

IMMEDIATE
Time Limit Case

GOVERNMENT OF PAKISTAN
(REVENUE DIVISION)
FEDERAL BOARD OF REVENUE

No.22(2)S.MIR/2008

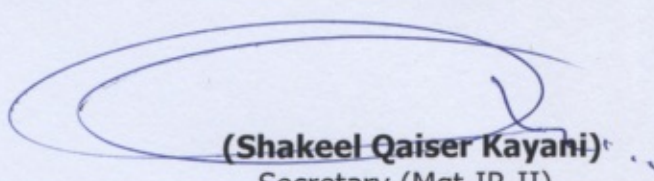
Islamabad, the 23rd November, 2012

To: All BS-20 officers of IRS/PCS

Subject: PROMOTION AGAINST THE POST OF SENIOR JOINT SECRETARY.

Kindly refer to Establishment Division's O.M.No.2/1/2006-CP-IV dated 21.11.2012 on the subject (copy enclosed). Your consent is required for promotion to BS-21 as senior Joint Secretary in the Secretariat Group. Consent (s) may kindly be furnished to the Chief Management Office **today by return fax before 2.00 P.M positively (Fax No.051-9205407).**

2. The matter is very important and should be accorded **Top priority.**


(Shakeel Qaiser Kayani)
Secretary (Mgt-IR-II)
Ph.9205406

Distribution:-

1. SA to Chairman, FBR
2. Members (Admn/IR/Customs), FBR

GOVERNMENT OF PAKISTAN
CABINET SECRETARIAT
ESTABLISHMENT DIVISION

No. 2/1/2006-CP-IV

Islamabad the 21 November, 2012

OFFICE MEMORANDUM

Subject:- **PROMOTION AGAINST THE POST OF SENIOR JOINT SECRETARY**

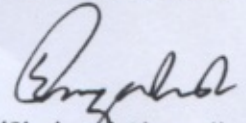
The undersigned is directed to state that as per approved Policy 1/3rd vacancies of the post of Senior Joint Secretary are reserved for promotion of BS-20 regular officers of the regularly constituted Occupational Groups and services in terms of proviso under Section 9 (1) of the Civil Servants Act, 1973. Group / Service wise allocation of vacancies is under process.

2. It is requested that a panel of at least (06) BS-20 regular officers of Inland Revenue Service who fulfill the condition for promotion to BS-21 may be sent to this Division, **by Friday the 23rd November, 2012 positively** alongwith following papers/documents, complete in all respects:-

- | | | |
|-------|---|-----------|
| i) | Panel proforma of each officer as per enclosed specimen. | 20 copies |
| ii) | Synopsis of ACRs of the officers of the <u>last 5 years</u> | -do- |
| iii) | Quantification sheet duly authenticated. | -do- |
| iv) | Seniority list duly attested. | -do- |
| v) | No disciplinary action certificate duly signed. | -do- |
| vi) | PASC/NDC Training reports. | -do- |
| vii) | Consent of the officers for consideration for promotion as Senior Joint Secretary in the Secretariat Group. | -do- |
| viii) | ICP Charts & ACR dossiers of the officers. | |

3. The officers in the following categories shall not be included in the panel for promotion against the post of SJS (BS-21):-

- i) Officers due for superannuation during the next one year.
- ii) Officers who have not done the prescribed PASC/NDC training and are not entitled to exemption from the said training on any ground.
- iii) Officers who have been superseded for promotion to BS-21 in their own group.
- iv) Officers against whom disciplinary action is under process or being contemplated or against whom disciplinary action was taken and a minor or major penalty was imposed during last three (3) years.
- v) Officers not fulfilling the eligibility conditions such as length of service for promotion to BS-21, required threshold and not having three (03) years active service to their credit in BS-20 post excluding the period spent on training or leave or as OSD or an awaiting posting.


(Shahzad Ahmed)
Deputy Secretary (CP-III)

The Chairman,
Federal Board of Revenue (F.B.R),
Islamabad.

23 NOV 2012
M(A)

1504798

2012.11.23

**PANEL PROFORMA FOR
CENTRAL SELECTION BOARD
FOR PROMOTION TO BS-21 POSTS
AS ON _____**

In respect of :-

Personnel No.

Domicile:		Service/Group		Secretariat	Sen No.	
Educational Qualification			Date of Birth		Date of Superannuation	
SERVICE PARTICULARS						
Date of Joining Academy (CSA)/ Service	Date of Promotion in			Length of Service		Eligibility for consideration
	Present Scale BS-20	Lower Ranks		Total	In Present Scale	
BS-19		BS-18				
IMPORTANT APPOINTMENTS HELD IN THE PRESENT RANK						
1						
2						
3						
Penalties in BS-20(if any)						
Training Courses (other than mandatory Training)						
Grading of Mandatory Training at NIPA				NIPA:		
				PASC:		
NUMBER OF PERS IN BS-19 &20						
Basic Scale	Outstanding	Very Good	Good	Average Reports	Below Average	Adverse Report/ Remarks in BS-19
BS-19						
BS-20						
Awaited Reports (PERs)		Additional Information				
EFFICIENCY INDEX						
Required Threshold	Score of PERs & Training Reports			Marks awarded by CSB		Total
Recommendations of CSB						
Promoted	Deferred			Superseded		

Prepared by

Checked by