

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

C.No. 1(1)Misc/CMIR/2020/82101-R

Islamabad, the 24th June, 2021

**All Chief Commissioners-IR
All Directors General-IR
Chief Coordinator, Computer Wing-IR**

**Subject: TIMELY ISSUANCE OF RETIREMENT NOTIFICATION AND
SUBMISSION OF PENSION CASES.**

I am directed to say that, it is observed with serious concern that field formations while forwarding / submitting retirement cases / pension papers for the approval / signatures of competent Authority don't follow the procedures of the Government and FBR's instructions issued on the subject from time to time. In some cases pension papers of officers / officials are received after their date of retirement. This at times causes embarassment to the department. The Pension Rules for Civil Servants stipulate the procedure and stages for disposal of pension cases (refer to S.No. 53 & 54 "A manual of pension procedures"). As per the aforesaid rules, action on the pension papers of a civil servant should be initiated one year before a Government servant is due to retire, so that pension may be sanctioned a month before the date of his retirement. Similarly, the Establishment Division's Instructions, (conveyed to all ministries / departments, vide letter No. 330/RP/2016- WO(P) dated 12.05.2017) also emphasise that "the retirement Notifications / office orders of the retiring officers/officials shall be issued at least one year before retirement on attaining the age of superannuation". All Addl Com / Dy Com, Addl Dir / Dy Dir (HQ) are personally liable for timely submission of pension cases as per procedure / instructions issued by the Government.

2. In view of the above, I am therefore, directed to request you to please ensure that cases of all officers / officials under your control retiring by 30.06.2022 are processed by 15.07.2021 positively. **ADCIR / DC (HQs) shall personally be held responsible for any lapse in this regard.**


(Ejaz Ahmed Bajwa)
Chief (HRM-IR)
051-9205408

Copy to:

1. SA to Chairman, FBR / Secretary Revenue Division, Islamabad.
2. Member (IR-Ops), FBR (HQ), Islamabad.
3. Member (Admn/HR), FBR (HQ), Islamabad.
4. All Secretaries HRMIR Sections.
5. Webmaster for placement on FBR's website.