

Government of Pakistan  
Revenue Division  
**Federal Board of Revenue**  
(Admn/HR Wing)  
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C.No.25(5)HRM.IR-VI/2022

Islamabad, the 30<sup>th</sup> June, 2022

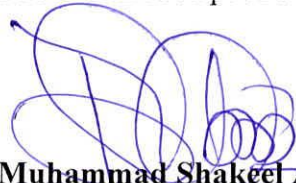
To: All Chief Commissioners/DGs Inland Revenue

**Subject: - Policy for Grant of Time Scale to Civil Servants in BS-1 to 16 of Civil Servants of the Federal Government.**

In continuation of Board's letter of even number dated 24<sup>th</sup> June, 2022 (copy available on "Notice Board" of FBR's website) on the above subject, I am directed to convey that while forwarding the cases of eligible employees (BS-15 & BS-16) to the Board for grant of Time Scale to next higher grade, the following documents may also be forwarded by the respective CCIRs/DGs in each case, in addition to information/documents already requested by the Board:-

- (i) Attested copies of joining reports/charge assumptions of each eligible employee on his/her appointment or promotion on the present BPS.
- (ii) Certificate to the effect that the employee did not remain on Extra-ordinary leave (without pay) with effect from the date of his/her entry into present BPS till date, duly countersigned by the respective CCIR/DG. If any employee remains on EOL(without pay), the exact period thereof (with dates) at each occasion shall also require to be indicated in the aforesaid Certificate.
- (iii) Last Pay Slip issued by AGPR/District Accounts Office.

2. The cases of employees, who are working on **contract basis** under the Family Assistance Package for the last 10 years or more, may not be included till receipt of a clarification from the Finance Division on a reference sent by FBR.

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

CC: Chief (HRM-IR), FBR