

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

F.No.1 (10) S(HRD)/2018/26585-R

Islamabad, the 27th February, 2019

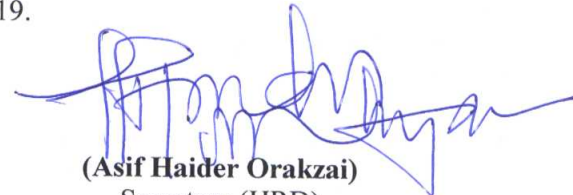
To

1. All Members FBR
2. All Chief Commissioners (Inland Revenue)
3. All Chief Collectors (Customs)
4. All Director Generals
5. The Chief Coordinator, Computer Wing (Income Tax), Islamabad

Subject:- REVIEW / UPDATION OF JOB DESCRIPTIONS (JDs)/ KEY PERFORMANCE INDICATORS (KPIs) FOR OFFICERS BS-17 AND ABOVE AND OFFICIALS BS-01- TO BS-16.

I am directed to refer to the subject cited above and to state that HRM Wing plans to update the JDS and KPIs for both officers of BS-17 and above and officials of BS-01 to BS-16 working under your administrative jurisdictions. The two documents, on this account, already prepared by this Wing, are available under the tab “**Key Performance Indicators (KPIs) and Job Descriptions (JDs)**” in the HRM Wing of FBR website.

2. These earlier documents did miss JDs/KPIs of certain offices such as positions related to Intelligence and Investigation (I&I) Wings or Broadening of Tax Base (BTB) Wings of FBR. Hence it would be appropriate if respective heads of such wings prepare JDs/KPIs on similar pattern/format for all missed out positions and send the same to HRM Wing for updating.
3. In addition, all other heads of field formations may also suggest changes (additions or deletions) if necessitated with justifications so as to update the already identified positions in those two documents.
4. This exercise may kindly be finalized before 10-03-2019.


(Asif Haider Orakzai)
Secretary (HRD)