

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

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C.No.25(22)/MIR-IV/2012/Vol-XI

Islamabad, the 15<sup>th</sup> November, 2023

To: - **All Chief Commissioners/DGs Inland Revenue,**

Subject: - **PROMOTION OF STENOYPIST (BS-14) TO THE POST OF ASSISTANT PRIVATE SECRETARY (BS-16).**

I am directed to say that in order to consider promotion of Stenotypist (BS-14) against vacant posts of Assistant Private Secretary (BS-16), falling to the share of 50% promotion quota, the following information/documents may please be furnished to the Board: -

- i. Attested copies of Final Circulated Seniority list of Stenotypist (BS-14) alongwith covering letter.
- ii. Certificate, duly signed by the respective ADCIR (Hqrs), to the effect that no seniority issue among the officials (included in the panel) is either pending at departmental level or sub-judice before any court of law.
- iii. Original PERs for the last 03 (three) years (complete upto 30.06.2023) in respect of each senior most Stenotypist included in the panel (02 Stenotypist for each vacancy of APS).
- iv. Certificate, duly countersigned by the CCIR/DG concerned, to the effect that no disciplinary/criminal case is pending against any official including in the panel.
- v. Certificate to the effect that each employee (included in the panel) fulfills the conditions of requisite length of 03 years' service in his/her present post.
- vi. Certificate, duly countersigned by the CCIR/DG concerned, to the effect that Annual Declaration of Assets in respect of each official (included in the panel) are complete upto June, 2023.
- vii. Latest vacancy position of Assistant Private Secretary (BS-16) on the following format:-

Sr. No.	Total sanctioned Strength of APS	Total Working Strength of APS		Vacancy Position		Anticipated Vacancy Position upto 31.12.2023, alongwith date-wise break-up of each anticipated vacancy		Total Vacancy against Promotion Quota (Column 5+7)
		Promotion Quota 50%	Direct Quota 50%	Promotion Quota 50%	Direct Quota 50%	Promotion Quota	Direct Quota	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

- viii. Consolidated panels of eligible Stenotypist for each station at Islamabad, Lahore and Karachi shall be submitted by RTO, Islamabad, CTOs, Lahore and Karachi respectively alongwith all the above mentioned documents (including office-wise vacancy position and present posting of each official, included in the panel).

2. As per yearly calendar of meetings of DPCs, already circulated vide Board's letter No.25(22)/MIR-IV/2012 dated 27<sup>th</sup> December, 2022, next meeting of DPC is scheduled in December, 2023. Therefore, complete record/data should reach the Board, latest by **30.11.2023, positively.**

  
(Muhammad Shakeel Abbasi)  
Secretary (Management/HR-IR-VI)

CC:

- Member (Admn/HR), FBR.
- Chief (Management/HR-IR), FBR.
- ✓ Web-master, PRAL for uploading on FBR's Website.