

GOVERNMENT OF PAKISTAN
REVENUE DIVISION
FEDERAL BOARD OF REVENUE

C.No.2(1)Member(HRM)/2014

Islamabad, the 28th May, 2014

CIRCULAR

Subject: PROCESSING OF CASES OF CASH REWARD

It has been observed that while processing reward cases, Unified Reward Rules-2006 read with criteria circulated vide Board's Circular No.6(1)S&M/2007 dated 14th June, 2007 and Circular No.5(3)S&M/2012/73968-R dated 23rd May, 2012 are not being implemented in the field offices of FBR in its letter & spirit. The Competent Authority has taken serious view on it.

2. It is again reiterated that reward cases should be processed/sanctioned by the concerned Sanctioning Authorities specified in rule 5 of Unified Reward Rules-2006, keeping in view the following criteria:-

- i). The reward in case of staff (BS-1 to 16) should be made strictly in accordance with notified criteria and in no case reward should exceed 40% of the total working strength (i.e. 20% for two months pay and 20% pay for one month pay) and that too subject to availability of funds under the relevant head of account. Certified copy of total working strength of staff is also required to be placed on record before processing and sanctioning the reward.
- ii). The cases of reward for officers (BS-17 & above) should be forwarded to the respective Member Incharge, subject to availability of funds in the budget grant of concerned field office. The Grading based on Performance Indicators (PIs) should be clearly mentioned against each officer, justifying grant of reward.
- iii). The respective Member Incharge shall consider and sanction recommended reward in case of officers in BS-17 to BS-19 subject to availability of funds. The respective Wing (Customs or IR Wing as the case may be) shall convey approval of the Member Incharge to the concerned Head of field office directly, endorsing a copy to HRM Wing.

iv). As regards cases of officers in BS-20/21, the concerned Member Incharge shall forward the case to the Member(HRM) with his recommendations and Gradings based on Performance Indicators of each officer. After approval of the Chairman,FBR, it shall be conveyed to the concerned field offices for issuance of sanction.

3. The concerned Heads of field offices shall be personally responsible to implement the above instructions.



(Yasmin Saud)
Member (HRM)

All Heads of field formations under FBR (By Name)

CC: Chairman,FBR for information.