

**GOVERNMENT OF PAKISTAN
(REVENUE DIVISION)
FEDERAL BOARD OF REVENUE**

C.No.1(90)/2017-MIR-II

Islamabad, the 28th October, 2020

CIRCULAR

The competent authority has taken serious view of the practice that instructions laid down in transfer and posting orders are not adhered to in letter and spirit. The transfer and posting orders are issued with immediate effect but it has been observed that officers and officials do not relinquish the charge as per Orders/Notifications and Board has to relieve them from their previous postings to join new places of postings. Furthermore, as mentioned in each Orders/Notifications, that officers are required to relinquish and assume charge using online HRMS facility made available at all FBR major field offices or by using IJP login available to them. However, despite clear directions on the same manual charge relinquishment and assumption reports are forwarded to the FBR as a practice which creates lot of Administrative issues for FBR. Taking serious view of this non adherence of the administrative instructions, following Instructions are being issued in this regard to be followed in letter and spirit in future:-

- i. It has been directed that officers will relinquish the charge within three days of transfer and posting orders, and will assume charge on new place of posting as per rules. In case of failure, action will be initiated for non-adherence to the Board's instructions.
- ii. No manual charge relinquishment/assumption report will be entertained in Board in future, and the officers are directed to do the same through using online HRMS facility made available at all FBR major field offices or by using IJP login. However if any difficulty arises in this regard, officers are directed to contact the MIS officers posted at respective field formations or to Secretary (Automation/SSM) FBR HQ at: 051-9203061
- iii. The concerned ADC/DC (Hq) shall be personally responsible and ensure that all officers posted in and out of the field offices have assumed/relinquished charge as per instruction.
- iv. Chief Commissioners-IR and Director Generals-IR shall be responsible for the compliance of above Board's instruction in letter and spirit.


(Ejaz Ahmed Bajwa)
Chief (Management-IR)

- All Chief Commissioners-IR/
- All Director Generals-IR
- Web Master for placement on Admn. Wing Notice Board