

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

C.No.25(12)M/HR.IR-VI/2024/201109-R

Islamabad, the 08th October, 2024

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

Subject: - **PROMOTION OF DATA ENTRY OPERATORS (BS-14) TO THE POST OF MIS OFFICER (BS-16) OF IR FIELD FORMATIONS.**

In order to consider promotion cases of Data Entry Operators (BS-14) against vacant posts of MIS Officer (BS-16), falling to the share of 75% promotion quota, the following information/ documents are required by the Board: -

- i. Original PERs for the last five (05) years (complete up to 30.06.2024) in respect of senior most DEOs for which 66 DEOs (S.No.1 to 66 of Final Seniority list dated 01.10.2024) shall be included in the panel.
- ii. Certificate, duly countersigned by the CCIRs/ DGs concerned to the effect that no disciplinary/criminal case or inquiry is pending against any DEO included in the panel.
- iii. Certificate, duly countersigned by the CCIR/ DG/ Secretary/ Second Secretary concerned to the effect that Annual Declaration of Assets in respect of each DEO (included in the panel) are complete upto June, 2024.
- iv. Latest vacancy position of MIS Officer (BS-16) on the following format: -

Total Sanctioned Posts of MIS Officer (BS-16)	Working Strength of MIS Officer		Vacancy Position of MIS Officer		Anticipated vacancy upto 31.12.2024 alongwith date of availability of each anticipated vacancy, if any		Total Vacancy against Promotion quota (Columns 4+6)
	Promotion Quota (75%)	Direct Quota (25%)	Promotion Quota (75%)	Direct Quota (25%)	Promotion Quota (75%)	Direct Quota (25%)	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

2. It is, therefore, requested that complete record/ data of senior most DEOs (included in the panel) may please be furnished to the Board, **latest by 31.10.2024, positively.**

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


(Muhammad Shakeel Abbasi)

Secretary (Management/HR.IR-VI)

Ph: - 051-9204527

CC: -

- Member (Admn/ HR), FBR.
- Chief (Management/ HR-IR), FBR.
- Secretary (ERM), FBR (Hqrs) for provision of PERs grading/ synopsis and position of Annual Declaration of Assets for the last 05 years (complete upto June, 2024) in respect of those DEOs, who are included in the panel and are posted in FBR (Hqrs).
- Second Secretary (Management/HR.IR-V), for provision of above information/ documents in respect of DEOs, who are included in the panel and are posted in FBR (Hqrs).
- ✓ Web-master, PRAL for uploading on FBR's Website.