

Government of Pakistan
Revenue Division
Federal Board of Revenue
[Admn/HR Wing]

C.No.25(5)/HRM.IR-VI/2022

Islamabad, the 24th June, 2022

To: All Chief Commissioners/DGs Inland Revenue

Subject: - Policy for Grant of Time Scale to Civil Servants to BPS-1 to BPS-16 of all Civil Servants of the Federal Government.

In order to ensure implementation the Policy for grant of Time Scale circulated vide Finance Division's OM No.9(7)R-I/2004-233/2022 dated 28th May, 2022 (copy available on the website of Ministry of Finance), the Competent Authority has been pleased to direct that:-


- (i) The concerned CCIRs/DGs, being the notified appointing authorities for posts in BS-1 to 15, shall finalize the cases of eligible employees (BS-1 to 14) for grant of time scale to next higher grade (BS-2 to 15) on the recommendations of Time Scale Committees (TSCs) to be constituted and notified by the respective CCIRs/DGs on the following pattern:-

| <u>S.#</u> | <u>Designation</u> | <u>Port-folio in the TSC</u> |
|------------|--|------------------------------|
| 1. | CIR (Legal) or the senior most CIR/Director(BS-20) in the respective offices, where there is no CIR(Legal) | Chairman |
| 2. | Senior most ADCIR/Adl.Director (BS-19) in the respective office | Member |
| 3. | Respective ADC/DC/ ACIR(Hqrs) | Member/Secretary |

Each CCIR/DG, being the notified appointing authority, shall over-see the proceedings of the TSC(s) and ensure finalization of cases **within a period of one month.**

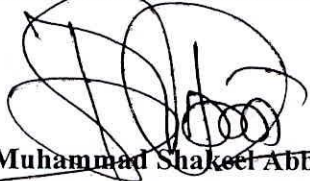
- (ii) Each CCIR/DG shall forward consolidated list of all eligible employees (BS-15 & BS-16 separately) under their jurisdiction to the Board for grant of Time Scale to next higher grade (BS-16 & BS-17) alongwith the following documents **within a fortnight** for consideration by the TSCs being constituted in the Board separately:-
- Certificate to the effect that the employee fulfills the prescribed length of service and all other conditions laid down in Finance Division's OM No.9(7)R-I/2014-233/2022 dated 28.05.2022, duly countersigned by the CCIR/DG personally.
 - PER Gradings for the last 05 years, clearly showing Average/adverse entry(s) or adverse remark(s) in each PER, if any, duly countersigned by the respective CCIR/DG.
 - Certificate to the fact that no departmental/criminal proceedings are pending, duly countersigned by the respective CCIR/DG personally.
 - Date of entry into present grade/scale alongwith copy of appointment/promotion order or notification, duly attested by respective AC/DC/ADC(Hqrs).
 - Posts/grades held by the employee before entry into present post/grade may clearly be indicated alongwith specific period on each post/grade duly supported with attested copies of relevant appointment/promotion orders/Notifications.

contd.P/2.



(f) In case the employee falls in the category of employees referred at Para 2(o) of Finance Division's OM dated 28.05.2022, then a written irrevocable option, duly signed by the employee concerned and attested by AC/DC/ADC(Hqrs) would be mandatory, as required under Para 2(p) of aforesaid OM.

2. All concerned Heads of field formations are requested to ensure finalization of the cases of employees accordingly.


(Muhammad Shakeel Abbasi)
Second Secretary (HRM-IR-VI)

CC: Member(Admn/HR), FBR
SA to Chairman, FBR
Chief (HRM-IR), FBR
All Secretaries/Second Secretaries(HRM-IR)