows, Net cash position)
- viii). Integration of Report Writing and Cash Flow Analysis
- ix). Preparing Cash Flow Reports
- x). Data collection and organization

2. Refresher Courses - II

- Target Audience : IOs/ COs / Prosecutors
- Duration : 2 Days
- Venue / Host : Quetta
- Schedule : May, 2025 Tentatively
- Mode : In person / Virtual

Topic:

Effective Investigation and Asset Management Procedures in NAB

- i). Investigation of White collar crime
- ii). Case Diary
- iii). Investigation Techniques
- iv). Assets Freezing, Forfeiture and Disposal of Assets under NAO
- v). Raid and House Search

3. Refresher Courses - III

- Target Audience : IOs/ COs / Prosecutors
- Duration : 2 Days
- Venue / Host : PACA
- Schedule : December, 2025 Tentatively
- Mode : In person / Virtual

Topic:

Human Resource Management Framework in NAB: Policies, Procedures, and Legal Framework

- i). NAB Employees Terms and Conditions of Service (TCS) 2002
- ii). Method of Appointment & Qualification (MAQ)
- iii). ESTA Code relevant provisions of Inquiry / disciplinary proceedings
- iv). Official Secret Act and Code of Conduct
- v). Proposed NAB Rules for HR

c. Workshops / Seminars / Specialized Courses:

2x Workshops will be organized by Regional NABs designed to foster interactive and practical knowledge-sharing among officers. The details are as follows:

- Target Audience : IOs/ COs / Prosecutors
- Duration : 1 Day
- Host : Training Cells of below mentioned Regions
- Mode : In person / virtual

Sr.	Courses	Tentative Scheduled	Regions
1.	Workshop - I	June 2025	Karachi
2.	Workshop - II	December 2025	KP

1. Workshop - I

- Target Audience : IOs/ COs / Prosecutors
- Duration : 1 Day
- Host : Karachi
- Mode : In person / virtual
- Schedule : June 2025, Tentatively

Topic

Analysis of Banking Record using latest Technique and AI to identify red flags in financial transaction relating to Corruption and Money Laundering

- i). Overview of financial crimes: Corruption and Money Laundering
- ii). Role of advanced techniques and AI in detection
- iii). Latest Techniques for Banking Record Analysis
- iv). Role of Artificial Intelligence in Financial Crime Detection
- v). Identification of Red Flags in Financial Transactions
- vi). Tools and Platforms for Banking Record Analysis (AI-powered platforms for automated red flag detection)
- vii). Case Studies

2. Workshop - II

- Target Audience : IOs/ COs / Prosecutors
- Duration : 1 Day
- Host : NAB KP
- Mode : In person / Virtual
- Schedule : December, 2025 Tentatively

Topic

Procedure for Collecting, Preserving and Sending Forensic Evidence to Forensic LAB

- i). Defining and brief history of forensics and white-collar crimes
- ii). Questioned documents and their examination
- iii). Fingerprints examination
- iv). Digital forensics
- v). Procedure for collection of evidence
- vi). Preservation techniques
- vii). How to forward the evidence to LAB for analysis(required documents and technique)
- viii). How to maintain integrity of the evidence etc.

d. Staff Development Courses:

4x Staff Development courses have been planned to be conducted by Regions in collaboration with NAB HQ for Annual Training Plan, 2025. In accordance with the job descriptions for various cadres of Secretarial Staff, four Staff Development Courses have been scheduled for officials from the regional NABs. The course content has been designed in compliance with the Secretariat Instructions issued by the Federal Government, with the objective of enhancing the efficiency and conduct of the workforce. The details of the courses are as follows:

Sr	Course Title	Tentative Schedule	Venue
1	Staff Development Course - I	Feb, 2025	All Regions
2	Staff Development Course - II	July, 2025	
3.	Staff Development Course - III	Sep - 2025	
4.	Staff Development Course - IV	Nov - 2025	

The courses are intended to enhance the capacity and efficiency of officials. Therefore, following training courses / topics are selected by T&R Division / PACA which will be conducted by Regional NABs during the execution of Training Plan 2025.

