

GOVERNMENT OF PAKISTAN
REVENUE DIVISION
FEDERAL BOARD OF REVENUE

C.No.1(1)MIR-VI/2019

Islamabad, the 30th August, 2019

To

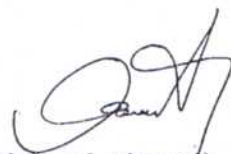
All Chief Commissioners Inland Revenue
All Directors General Inland Revenue
Director, DR&S, Islamabad

Subject: **SHORTHAND/ TYPING SPEED TEST.**

In recent days during a drive to check the efficiency of Assistant Private Secretaries (BS-16) and Stenotypists (BS-14), working in Inland Revenue field formation it has been observed with grave concern that shorthand and typing speed, both efficiency and accuracy of officials has declined far below the prescribed standard threshold. This lethargy on part of the officials is causing problems in speedy and efficient disposal of official work. It may be noted that in terms of recruitment rules for the said posts following criteria is laid down for shorthand and typing:

Assistant Private Secretary	Minimum shorthand speed 100 wpm	Minimum typing speed 50 wpm
Stenotypist	Minimum shorthand speed 80 wpm	Minimum typing speed 40 wpm

2. In the above backdrop, it has been decided by the competent authority that all Assistant Private Secretaries/ Stenotypists, Inland Revenue field formations will undergo the Shorthand & Typing Speed Test to be conducted by all the heads of Inland Revenue field formation after 60 days from the issuance of this letter, therefore, they may be advised to improve their efficiency during the intervening period of 60 days. It is further brought to the notice that the results of this test may be shared with the Board which shall also be incorporated in the personal dossiers of the respective officials and may also have a bearing on the Performance Allowance.


(Naheed Ahmad)
Secretary (Mgt-IR-VI)