

GOVERNMENT OF PAKISTAN
(Revenue Division)
Federal Board of Revenue
(HRM Wing)

HRM CIRCULAR 01/2017

No. 2(44) S-HRD/2016

Dated: 22-06-2017

SUBJECT: PROCEDURE FOR NOMINATIONS FOR FOREIGN COURSES

In order to develop a transparent and merit based system of selection of officers/officials for foreign trainings/courses/workshops/Seminars (hereinafter referred to as foreign course) whereby all officers/officials can have an equal opportunity to avail benefits of foreign trainings etc. , the Chairman FBR is pleased to direct that all such nominations shall be made in accordance with the following procedure with immediate effect.

2. General Guidelines

- i. All cases for nominations for foreign courses shall be initiated as per Job description of the Members circulated vide 6(96) S (BIC) 2014/15 dated 29.07.2015.
- ii. In no circumstances any field formation/support wing/Directorate General shall negotiate independently with any foreign country/ international agency for foreign trainings without the consent of respective line Member i.e. for Customs specific and IRS specific courses the field formations shall route proposals for IRS/Customs specific foreign courses respectively through Members IR-Operations and Customs. For all other cases of foreign trainings etc. all other wings / directorates general shall route proposals for foreign trainings through Member HRM.
- iii. No officer shall independently arrange sponsorship for himself. In case of violation the provisions of HRM Circular 2 of 2016 dated 28.10.2016 shall apply.
- iv. The intimation for foreign courses shall be uploaded on the FBR web portal under "*Apply Foreign Training*" in HRM portion of the web page to make information regarding foreign courses available to all.
- v. Each wing shall update HRM software to the extent of nominations made by it.
- vi. The procedure shall not be applicable in case of foreign visits for the purpose of treaty negotiations and conferences.
- vii. A system generated NOC to travel abroad shall be issued by Admin Wing once nomination is approved and uploaded by the respective wing.
- viii. The procedure will be relaxable for the officers in BS-21 and above.

3. Procedure

- i. Immediately after the expiry of last date for applying to a foreign course , MIS report shall be generated by the respective wing through the software developed by HRM.

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- ii. The MIS report shall be presented before the Chairman FBR along with recommendations for nomination of the officer/official.
 - iii. In addition to the officers/officials undergoing mandatory trainings, following officers/officials shall not be entitled to apply for foreign travel.
 - a) Already attended a foreign course in the immediately preceding two (02) years.
 - b) *Disciplinary proceedings are pending.*
 - c) *Blacklisted by any country or the Board.*
 - iv. All nominations shall be uploaded on FBR web page.
 - v. On return from foreign course, the officer/official shall furnish a report in accordance with HRM circular 3 of 2016 dated 28.10.2016 to the respective Member under intimation to HRM.
 - vi. While no NOC is required to apply on line, NOC for foreign travel shall be routed through proper channel for issuance by the Admin wing.
 - vii. Admin wing shall update the cases of disciplinary proceedings on HRM software regularly so as to restrict the officer/official from applying for a course, if disciplinary proceedings are pending against them.
 - viii. Immediately on return from abroad, the officer shall update their HRIS profile as required under the rules/Boards' earlier directions.
4. In order to ensure smooth functioning of system, focal persons shall be nominated by Member IR-Policy and Customs to co-ordinate with Secretary HRD, focal person for HRM wing.
5. A complaint cell is established in the office of Member HRM to address grievances regarding selection process.


(Tariq Iqbal)
Secretary (HRD)

- Copy: 1) All Members/ Director Generals FBR (HQ), All field formations IRS/PCS.
2) SA to Chairman FBR.