

Government of Pakistan  
Revenue Division  
**Federal Board of Revenue**  
[Admn/HR Admn]  
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C.No.25(22)/MIR-IV/2012

Islamabad, the 09<sup>th</sup> May, 2023

To: **All Directors General-IR**  
**All Chief Commissioners-IR**

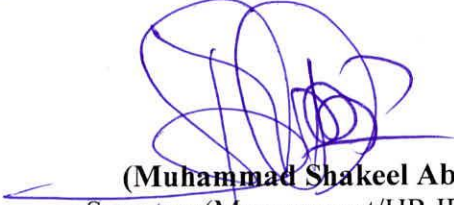
Subject: **Promotion of Stenotypist (BS-14) to the Post of Assistant Private Secretary (BS-16)**

I am directed to refer to the above subject and 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 promotion quota, the following information/documents may please be furnished to the Board, **latest by 31.05.2023**: -

- i. Attested copy of Final Circulated Seniority list of Stenotypists alongwith its covering letter.
- ii. Certificate, duly signed by the respective ADCIR(Hqrs), to the effect that no seniority issue among the Stenotypist (included in the panel) is either pending at departmental level or sub-judice before any court of law.
- iii. Original PERs for the last three (03) years complete upto 30.06.2022 in respect of each senior most Stenotypists included in the panel (02 officials for each vacancy).
- iv. Certificate, duly countersigned by the CCIR/DG concerned, to the effect that no disciplinary/criminal case is pending against any Stenotypist included in the panel.
- v. Certificate, duly countersigned by the CCIR/DG concerned, to the effect that Annual Declaration of Assets in respect of each Stenotypist (included in the panel) are complete upto June, 2022.
- vi. Latest vacancy position of APS (BS-16) on the following format:

Total Sanctioned Strength of APS	Total Working Strength of APS		Vacancy Position		Anticipated Vacancy Position upto 30.06.2023		Total Vacancy against promotion Quota (Column 4+6)
	Promotion Quota	Direct Quota	Promotion Quota	Direct Quota	Promotion Quota	Direct Quota	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

2. This issues with the approval of Member(Admn/HR), FBR.

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

CC:

- i. Member(Admn/HR), FBR
- ii. Chief(Management/HR-IR), FBR.
- iii. ✓ Web-Master. PRAL for uploading on Notice Board of FBR's Website.