

**GOVERNMENT OF PAKISTAN
REVENUE DIVISION
FEDERAL BOARD OF REVENUE**

(Administration/HR)

C.No.13(9)/2024-M/HR.C-III

Islamabad, the 20th August, 2024

To: Chief Collector(s)/ Director General(s)
Collector(s) / Director(s).

Circular

Subject: **Instructions Regarding Transfer / Posting of Lower Staff (BS 01-16) of Customs Field Formations**

In order to bring efficiency and to improve discipline in operations of Customs Field Formations, the Secretary Revenue Division/ Chairman, FBR has desired the following: -

- i) That the postings/transfers of the operational staff (BS 01-16) in the Collectorate(s)/Directorate(s) shall be ordered after prior requisition of the concerned Assistant/ Deputy Collector /Assistant/Deputy Director under whom the staff is to be posted.
- ii) If the Assistant/ Deputy Collector /Assistant/Deputy Director deems that the services of any staff are no more required in his jurisdiction, the officer shall report in writing to his supervisory officer about such official with a copy to the Deputy Collector / Deputy Director (HQs).
- iii) On receipt of report of the concerned officer, the official shall be transferred within three days positively. In case the seniors fail to take appropriate action, the relevant official would automatically stand relieved from the assigned duties/place of posting and would report to the relevant field Head Quarters without awaiting further orders.

P.T.O

- iv) All the Chief Collectors/Director Generals are requested to submit a consolidated monthly report to Chief (Management/HR. Customs) about all such officials who have been surrendered.
2. The aforesaid instructions may be implemented in letter and spirit.

Zakir Hussain
(Zakir Hussain) 20/8/24
Second Secretary (M/HR.C-III)
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