



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 refer to the subject cited above and to say that in pursuance to the policy for grant of time scale circulated by the Finance Division vide O.M. No. 9(7)R-I/2014-233/2022 dated 28.05.2022 (copy enclosed), the cases of employees in BPS-15 & 16, eligible for grant of next higher grade i.e. BS-16 & 17 are going to be considered by the respective DPCs of the Board.

2. In view thereof, all field formations are requested to forward consolidated cases of all such eligible employees of BS-15 & 16, separately, under respective jurisdiction of the field formation as per format given below:-

S #	Name	Designation (BPS..)	Date of Entry into Govt. Service	Date of appointment/ promotion in the present BPS	Length of service from the date of appointment/ promotion in the present scale	Any adverse remarks in PERs during last five years	Any disciplinary proceedings pending	No. of EOLs availed during the period w.e.f. appointment/ promotion in the present scale till to-date	Remarks (if any)
1	2	3	4	5	6	7	8	9	10

3. In this respect, it is pertinent to mention that, while furnishing the above information, following documents in respect of all such eligible employees should be forwarded to the Board for consideration of the respective Departmental Promotion Committee (DPC):-

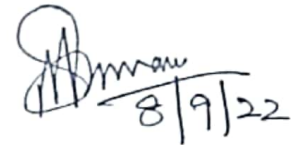
- i) Certified copies of appointment / promotion order/ notification in the present BPS.
- ii) Certificate to the fact that no departmental/ criminal proceedings are pending, duly signed by the respective Head of the Department.
- iii) Certified copies of PERs for the last 05 years in respect of BS-15 employees clearly showing Average/ Adverse entry(s) or adverse remarks in each PER, if any.

Contd...P-2

- iv) Certificate to the effect that the employee fulfills the prescribed length of service and all other conditions laid down in Finance Division's O.M. No.9(7)R-I/2014-233/2022 dated 28.05.2022. duly signed by the respective Head of the Department.
- v) Posts / BPS held by the employees before entry into present post / BPS may clearly be indicated alongwith specific period on each post / BPS duly supported with attested copies of relevant appointment / promotion orders / notifications.
- vi) In case, the employees falling in the category of employees referred to at Para-2(o) of the Finance Division's O.M. dated 28.05.2022, then a written irrevocable option, duly signed by the employee concerned and as such attested by the respective AC/DC (HQ) would be mandatory, as required under Para-2(p) of aforesaid O.M.
- vii) Certificate to the effect that the employee did not avail extra-ordinary leave (without pay) with effect from the date of his / her appointment / promotion in the present BPS till to-date, duly signed by the respective Head of the Department. If any employee availed EOL (without pay), the exact period thereof (with dates) shall also be required to be indicated in the aforesaid certificate.
- viii) Last Pay Slip issued by the AGPR / District Accounts Office.

4. All such cases may be forwarded to the Board by 30.09.2022.

Encl: As above.



(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.

Islamabad, the 28th May, 2022

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

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) First Time Scale On completion of 10 years' service in current substantive pay scale
- b) Second Time Scale On completion of 8 years' service after grant of first time scale or last promotion.
- c) Third Time Scale 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:

- a) Completion of prescribed length of service.
- b) Each Ministry/Division/Department will constitute and notify a Time Scale Committee (TSC) on the pattern of Departmental Promotion Committee.
- c) Time Scale will be granted on the recommendation of relevant Time Scale Committee.
- d) 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.
- e) 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.
- f) Grant of Time Scale shall not be considered as promotion within the meaning of Section-9 of Civil Servants Act, 1973.
- g) 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

- 713
- 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: