

Most Immediate

Government of Pakistan
Revenue Division
Federal Board of Revenue
(Admn/HR Wing)

C.No.25(22)MIR.IV/2012

Islamabad, the 27th December, 2022

To: **All Chief Commissioners/Directors General IR
All Chief Collectors/Directors General/Collectors Customs**

Subject: **YEARLY CALENDER FOR CONSIDERATION OF PROMOTION CASES
TO ALL POSTS (UPTO BS-19) BY THE RESPECTIVE DPCs IN FBR(HQ)
AND ALL FIELD FORMATIONS (IR/CUSTOMS)**

In order to ensure expeditious finalization of the promotion cases against all posts (upto BS-19) in FBR(Hqrs) and all its field formations, I am directed to forward herewith a copy of approved "*Yearly Calender*" for holding meetings of the respective DSB/DPCs for strict compliance by all offices of FBR(Hqrs) and Heads of field formations (Inland Revenue/Customs) with the following directions:-

- (i) The meetings of DPCs will be held twice in a financial year, as per schedule in the calender.
 - (ii) The concerned Career Managers in Admn/HR Wing shall ensure completion of the documentation process of all employees to be considered for promotion and holding of the meeting of DPC in the respective month as per approved calender.
 - (iii) In case the record is to be obtained from field formations for considering promotions to posts in BS-16 & above, the ADC/DC(Hqrs) of respective field formations shall be personally responsible to ensure submission of complete service record of eligible employees alongwith clear vacancy position in promotion quota, final seniority list of each cadre, PERs, position of disciplinary proceedings and annual declaration of assets in respect of all employees included in the panel etc, well before the meeting month, without any fresh call letters or reminders from the Board.
 - (iv) In case of promotions to posts (upto BS-15) in field formations, for which respective Heads of field formations are already notified appointing authorities, a compliance report regarding implementation of enclosed calender will be forwarded to the Board twice a year.
2. All Heads of field formations are therefore, requested to kindly ensure strict implementation of above instructions in letter and spirit.
 3. This issues with the approval of Chairman, FBR/Secretary, Revenue Division.


(Uzma Munir)
Chief (HRM-IR)

CC: SA to Chairman, FBR
All Members, FBR
All Chiefs/Secretaries/Second Secretaries in Admn/HR Wing.

YEARLY CALENDER FOR CONSIDERATION OF PROMOTION CASES TO ALL POSTS (UPTO BS-19) BY THE RESPECTIVE DPC IN FBR (HQ) AND ALL FIELD FORMATIONS (IR/CUSTOMS)

<u>S.#</u>	<u>DSBs/DPCs</u>	<u>1st meeting</u>	<u>2nd meeting</u>	<u>Focal Person</u>
<u>DSBs at Board's Level</u>				
1.	Promotion of officers of IRS/IR Ex-cadres from BS-18 to BS-19 posts	March	September	Chief (HRM-IR)/Secretaries/Second Secretaries (HRM-IR) for respective cadres.
2.	Promotion of officers of PCS/Customs Ex-cadres from BS-18 to BS-19	March	September	Chief (HRM-Customs)/Secretaries/ Second Secretaries (HRM-Customs) for respective cadres.
<u>DPCs at Board's Level</u>				
3.	Promotion of officers of IRS/IR Ex-cadres from BS-17 to BS-18 in FBR (Hqrs) and Inland Revenue	April	October	Chief (HRM-IR)/Secretaries/Second Secretaries (HRM-IR) for respective cadres.
4.	Promotion of officers of PCS/Customs Ex-cadres from BS-17 to BS-18 in Customs Departments	April	October	Chief (HRM-Customs)/Secretaries/ Second Secretaries (HRM-Customs) for respective cadres.
5.	Promotion from BS-16 to BS-17 posts in FBR (Hqrs) and Inland Revenue	May	November	Chief (HRM-IR)/Secretaries/Second Secretaries (HRM-IR) for respective cadres.
6.	Promotion from BS-16 to BS-17 posts in Customs Departments	May	November	Chief (HRM-Customs)/Secretaries/ Second Secretaries (HRM-Customs) for respective cadres.
7.	Promotion to BS-16 posts in FBR (Hqrs) and Inland Revenue	June	December	Chief (HRM-IR)/Secretaries/Second Secretaries (HRM-IR) for respective cadres.
8.	Promotion to BS-16 posts in Customs Departments	June	December	Chief (HRM-Customs)/Secretaries/ Second Secretaries (HRM-Customs) for respective cadres.
9.	Promotion to posts in BS-8 to 15 of FBR (Hqrs)	July	January	Chief (HRM-IR)/SS(HRM-IR-V), FBR (Hqrs)
10.	Promotion to posts in BS-2 to BS-7 of FBR (Hqrs)	July	January	Chief (Admn & Finance)/Secretary (Admn), FBR (Hqrs)
<u>All Time Scale Promotions at Board's Level</u>				
11.	All Time-Scale Promotions at Board's level	February	August	Chief (HRM-IR)/Chief(HRM-Customs)/ Secretaries/Second Secretaries (HRM-IR)/(HRM-C) for respective cadres.
<u>DPCs at Field Offices Level</u>				
12.	Promotion to post in BS 2-15 to BS-16 (including Time Scale) in Inland Revenue field formations	February	August	Concerned Chief Commissioner-IR/DG Internal Audit-(IR)
13.	Promotion to post in BS 2-15 to BS-16 (including Time Scale) in Customs field formations	February	August	Concerned Chief Collector/DGs /Directors/Collectors Customs

Handwritten signature and date: 27/12/20