

GOVERNMENT OF PAKISTAN
REVENUE DIVISION
CENTRAL BOARD OF REVENUE

C.NO. 1(1)ERM/2011/65140

Islamabad, the 09th May, 2011

From: Qurban Ali Khan,
Secretary (Management Customs)

To: All Chief Commissioners, Inland Revenue
Chief Collectors of Customs (South)/(North)
All Directors Generals
All Commissioners (Appeals)
All Collectors of MCCs
All Collectors of Customs (Appeals)

Subject CALENDAR FOR HOLDING THE MEETINGS OF DSB AND DPC FOR PROMOTION OF OFFICERS OF IRS, PCS AND EX-CADRE TO BS-19, BS-18, BS-17 AND BS-16 IN THE FBR.

I am directed to state that a calendar (in two phases) for holding the meetings of the Departmental Selection Board (DSB) and Departmental Promotion Committees (DPC) for promotion, on occurrence of vacancies, of the officers of Inland Revenue Service, Pakistan Customs Service and Ex-Cadre to BS-19, BS-18, BS-17 and BS-16 has been devised, keeping in view the Establishment Division's O.M. No. 3/1/2008.CP-6, dated 08.01.2008 (copy enclosed).

2. As per Promotion Policy, the Performance Evaluation Reports of the officers are pre-requisite for promotion as in the absence of up-to-date PERs record, the performance of the concerned officer cannot be properly judged by the DSB & DPC. Hence, the PER record should be complete in all respect. Non-completion of record causes considerable delay or deferment of officers due for promotion.

3. In order to implement the subject calendar, it is requested that all the concerned officers as well as the Reporting/Countersigning Officers may be advised to fulfill their part of obligation for timely and prompt completion of the Performance Evaluation Reports as per the following prescribed schedule for writing of PERs (copy enclosed):-

- (a) Writing of PER by the Reporting Officer by 20th July
- (b) Countersigning of PER by the Countersigning Officer by 31st July

4. In view thereof, all the field formations are also requested to prepare a similar promotion plan in respect of their officials for promotion upto BS-15, on occurrence of posts against promotion quota.

Encl: As above

Qural
(Qurban Ali Khan)
Secretary (Management Customs)

✓ Copy forwarded to the Web Master, FBR for placing the same on web site of FBR.

CALENDAR FOR HOLDING THE MEETINGS OF DEPARTMENTAL SELECTION BOARD (DSB) AND DEPARTMENTAL PROMOTION COMMITTEE (DPC) FOR PROMOTION OF OFFICERS OF IRS, PCS AND EX-CADRE TO BS-19, BS-18, BS-17 AND BS-16 IN THE FBR

PHASE-I:

SCHEDULE:

- | | | |
|-----|--|-------------------------------------|
| (a) | Meeting of the Departmental Selection Board (DSB) for promotion from BS-18 to BS-19. | <u>3rd week of March</u> |
| (b) | Meeting of the Departmental Promotion Committee (DPC) for promotion from BS-17 to BS-18. | <u>2nd week of April</u> |
| (c) | Meeting of the Departmental Promotion Committee (DPC) for promotion from BS-16 to BS-17. | <u>1st week of May</u> |
| (d) | Meeting of the Departmental Promotion Committee (DPC) for promotion from BS-14 to BS-16. | <u>3rd week of May</u> |

PHASE-II:

SCHEDULE:

- | | | |
|-----|--|---|
| (a) | Meeting of the Departmental Selection Board (DSB) for promotion from BS-18 to BS-19. | <u>3rd week of September</u> |
| (b) | Meeting of the Departmental Promotion Committee (DPC) for promotion from BS-17 to BS-18. | <u>2nd week of October</u> |
| (c) | Meeting of the Departmental Promotion Committee (DPC) for promotion from BS-16 to BS-17. | <u>1st week of November</u> |
| (d) | Meeting of the Departmental Promotion Committee (DPC) for promotion from BS-14 to BS-16. | <u>3rd week of November</u> |



GOVERNMENT OF PAKISTAN
CABINET SECRETARIAT
(ESTABLISHMENT DIVISION)

CONFIDENTIAL

No. 3/1/2008.CP-6

Islamabad the 8th January, 2008

OFFICE MEMORANDUM

Subject: - MEETINGS OF THE CENTRAL SELECTION BOARD (CSB)

It has been decided that meetings of the Promotion Boards (CSB/DSB) shall be held on regular basis at least twice a year. Therefore, four (4) meetings of the Central Selection Board (CSB), i.e 02 meetings for promotion from BS-20 to BS-21 posts and 02 for promotion from BS-19 to BS-20 posts shall be convened in two phases during each calendar year.

