

Most Immediate

Government of Pakistan
Revenue Division
Federal Board of Revenue
(Admn/HR Wing)

C.No.5(2)HRIS/2022/23244-R

Islamabad, the 9th February, 2023

To: All Directors General/Chief Commissioners Inland Revenue
All Chief Collectors/Directors General/Collectors Customs

Subject: **Updation of HRIS Data**

I am directed to refer to the above cited subject and to state that HRIS data is not being updated by most of the field formations of FBR despite repeated instructions issued by the Board from time to time. The Competent Authority, taking a serious view of the matter, has desired that all Heads of field formations shall ensure updation of HRIS data **on daily basis without fail.** For this purpose, the available IT staff would be trained forthwith by the respective field formations, so as to ensure the following:-

- (i) The sanctioned strength of each office is matched with the Budget Order/NIS and is updated immediately on transfer of any post in or out of the office concerned.
- (ii) In case of transfer (in/out) or retirement or death or removal/dismissal or any other penalty etc, as the case may be, the entry thereof should be made in HRIS system on the same day, so as to ensure that working strength in each cadre shown in HRIS data is updated on daily basis.
- (iii) In case of any change in the profiles of officers/staff, the concerned officers/staff should update the same in the HRIS system on the same day through ADC/DC(Hqrs) concerned.
- (iv) In case of any difficulty or technical assistance during the updating process, Mr.Muhammad Qasim Alvi, Assistant Director(MIS), FBR(Hqrs), Islamabad may be contacted on his **Cell # 0300-5140032.**

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


(Uzma Munir)
Chief (Management/HR-IR)

CC: Member (Admn/HR), FBR
SA to Chairman, FBR
Chief (Management/HR-Customs), FBR
Web-Master PRAL (for placement on FBR's website)