

TRAINING POLICY

The following Training Programs are conducted by the Federal Board of Revenue:

S.No	Type of Training	Funded by
1	Short term Foreign Training Courses	Donor Agencies/Foreign Governments
2	Short term Foreign Training Courses	TARP
3	Long term Foreign Training Courses	Donor Agencies/Foreign Governments
4	Short term Local Training Courses	By Government
5	Short term Local Training Courses	TARP
6	Long Term Local Training Courses	TARP
7	Seminars/Conferences (Foreign)	Donor Agencies/Foreign Governments
8	Seminars/Conferences (Foreign)	TARP

Training at S.No.1,2,3,4,5,7 and 8 will be finalized as per following training policy:-

- i) All training/scholarships to be received by HRM Wing of the FBR for initiating action.
- ii) HRM Wing to disseminate information to the FBR and field formation within 3 days of the receipt of training information through web.
- iii) HRM Wing to process all training requests received online by short listing the officers for each course.
- iv) Officers will be short listed as per following nomination criteria:-

<ul style="list-style-type: none"> • Relevance of training with the existing job description/ contents of the nominee. 	30-Points
<ul style="list-style-type: none"> • Relevance of training with future career goals of the Officers. 	15-Ponts
<ul style="list-style-type: none"> • Qualifications matching with the requirements of the Institute or the sponsor if any. 	20-Points
<ul style="list-style-type: none"> • Priority would be given to those who have never availed a foreign training facility during the last 3 years except where the training is deemed essential for an officer. 	25-Points
<ul style="list-style-type: none"> • Those having availed the training/scholarship during the past 3 years may be considered only if we fail to obtain a suitable candidate as per the above criterion. 	10-Points
<ul style="list-style-type: none"> • The above two conditions shall not apply to seminars and conferences. 	

- v) A complete data base of foreign training, workshops, conferences, or seminars to be prepared/ maintained by the HRIS/HRM Wing with the support of Training Directorates (HRIS).
- vi) Final approval will be made by the Chairman.
- vii) List of approved candidates will be put on web.
- viii) The HRM Wing will follow the guidelines for short listing officers as below:

- It would be ensured that the returning officers are recommended for a position which is relevant to their training.
- Each trainee will submit a report giving an account of his/her learning and an action plan of utilizing the training in his job situation
- Those proceeding abroad on Masters Degree, Diploma courses shall furnish surety bonds to serve Government/FBR for 5 and 3 years respectively.
- They will be posted to Directorates of Trainings for a period of at least 3 years on return from overseas on permanent basis or as visiting faculty.
- No officer will serve foreign government or organizations after the training outside Pakistan without the prior permission of GOP.
- No extension will be granted in training period on the request of the trainee except if recommended by the course in-charge with valid reasons.
- Instructions issued from time to time by the Federal Government shall also be binding upon the trainee.

In addition to the above, officers of Income Tax and Custom Groups are short listed for all fully Funded Foreign and Local Training Programs according to the eligibility criteria by the donor/sponsoring Foreign/local agencies at S.No.1, 3,4, and 7.

In respect of short term local training programs funded by TARP/ Government of Pakistan, the nominations will be finalized after consultation with concerned Member/DG/Collector.

The World Bank has approved 5 Local Institutes for Long Term Local Training (In Service MBA) at S.No.6 funded by TARP. The officers who have completed 5 years of service seek admission in these Institutes and are eligible for these training programs.

(Raana Seerat)
Director General
(HRM)