

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

C.No.5(2)HRIS/2022

Islamabad, the 24th September, 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 most of the field formations, despite repeated instructions issued by the Board from time to time and availability of full access to HRIS with the respective field formations relating to employees (BS-1 to 15) by upgrading their existing logins. The Competent Authority has taken a serious view on the non-compliance of these instructions by the field formations.

2. The Competent Authority has directed to ensure updation of HRIS data of each employee on daily basis so as to ensure the following:-

- (i) The sanctioned strength of posts in each office reflected in HRIS data is matched with the Budget Order/NIS in the HRIS system. The working strength should also be updated immediately on transfer of any post or employee.
- (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 ensured in HRIS system 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 through initial appointment, promotion or on transfer/posting of any employees (BS-1 to 15 including Time Scale BS-16), the 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. In case any official is working on attachment basis and drawing pay from any other office, the same position should also be reflected in the HRIS profile of office, where the official is working.
- (v) In case any officer (BS-16 & above) is working in any field formation but his name does not appear in the HRIS system of respective office, the respective AC/DC(Hqrs) shall immediately report the same through system electronically as well as through hard copy to the respective Career Manager of Management/HR. Similar action is required in case any officer is appearing in the HRIS datas of the office but he/she is not actually working there, to ensure updation of HRIS data of officers (BS-16 & above) as well.

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- (vi) Each ADC/DC(Hqrs) shall forward a **Certificate** {addressed to Mr.Muhammad Shakeel Abbasi, Secretary(Automation/SSM), FBR} by the end of each month, **duly countersigned by the respective Head of field formation** to the effect that the data of all employees of the respective office is updated in the HRIS system as per SOPs circulated by the Board.
- (vii) 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 (vi) above. **Any deviation or negligence in this regard would be seriously viewed against the delinquent officers and may result in discontinuation of Performance Allowance.**
- (viii) In case of any difficulty or technical assistance during the updating process, the following officers of the Board can be contacted:-

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| 1. Mr. Muhammad Shakeel Abbasi
Secretary (Automation/SSM) | = | 051-9204527 |
| 2. Mr.Muhammad Qasim Alvi
Assistant Director (MIS)(Automation) | = | 051-9203354
03005140032 |

3. All Heads of field formations are requested to kindly ensure implementation of above instructions in letter and spirit. The requisite Certificate in this regard should reach the Board latest by **30th September, 2024 positively.**

4. This issues with the approval of Member (Admn/HR), 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 all officers (BS-16 & above) on daily basis in accordance with above SOPs.**
- Mr.Mehboob-ur-Rehman, Sr.Manager PRAL
- Mr.Muhammad Qasim Alvi, AD (Automation), FBR(Hqrs)
- Web-Master, PRAL (for placement on FBR's website)