

GOVERNMENT OF PAKISTAN
FEDERAL BOARD OF REVENUE
REVENUE DIVISION

C.No. 5(2) S (HRIS)/OAP/06

Islamabad, the 7th October, 2013

Circular

SUBJECT: - HRMS REPORT REQUEST.

Kindly refer to the above subject.

2. It has been decided that in future all the requests for obtaining a report from Human Resource Management Systems (HRMS) will be considered only by filling the enclosed proforma. Without proforma no request will be entertained.

Encl: As Above


(Romana Alam)
Second Secretary (Automation)

All concerned in the FBR (Hq)

HRS SERVICE REQUEST FORM

Name _____

Designation. _____

Description of Request _____

Relevant Request Reference No (If Any) _____

Priority
 Urgent Important Normal Low

Requirement date & Time _____

Signature _____

For Official Use

Service Provided by _____

Service Start/End Date & Time _____

Comments _____

Signatures _____

Task Completion Confirmation by Requester

Certified that the task requested has been completed successfully.

Signature _____

Date _____