2. The following schedule of activities has been decided for the year 2008 for convenience of Ministries/Divisions/Departments: -

PHASE -1 (FOR PROMOTION FROM BS-20 TO BS-21)

Submission of the number of vacancies and Panels of officers to be considered	4 th week of January 2008
Receipt of complete proposals containing proposal Form Panel Proformae Synopsis of PERs Training Evaluation Reports Seniority Lists etc. in the Establishment Division	4 th week of February 2008
Examination/Rectification of proposal by Establishment Division in consultation by concerned quarter	3 rd week of March 2008
Submission of Rectified Folders	4 th week of March 2008
Circulation of Folders	2 nd week of April 2008
Meeting of Central Selection Board	2 nd week of May 2008

PHASE -1 (FOR PROMOTION FROM BS-19 TO BS-20)

Submission of the number of vacancies and Panels of officers to be considered	4 th week of February 2008
Receipt of complete proposals containing proposal Form Panel Proformae Synopsis of PERs Training Evaluation Reports Seniority Lists etc. in the Establishment Division	4 th week of March 2008
Examination/Rectification of proposal by Establishment Division in consultation by concerned quarter	3 rd week of April 2008
Submission of Rectified Folders	4 th week of April 2008
Circulation of Folders	2 nd week of May 2008
Meeting of Central Selection Board	2 nd week of June 2008

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PHASE -2 (FOR PROMOTION FROM BS-20 TO BS-21)

Submission of the number of vacancies and Panels of officers to be considered	2 nd week of June 2008
Receipt of complete proposals containing proposal Form Panel Proformae Synopsis of PERs Training Evaluation Reports Seniority Lists etc. in the Establishment Division	2 nd week of July 2008
Examination/Rectification of proposal by Establishment Division in consultation by concerned quarter	2 nd week of August 2008
Submission of Rectified Folders	3 rd week of August 2008
Circulation of Folders	2 nd week of Sept. 2008
Meeting of Central Selection Board	1 st week of October 2008

PHASE -2 (FOR PROMOTION FROM BS-19 TO BS-20)

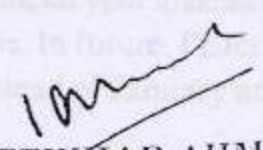
Submission of the number of vacancies and Panels of officers to be considered	2 nd week of July 2008
Receipt of complete proposals containing proposal Form Panel Proformae Synopsis of PERs Training Evaluation Reports Seniority Lists etc. in the Establishment Division	3 rd week of August 2008
Examination/Rectification of proposal by Establishment Division in consultation by concerned quarter	2 nd week of Sept. 2008
Submission of Rectified Folders	4 th week of Sept. 2008
Circulation of Folders	3 rd week of October 2008
Meeting of Central Selection Board	4 th week of Nov. 2008

3. Proposals for promotion shall be submitted on CP Forms provided in the ESACODE-2000. Panel Proforma and Quantification Form in the ESTACODE have been revised. Copies of the revised Proformae/Quantification Forms are also enclosed.

4. Establishment Division will place names of officers of DMG, PSP & Secretariat Group, in the promotion zone, on the web-site of the Establishment Division. Ministries/Divisions/Departments concerned may be requested to take similar action in respect of Services/Cadres and Ex-cadres posts controlled by them, enabling officers concerned to get their record complete well in time.

5. Ministries/Divisions/Departments are requested to bring the above schedule of activities for submission of proposals for promotion to the notice of all concerned in order to ensure completion of the exercise/activities in line with the aforementioned schedule of activities.

Encl: - (As above).


(IFTIKHAR AHMED)
Additional Secretary

Secretaries
All Ministries/Divisions
Islamabad/Rawalpindi

All the Chief Secretaries of Provincial Governments

Copy for information to Raja Hassan Abbas, Joint Secretary, Prime Minister's Secretariat, Islamabad.

REVENUE DIVISION
CENTRAL BOARD OF REVENUE

Issued: 04.07.2003
19th May, 2003

Linking of Performance Evaluation of C.B.R. Employees with Financial Year instead of Calendar Year

2.34-A The Establishment Division has agreed to CBR's proposal to link performance evaluation with the currency of the financial year instead of the present practice of writing PERs on a calendar year basis. In future, PERs of all CBR employees will, therefore, be initiated in July instead of January and the timetable for writing PERs will be as follows :

- (i) Reporting Officer by 20th July
- (ii) Countersigning Officer by 31st July

It may also be noted that those supervisory officers who fail to write the PERs within the prescribed time period will be asked to explain as to why this was not done and may have to forego their bonus if found negligent on this account. It may be further noted that PERs initiated in July 1998 must clearly reflect the targets that were set for the employee for the year 1997-98 and the actual collection achieved along with remarks of the reporting officers. Similarly, in the case of employees who are posted in positions other than the field, all reporting officers would be expected to assess the performance of their subordinates on as objective a basis as is possible. It may be remembered that the Board would like to link performance with record and therefore, PERs must be written in a way that they ensure a fair and correct assessment of the subordinate.

In view of Establishment Division's approval the PERs of CBR employees will be written for the period 1-1-98 to 30-6-98 this time. In the future, however, these will be written for the period ending June *i.e.* according to the financial year.

[c.f. CBR Circular No. 111M(Admin)/98, dated 18-6-1998 communicated *vide*
Estt Divn. U.O. Note No. 3/1/2003-CP-II, dated 26-11-2004]

- In order to implement the subject calendar, it is requested that all the concerned officers as well as the Reporting/Countersigning Officers may be advised to fulfill their part obligations for timely and prompt completion of the Performance Evaluation Reports as per the following prescribed schedule for writing of PERs (copy enclosed):
- (a) Writing of PER by the Reporting Officer by 20th July
 - (b) Countersigning of PER by the Countersigning Officer by 31st July