Sr.	Course Contents	Participants Level
1.	Office Ethics, Manners & Hospitality	Qasids / Naib Qasids & Equivalent
2.	Duties & Responsibilities of Drivers / DRs.	Drivers / DRs and equivalent
3.	Office Procedures, Daftary Urdu, Communication skills, Office Ethics& Etiquettes	Superintends, Assistants, UDCs, LDCs and equivalent
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.
5.	Shorthand / Computer literacy (MS Office)	APS and Stenotypists And UDCs, LDCs and equivalent
6.	Personal Hygiene and workplace cleanliness	Staff from BS 1 to 5
7.	Professional Ethics and office decorum	Staff from BS 1 to 14
8.	A plus computer hardware for IT cell staff	Staff from IT Cells
9.	Basic First Aid and Fire Fighting	All Staff

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 – 2025:

- i. An Officer/ Official may be nominated at least once in a training so that all employees get equal opportunities for nomination in various training programmes during the year;
- ii. At least 15 – 20 participants must be nominated for each course;
- iii. The OIC Training Cell should make efforts to engage at least 1-2 Resource Persons from outside NAB i.e. other Law Enforcement Agencies (LEAs) / Psychologists etc;
- iv. Regional NABs must ensure for provision of sophisticated/ advanced IT facilities, uninterrupted internet and conducive environment on training venue;

1. Punctuality and Attendance:

- a. All officers must arrive on time for each training session.
- b. Late arrival or early departure will be considered as unapproved absence.
- c. Attendance will be recorded at the commencement of each session. Any participant, arriving more than 30 minutes after the start time will be considered absent.

2. Training Schedule and Training Material

- a. The training schedule will be provided in advance. It is responsibility of the OIC to provide copy of schedule to all nominated officers at least three days before the commencement of training.
- b. Nominated officers are expected to plan accordingly and adjust their schedule to ensure full attendance.
- c. The OIC is responsible for distributing the training material to all participants before the training begins, allowing them ample time to review the material for discussion.

- d. The training sessions will proceed as scheduled. In the event of any changes, OICs will be promptly informed via phone call/ Fax, WhatsApp, or Zoom message, (whichever is accessible).

3. Refreshment break/ Prayer break

- a. Scheduled breaks will be according to the plan and trainer can announce break according to the situations as well.
- b. Officers must return to the training session promptly after the break.

4. Leave and Absence:

- a. Officers through OIC Training Cells must obtain prior approval for any leave or absence from the training session from the Director General of the respective Region and name of alternate officer may be provided to T&R Division /PACA.
- b. Repeated instances of unapproved absence or late arrival may lead to strict action.
- c. In case the nominated officer is unavailable, the Officer In-charge (OIC) of the Training Cell will promptly communicate T&R/PACA and provide a suitable replacement for the officer.

5. Feed back Proformae:

It has been observed that the standardized feedback forms previously sent to the T&R Division/PACA were often filled out in a stereotypical and half-hearted manner by the trainees. To address this issue and optimize the use of resources, the following changes will be implemented moving forward:

- a) Soft Copy Training Reports:** The Officer-in-Charge (OIC) of the Training Cell will provide a comprehensive training report in soft copy format, which will include:
- Photographs from the training sessions
 - Attendance sheet
 - Soft copy of Presentations
 - Feedback form (to be provided only if specifically requested by any participant)

b) Encouraging Voluntary Feedback: The OIC of the Training Cells will actively encourage trainees to provide voluntary feedback on the training program. This feedback will be a valuable input for continuously improving the training delivery and content.

By implementing these changes, it is expected that the training feedback process will become more efficient, meaningful, and sustainable, providing valuable insights for enhancing the overall training experience.