

C.No. 1(3)S(T&D)/2021
GOVERNMENT OF PAKISTAN
REVENUE DIVISION
FEDERAL BOARD OF REVENUE
ADMIN/HR WING

PROFORMA FOR THE IRS OFFICIALS IN BPS 14-16 of IRS

NAME: _____ **BPS/DESIGNATION:** _____

Personal Skill Sets	Required Training Needs		
<i>Information Technology</i>	H	M	L
<i>Personal demeanor</i>	H	M	L
<i>Communication Skills</i>	H	M	L
<i>Decision Making and problem solving</i>	H	M	L
<i>Customer facilitation.</i>	H	M	L
<i>Team Work</i>	H	M	L

Technical Skill Sets	Required Training Needs		
<i>Office Procedures/Secretariat Instructions</i>	H	M	L
<i>Refresher for Income Tax Law & Rules</i>	H	M	L
<i>Refresher for Sales Tax Law & Rules</i>	H	M	L
<i>Income Tax Audit</i>	H	M	L
<i>Sales Tax Audit</i>	H	M	L
<i>Audit Softwares</i>	H	M	L
<i>Principles of Accounting & Examination of Books of Accounts</i>			
<i>Assessment and Recovery</i>	H	M	L
<i>Data Gathering/ Reading of Financial Statements</i>	H	M	L
<i>Exemption Regimes</i>	H	M	L
<i>Any Other*</i>		-	

RECOMMENDED BY REPORTING OFFICER:

***Priority Need**

- H = High
- M = Medium
- L = Low

***Any other: - Skill set may be specified**