

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

F.No.1 (9) S(HRD)/2014

Islamabad, the 24th March, 2015

To

All Chief Commissioners/Chief Collectors/Director Generals

Subject: UPDATION OF PARTICULARS IN HRIS DATABASE

I am directed to refer to the above subject and to convey that it has been observed that the Officers do not update their profiles / data in the HRIS system which results in the retrieval of outdated / incomplete information about the Officers at the time of generation of applicant lists for various trainings. Non-updation of the Profiles ultimately end up in wrong depiction of information pertaining to seniority, postings, etc. which then results in drop-outs from nomination lists.

2. I am further directed to advise all Officers under your jurisdiction to periodically update their profiles in HRIS database prior to applying for any Local / Foreign Trainings in future. It is further requested that all the Officers may be directed to update their HRIS Profiles latest by **31.03.2015**.


(Ms. Baseerat Memraz)
Secretary (HRD)