

GOVERNMENT OF PAKISTAN  
REVENUE DIVISION  
FEDERAL BOARD OF REVENUE  
(HRM) WING

C.No.2(6)S(HRD)/2013

Islamabad the 26<sup>th</sup> November, 2015

**CIRCULAR**

SUBJECT: **POLICY GUIDELINES FOR THE OFFICERS OF FEDERAL BOARD OF REVENUE FOR APPLYING FOR SCHOLARSHIPS / ADMISSIONS IN FOREIGN UNIVERSITIES**

In continuation of Economic Affairs Division's letter No. 9(1)/Eur-III/2012 dated 25<sup>th</sup> August, 2014 (already placed on FBR's website) and Federal Board of Revenue's guidelines vide letter No. 2(1)S(HRD)/2012 dated 30<sup>th</sup> April, 2014 (also placed on FBR's website), I am directed to convey that following further instructions need to be observed strictly:-

1. All FBR Officers / staff shall obtain a "No-Objection Certificate (NOC)" from Human Resources Wing, FBR, prior to applying / seeking admission in any local / Foreign Institute. After issuance of the NOC, admission may be obtained.
2. FBR will not grant any ex-post facto approval / NOC in any case. Any omission may lead to disciplinary proceedings against delinquent officers / officials.
3. Those proceeding abroad on PhD, Masters Degree, Diploma courses shall furnish Surety bond to serve Government of Pakistan / FBR for 5, 3 and 1 years respectively.
4. The courses posted online by the HRM Wing on FBR's website, FBR Officers are required to apply online.
5. No funds for the programme will be provided by the Government of Pakistan. Moreover, the participant will not be allowed to claim any funds from the Government.
6. After final selection from the concerned Institute, the officer would be required to apply for final NOC of sparability from the Management Wing, Federal Board of Revenue, Islamabad.
7. 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.
8. After completion of the course, each trainee is required to submit a report, regarding various aspects of training received its usefulness and shortcomings, for the Board.

  
(Ms. Baseerat Memraiz)  
Secretary (HRD)