

**Most Immediate**

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 9<sup>th</sup> September, 2022

To: - All Director Generals/Chief Commissioners-IR

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

In continuation of Board's letter of even number dated 7<sup>th</sup> September, 2022 (available on the website of FBR) on the above subject, I am directed to convey the following directions of the Competent Authority to all concerned Heads of Field Formations: -

- i. In order to ensure finalization of the cases of Time Scale strictly in accordance with the Policy notified by the Finance Division, the field formations shall have to share the recommendations of the Time Scale Committees (TSCs)/DPCs with the Board, **latest by 15.09.2022**, before notifying the Time Scale of BS-1 to 14 employees by the respective field formations. Attested copies of the recommendations of DPCs shall have to be forwarded alongwith list of eligible employees on the following format, duly countersigned by the respective CCIR/DG: -

S.#	Name & Designation	Present BPS	Date of entry into present BPS	Over-all PER Grading's for the last 05 years (complete upto 30.06.2022)	Certificate that his Declaration of Assets are (complete upto 30.06.2022)	Recommendations of the DPC (recommended for Time Scale promotion or otherwise)
(1)	(2)	(3)	(4)	(5)	(6)	(7)

- ii. The Certificate regarding submission of the cases of all eligible employees (BS-15/16) for grant of Time Scale to BS-16/17 may also be ensured **latest by 15.09.2022**, as already requested vide Para 3(ii) of Board's letter of even number dated 07.09.2022.

2. All Heads of the field formations are requested to ensure implementation of the above instructions in letter and spirit.

  
(Uzma Munir)  
Chief (HRM-IR)  
Ph: 051-9205408

CC:

- i. SA to Secretary Revenue Division/Chairman, FBR.
- ii. Member (Admn/HR), FBR.
- iii. Webmaster PRAL for placement on the website of FBR.