

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

F. No 2(15)S(HRD)/2015/43980-R

Islamabad the 31st March, 2016

CIRCULAR 01 OF 2016/HRM

SUBJECT POLICY GUIDELINES FOR THE OFFICERS OF FEDERAL BOARD OF REVENUE FOR APPLYING FOR FOREIGN STUDY / ISSUANCE OF NOCs FOR HIGHER STUDY SCHOLARSHIP / LONG LEAVES

The Federal Board of Revenue (FBR) fully appreciates importance of training and personal development in the learning process and development objectives benefitting the department and also furthers the career aspirations of individuals. As per government policy, the officers of FBR are required to obtain NOC prior to applying for admission in any local/foreign university for any program. However, it has been observed that officers, right after joining FBR or getting promoted, start looking for foreign scholarships / applying for NOC / study leave for a degree programme. Mostly they are already in possession of the same degree and / or at times in a different discipline. This practice entails very little value addition to the Department and not only wastes the precious resources but also bars other eligible officers from pursuing higher studies.

2. In order to promote equal opportunities and to encourage all officers to actively participate in study, training, personal development activities and to maximize utility of degree programmes while not compromising their official responsibilities, the Competent Authority has, in continuation of the HRM Wing's Circular No. 2(1)S(HRD)/2012 dated 26.11.2016, decided that:-

- a) Request for NOC / foreign training (other than online trainings) will only be considered, if forwarded favorably "Through Proper Channel". The recommendation letter, forwarding such application, needs to outline / state the office-strength of the officers / information about the officers on deputation / on leave and has to clearly recommend / or deny the case.

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- b) An officer, with less than 05 years of Government service will not be eligible to apply for a foreign course / Study leave.
- c) An Officer will be allowed NOC and study leave only once for completion of one degree program i.e. any officer who has pursued Masters can only get NOC / long leave for M.Phil / PhD and not again for any other Masters degree in any discipline.
- d) Those proceeding abroad on PhD, Masters Degree, Diploma courses shall furnish Surety Bond to serve Government of Pakistan (GoP) / FBR for 5 years in case of PhD; 3 years in case of Masters degree; and 1 year in case of a Diploma.
- e) Non-submission of Surety Bond or non-compliance of the specified instructions will result in initiation of disciplinary proceedings ; recovery of any amount paid by the Government of Pakistan for pursuing above mentioned degree etc. and may have adverse impact on the PERs.
- f) A request for training or study leave may be in a field of study relevant to the working of FBR i.e. Economics, Public Policy, Management, Finance, Commerce, Textiles etc. The study should aim at improving the officer's progress within the organization or in a different field related to the working of FBR.
- g) The applicant should justify how the training will help to improve the applicant's effectiveness and improve the FBR's performance.
- h) After completion of one degree programme, the officer shall not be entitled to apply for any other foreign degree program/ course for a period of three years.
- i) For the courses posted online by the HRM Wing on FBR's website, FBR Officers are required to apply online.
- j) No funds for the programme will be provided by the Government of Pakistan nor the participant will claim any funds from the Government of Pakistan.
- k) NOC for applying for foreign training will be issued by the HRM Wing. Consequent upon final selection, HRM Wing, after consultation with the Management Wing regarding matters relating to disciplinary proceedings, etc. will issue the spare-ability Certificate to the officer.

- l) Extension in study may be considered if recommended by the course-Incharge / University with valid reasons. Approval in this regard will be granted by the Member (HRM).
- m) 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.

4. these policy guidelines are circulated for the benefit and compliance of all the employees of the Board.


(Imran Latif Minhas)
Chief (HRM)

1. All Members FBR
2. Directors General Internal Audit/I&I/Training-IR and Customs
3. Director General PCA & Valuation
4. All Chief Collectors
5. All Chief Commissioners LTUs/RTOs
6. SA to Chairman FBR
7. All CIRs/Collectors Appeals