

GOVERNMENT OF PAKISTAN
REVENUE DIVISION
FEDERAL BOARD OF REVENUE

C.No. 1(11)HRMC-IV/2022

Islamabad, the 8th September, 2022


1. All Chief Collectors/Director Generals.
2. All Collectors / Directors.

Subject: **POLICY FOR GRANT OF TIME SCALE TO CIVIL SERVANTS TO BPS-1 TO BPS-16 OF ALL CIVIL SERVANTS OF THE FEDERAL GOVERNMENT.**

I am directed to enclose copies of Finance Division's O.M No. 9(7)R-I/2014-233/2022 dated 28.05.2022 alongwith Establishment Division's O.M. No.13/15/2022-R-IV dated 01.07.2022 the subject cited above for necessary action with regard to grant of higher time scale to Civil Servants in BPS-1 to 14 as per above referred policy.

2. I am further directed to say that the conditions mentioned in the policy must be followed in letter and spirit. In this regard, it is communicated that cases falling under the category of Para-2(o) of O.M. No. 9(7)R-I/2014-233/2022 dated 28.05.2022 may be dealt keeping in view the Finance Division (Regulation Wing)'s O.M. No.1(4)R-I/2009 dated 31.12.2012 as well (copy enclosed). Moreover, it is clarified that the contract employees appointed under the Prime Minister's Assistance Package do not fall under this policy as per clarification given by the Establishment Division.

Encl: As above.



8/9/22

(M. Saeed ur Rehman)
Second Secretary (HRMC-IV)
Ph: 9203528

Copy to:

1. SA to Secretary, Revenue Division / Chairman, FBR.
2. SPS to Member (Admn/HR), FBR.
3. Webmaster, for placement on FBR's Notice Board.

F.No. 9(7)R-I/2014-233/2022

Islamabad, the 28th May, 2022

OFFICE MEMORANDUM

Subject: - POLICY FOR GRANT OF TIME SCALE TO CIVIL SERVANTS TO BPS-1 TO BPS-16 OF ALL CIVIL SERVANTS OF THE FEDERAL GOVERNMENT.

The undersigned is directed to convey that the Prime Minister has been pleased to accord approval to the grant of higher time scale to BPS-1 to BPS-16 to all Civil Servants of the Federal Government thrice during entire service as per following pattern:-


- | | |
|-----------------------------|--|
| a) <u>First Time Scale</u> | On completion of 10 years' service in current substantive pay scale |
| b) <u>Second Time Scale</u> | On completion of 8 years' service after grant of first time scale or last promotion. |
| c) <u>Third Time Scale</u> | On completion of 8 years' service after the grant of 2nd time scale or last promotion. |

2. Time Scale will be admissible subject to following conditions:

- Completion of prescribed length of service.
- Each Ministry/Division/Department will constitute and notify a Time Scale Committee (TSC) on the pattern of Departmental Promotion Committee.
- Time Scale will be granted on the recommendation of relevant Time Scale Committee.
- Performance Evaluation Reports, detail of Disciplinary Action (if any) and completion of requisite length of service will be the eligibility criteria for evaluation by the TSC.
- Time Scale shall not be granted w.e.f from the date of completion of requisite length of service rather completion of length of service will make the employee eligible for consideration by the relevant TSC. Time Scale shall always be granted with immediate effect, on the recommendation of relevant TSC, and after the approval of appointing authority for that higher time scale.
- Grant of Time Scale shall not be considered as promotion within the meaning of Section-9 of Civil Servants Act, 1973.
- The substantive pay scale of time scale beneficiary shall be original scale possessed by civil servant on regular basis through initial appointment or by means of promotion.

Cont-p-2

- 22
- h) On award of Time Scale the pay of civil servant shall be fixed in higher Time Scale without grant of pre-mature increment.
- i) A civil servant who is awarded Time Scale during the period between 1st June to 30th November of calendar year can opt for re-fixation of pay presumptively w.e.f. 1st December of that calendar year with a view to avail benefit of usual annual increment of the year.
- j) On award of time scale the civil servant will be entitled to pay & allowances sanctioned for that higher time scale.
- k) Service rendered on time scale will be counted for substantive pay scale of the incumbent.
- l) Time Scale will not be granted from back date i.e. it will not be effective before the date of TSC's meeting.
- m) Time Scale will be admissible thrice in whole service. On each eve of promotion, one chance of Time Scale will be considered lapsed.
- n) In case a civil servant is promoted before grant of time scale then requisite length of service will be counted with effect from the date of actualization of that promotion.
- o) A civil servant who is already availing benefit of Time Scale Policy or move up/placement to higher grades like in case of civil servant in BPS-1 to BPS-4, Drivers/Dispatch Riders, Superintendent and health personnel, he/she has to give irrevocable option whether he/she want to continue with old time scale/move-up/placement or new time scale policy.
- p) Each Ministry/Division/Department may ensure to seek irrevocable option within one month of issuance of this Policy.
- q) Extra Ordinary leave will not be counted for length of service for grant of Time Scale.
- r) As a one-time special dispensation, the requisite length of service for grant of first time scale will be counted from current BPS held by the incumbent (either substantive or otherwise).


