

GOVERNMENT OF PAKISTAN
REVENUE DIVISION
FEDERAL BOARD OF REVENUE
(ADMN/HR WING)

C.No.5(2)HRIS/2022/8504-R

Islamabad, the 15th January, 2024

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

Subject: **UPDATION OF HRIS DATA-INSTRUCTIONS REGARDING**

I am directed to refer to the above cited subject and to state that HRIS data is not being updated by the field formations of FBR despite categorical instructions issued by the Board from time to time. The Competent Authority has taken a serious view on the non-compliance of these instructions by the field formations.

2. As per directions of the Competent Authority, full access to HRIS system pertaining to their own offices only, is being given to the respective field formations relating to employees (BS-1 to 15) by upgrading their existing logins for its updation on daily basis, so as to ensure the following:-

- (i) The sanctioned strength of each office is matched with the Budget Order/NIS and the working strength is updated immediately on transfer of any post and entry thereof in the HRIS system by the Board.
- (ii) In case of transfer (in/out) or voluntary retirement or death or removal/dismissal/resignation/compulsory retirement, the consequential entry of addition/deletion should be made forthwith on the same day.
- (iii) In cases of leave of all kinds (except casual leave), promotion and disciplinary/criminal proceedings or any other changes in the profile of employees, the consequential entries should also be made in the HRIS system on the same day.
- (iv) On joining of newly appointed/recruited employees (BS-1 to 15), their data should be entered in the HRIS system forthwith before releasing their pay/allowances. A scanned copy of HRIS data entry form of each employee, duly authenticated by the respective ADC/DC(Hqrs), must also be attached in the system for record.
- (v) Each ADC/DC(Hqrs) shall forward a **Certificate to the Board by end of each month** to the effect that the data of all employees (BS-1 to 15) of the respective is updated in the HRIS system as per SOPs circulated by the Board.
- (vi) The respective ADC/DC(Hqrs) shall personally be responsible to ensure updation of data of all employees (BS-1 to 15) as per (i) to (v) above. Any deviation or negligence in this regard would be seriously viewed against the delinquent officers. However, the respective ADC/DC(Hqrs) may share login/password with the designated officials (not more than two) having IT background for completion of updation process on daily basis under his/her close supervision/control.

contd..P/2.

- (vii) In case of any difficulty or technical assistance during the updating process, Mr. Muhammad Qasim Alvi, Assistant Director (Automation), FBR(Hqrs) may be contacted on his **Cell # 0300-5140032**.
3. All Heads of field formations are requested to kindly ensure implementation of above instructions in letter and spirit.
4. This issues with the approval of Member (Admn/HR)m, FBR.


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

CC:

- SA to Chairman, FBR
- Member (Admn/HR), FBR
- Chief (Management/HR-Customs), FBR
- All Secretaries/Second Secretaries in Admn/HR Wing. **The respective Career Managers shall be personally responsible to ensure updation of HRIS data of officers (BS-16 & above) on daily basis in accordance with above SOPs.**
- Mr. Mehboob-ur-Rehman, Sr. Manager PRAL for necessary action on Para-2 above.
- Mr. Muhammad Qasim Alvi, AD (Automation), FBR(Hqrs)
- Web-Master, PRAL (for placement on FBR's website)