

Government of Pakistan  
Revenue Division  
**Federal Board of Revenue**  
\*\*\*\*\*

C.No.25(26)MIR-IV/2019

Islamabad, the 29<sup>th</sup> December, 2020

- All Chief Commissioners Inland Revenue
- All Directors General Inland Revenue

Subject: **SOP FOR REQUESTING TRANSFER BY BS 1-15 OFFICIALS OF IR FIELD FORMATIONS/ FBR (HQ)**

I am directed to state that BS 1 to 15 officials of IR field formations/ FBR (HQ) requesting transfer from one station to another are required to submit an undertaking on stamp paper on prescribed format (**specimen enclosed**) stating that they will not later on claim seniority at any pretext. The request for transfer will not be entertained unless an undertaking is submitted on stamp paper duly attested/ notarized on the specified format.

2. This issues with approval of the Member (Admn).

Encl: **As above**

**(Sardar Omer Sharif)**  
Secretary (Mgt-IR-IV)

Copy to:-

Chief (FATE) for placement on Admin Notice Board on FBR's website.

# UNDERTAKING

To be submitted on stamp paper duly attested by Notary Public/1<sup>st</sup> Class Magistrate

I, Mr. / Mrs. / Ms. \_\_\_\_\_ S/o, D/o, W/o \_\_\_\_\_  
(designation) \_\_\_\_\_ do hereby undertake that in case of my transfer to  
\_\_\_\_\_ (desired place of posting), I shall surrender my right/ claim of seniority from the date  
of initial appointment in the cadre/ post of \_\_\_\_\_ (designation) being maintained at  
\_\_\_\_\_ (present place of posting). I am fully aware of consequences of surrendering of seniority  
and will not put up later on any claim administratively and/ or judicially (through litigation) relating to my  
seniority on any pretext.

**(Name and Signature)**

**CNIC:** \_\_\_\_\_