

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

C.No.25(17)/MIR-IV/2011/Pt

Islamabad, the 29th May, 2023

To: - **All Chief Commissioners Inland Revenue,
All Director Generals Inland Revenue**

Subject: - **PROMOTION OF SUPERVISORS/HEAD CLERK (BS-14) AND ASSISTANT (BS-15) TO THE POST OF OFFICE SUPERINTENDENT (BS-16).**

I am directed to refer to the subject noted above and to say that in order to consider promotion against vacant posts of Office Superintendent (BS-16), the following information/documents may please be furnished to the Board.

- i. Attested copies of Final Circulated Seniority list of Supervisors/Head Clerk (BS-14) and Assistants (BS-15) alongwith covering letters of both seniority lists.
- 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 05 (five) years complete upto 30.06.2022 in respect of each senior most included in the panel (02 officials for each vacancy) against 90% and 10% quota separately.
- iv. Certificate, duly countersigned by the CCIR/DG concerned, to the effect that no disciplinary/criminal case is pending against any official including the panel.
- v. Certificate to the effect that each employee (included in the panel) fulfills the conditions of requisite length of 05 years' service in his/her present cadre.
- 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 Office Superintendent (BS-16) on the following format: -

Sr. No.	Total sanctioned Strength of Office Superintendent	Total Working Strength of OS		Vacancy Position		Anticipated Vacancy Position upto 30.06.2023		Total Vacancy (Column 5 to 8)	
		90% Quota	10% Quota	90% Quota	10% Quota	90% Quota	10% Quota	90% Quota	10% Quota
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)

- viii. Consolidated panels of eligible employees for each station at Islamabad, Lahore and Karachi shall be submitted by RTO, Islamabad, CTO, Lahore and CTO, 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 issued vide Board's letter No.25(22)/MIR-IV/2012 dated 27th December, 2022 with the approval of Secretary Revenue Division/Chairman, FBR, next meeting of DPC is to be scheduled in June, 2023. Therefore, complete data should reach the Board by **10.06.2023 positively**.


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