(Muhammad Younas Tahir)
Section Officer(R-I)
Tele: 9245843

All Ministries/Divisions/Departments:

GOVERNMENT OF PAKISTAN
CABINET SECRETARIAT
ESTABLISHMENT DIVISION

Islamabad, 1st July, 2022

No.13/15/2022-R-IV

OFFICE MEMORANDUM

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

JUL 2022

IRM-1R

The undersigned is directed to refer to Finance Division's (Regulations Wing) OM No. 9(7)R-I/2014-233/2022 dated 28-05-2022 (copy enclosed) on the subject noted above and to state that Para 2(b) of the aforementioned OM states that "Each Ministry/ Division/ Department will constitute and notify a Time Scale Committee (TSC) on the pattern of Departmental Promotion Committee" to decide the cases of Time Scale. Since DPCs/ DSCs upto BS-18 are constituted in consultation with this Division, therefore, Ministries/ Divisions are approaching this Office for concurrence of "Time Scale Committees (TSCs)" on the pattern of "Departmental Selection Committees (DSCs)".

2. The Constitution of DPCs/ DSCs in consultation with Establishment Division is a requirement in terms of SI. No. 23 (page 291 of Estd-code) 2015 (Revised). However, no such instructions regarding constitution of Time Scale Committees are in field.

3. It is, therefore, advised that the cases for grant of Timescale to Civil Servants in BS- 01 to BS-16 may be placed before relevant DPCs of respective Scales/ BPS (i.e BPS-01 to BS-10 and BPS-11 to BS-16) for decision, as separate TSCs are not required to be notified.

(Mushtaque Ahmed)
Section Officer (R-IV)
Ph: 051-9204937

All Ministries/ Divisions/ Attached Departments:

Copy also forwarded to:

1. President's Secretariat (Public), Islamabad.
2. President's Secretariat (personal), Islamabad.
3. Prime Minister's Secretariat (Internal), Islamabad.
4. Prime Minister's Secretariat (Public), Islamabad.
5. National Assembly Secretariat, Islamabad.
6. Senate Secretariat, Islamabad.
7. Election Commission of Pakistan, Islamabad.
8. Supreme Court of Pakistan, Islamabad.
9. Federal Shariat Court, Islamabad.
10. Auditor General of Pakistan, Islamabad.
11. Controller General of Accounts, Islamabad.
12. AGPR, Islamabad/ Lahore/ Peshawar/ Karachi/ Quetta.
13. Military Accountant General, Rawalpindi.

Mr. Dir. Genl.	
Mr. Secy.	
Mr. Asst. Secy.	
Mr. Joint Secy.	
Mr. Asst. Joint Secy.	
Mr. Asst. Dir. Genl.	
Mr. Asst. Dir. Secy.	
Mr. Asst. Dir. Fin.	
Mr. Asst. Dir. Adm.	
Mr. Asst. Dir. Legal	
Mr. Asst. Dir. Public Aff.	
Mr. Asst. Dir. Training	
Mr. Asst. Dir. Welfare	
Mr. Asst. Dir. Health	
Mr. Asst. Dir. Labour	
Mr. Asst. Dir. Transport	
Mr. Asst. Dir. Communication	
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Mr. Asst. Dir. Cultural	
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Mr. Asst. Dir. Textiles	
Mr. Asst. Dir. Paper	
Mr. Asst. Dir. Printing	
Mr. Asst. Dir. Bookbinding	
Mr. Asst. Dir. Stationery	
Mr. Asst. Dir. Miscellaneous	

15-7-22

13/07/22

Government of Pakistan
Finance Division
(Regulations Wing)

260

No.1(4).R-I/2009-

Islamabad, the 31st December, 2012

OFFICE MEMORANDUM

Subject:- PROMOTION OF THE POSTS OF LOWER GRADE EMPLOYEES

The undersigned is directed to say that the Federal Cabinet while approving Budget for the financial year 2012-13 on 1st June, 2012, was also pleased to approve that "since promotion chances are virtually non-existing for employees in BS 1-4, their scales be upgraded after certain length of service."

2. The matter has been examined in the Finance Division in consultation with the Establishment Division. It has been decided as under with effect from January 1, 2013:-

- i) Employees of BPS 1 to 4 may be entitled to one step promotion to next pay scale twice throughout their service.
- ii) An employee falling in the above category may be given one step promotion to the immediate next pay scale in which he is serving presently after rendering 10 years of satisfactory service from the date of his regular appointment.
- iii) The second one-step promotion to next pay scale may be granted to him after completion of another 10 years of service from the date of first promotion or after rendering satisfactory service of 20 years from the date of regular appointment.
- iv) BPS 1 to 4 employees who were moved one step up w.e.f. 01-07-2012 in pursuance of para-2 of Finance Division's O.M.No.F.6(4)R-I/2006 dated 29-06-2007, will be entitled to the second one step promotion to next scale on completion of 20 years satisfactory service from the date of their regular appointment.

2. All the Ministries/Divisions are requested to take further necessary action to implement the above policy and will strictly observe prescribed procedure for promotion of these employees.


(Shoukat Ali Khan)
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Secretaries of all Ministries/Divisions/Departments.