

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

C.No. 5(7)/S(HRIS)/2019/74000-R

Islamabad the 09th June, 2021

**All Chief Commissioners-IR
All D.Gs (IR)
Chief Coordinator, Computer Wing-IR
Commisioners IR (Appeals)**

SUBJECT:- UPDATION OF HRIS DATA.

I am directed to refer to Board's letter No. 5(2)S(HRIS)/2006 dated 19-08-2020 and subsequent reminder dated 08-01-2021 and 28-05-2021 on the above subject and to reiterate that the concerned ADCIRs/DCIRs(HQ)/ADDIRs/DDIRs(HQ) are personally responsible for updation of HRIS data of employees working in the respective offices. However, it has been noticed that the Board's instructions are not being followed in letter and spirit and most of the offices are simply forwarding updated lists of staff without any categorical certificate that the data stands updated in the HRIS system.

2. It is therefore, again requested that **regular updation of HRIS data** may please be ensured and a Certificate be furnished to the Board by the end of each quarter, duly signed by the concerned A.C/D.C/AD/DD(HQ), certifying that HRIS data has been updated. In case of offices of CIR (Appeals), this certificate should be signed by Admin Officer concerned or the Commissioner-IR (Appeals) himself.

3. The requisite certificate for the last quarter is due by 30.06.2021, which may please be furnished by **05-07-2021 without fail.**


(Muhammad Shakeel Abbasi)
Second Secretary (Automation & SSM)

Copy for information to:

1. Member (Admn), FBR (HQ).
2. Chief (HRM-IR), FBR (HQ).