

GOVERNMENT OF PAKISTAN
REVENUE DIVISION
FEDERAL BOARD OF REVENUE

C.No.18(255)MIR.IV/2018/100781-R

Islamabad, the 8th July, 2021

To: All Chief Commissioners/Directors General IR
All Chief Collectors/Directors General/Collectors of Customs
Chief Coordinator Computer Wing (IR)/(Customs)

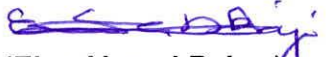
Subject: **SOPs FOR FORWARDING APPLICATIONS FOR ISSUANCE OF DEPARTMENTAL PERMISSION CERTIFICATES/NOC FOR APPOINTMENT IN OTHER DEPARTMENTS**

I am directed to refer to Board's letter No.1(2)HRMIR-II/2021 dated 7th April, 2021 and to say that it has been observed with serious concern that field formations are forwarding the applications of officers/officials for appointment in other Government Departments for issuance of Departmental Permission Certificates/NOC either at the eleventh hour or even after the closing date of receipt of applications. Besides, the applications are being forwarded simply without recording any input or categorical recommendations or no demand certificate etc.

2. I am therefore directed to say that it has been decided that henceforth no such application will be considered by the Board in any case until and unless the following SOPs are duly complied with:-

- (i) The application must be properly diarized and submitted to the Competent Authority much before the closing date.
- (ii) The application must bear receipt number and date with name and signature of official who received it.
- (iii) The application has been examined by the concerned Head of Department under Government Servants (Applications for Services and Posts) Rules, 1966 and a certificate thereof is duly recorded, while forwarding each application. The application must reach FBR(HQ) before the closing date given in the advertisement of the post(s) being applied for.
- (iv) It must be certified that no demand and disciplinary proceedings are pending against the applicant officer and it should be attached with the application by the Head of Department.

3. Therefore, I am directed to request that the above SOPs may please be circulated among all officers/officials of your office for strict compliance and no application should be forwarded to the Board without completion of above procedures.


(Ejaz Ahmad Bajwa)
Chief (HRM-IR)

CC:

- SA to Chairman, FBR, Islamabad
- All Members, FBR, Islamabad.
- Web-Master, FBR, Islamabad