

Government of Pakistan
Revenue Division
Federal Board of Revenue
(Admn/HR Wing)

C.No.25(2)S/MIR-VI/2019(Pt-II)

Islamabad, the ⁵⁷ March, 2025.

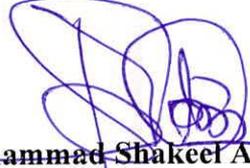
To: All Directors General/Chief Commissioners Inland Revenue
All Chief Collectors/Directors General Customs

Subject: **OUTSOURCING OF GENERAL NON-CORE SERVICES (CLEANING,
PLUMBERING, GARDENING ETC)**

In continuation of Board's letter of even number dated 30th October, 2024 on the above subject, I am directed to forward herewith copies of the clarifications received from Establishment Division through the following correspondences for information and implementation:-

- (i) Establishment Division's OM No.5(28)/2024-MSW-I dated 10.12.2024.
- (ii) Establishment Division's OM No. 5(28)/2024-MSW-I-P-003 dated 04.02.2025.
- (iii) Establishment Division's OM No. 5(28)/2024-MSW-I-P-003 dated 21.02.2025.

Encl: As above


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

CC: Member(Admn/HR), FBR
Chief (Management/HR-IR), FBR
Chief (Management/HR-Customs), FBR
Chief (Admn&Finance), FBR
Web-Master, PRAL for uploading on Notice Board of FBR's website.



GOVERNMENT OF PAKISTAN
ESTABLISHMENT DIVISION



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No.5(28)/2024-MSW-I

Islamabad, the 10th December, 2024

OFFICE MEMORANDUM

SUBJECT: OUTSOURCING OF GENERAL, NON-CORE SERVICES (CLEANING, PLUMBING, GARDENING ETC.)

The undersigned is directed to refer to Federal Board of Revenue's OM No. F. No. 1(5)SS(Admn)/2024 dated November 21st, 2024 on the captioned subject and to clarify as under:

Queries posed by FBR	Response of MS Wing, Establishment Division
<p>Whether Naib Qasid / Farash can be promoted to the post of Qasid as and when vacated in future and other similar promotion?</p>	<p>In view of recent instructions contained in Establishment Division's O.M. dated 18.10.2024, all vacant posts of the nomenclatures mentioned at 2(iii) shall be abolished immediately and in case these are currently occupied shall be declared dying posts/cadres and stand abolished through natural attrition such as retirement/termination/death of current incumbent. These instructions shall be adhered to in letter & spirit and applicable to all such specified nomenclatures of posts irrespective of being feeding/promotional/ isolated posts.</p> <p>Accordingly, the post of Qasid if currently occupied shall be declared as a dying post and as and when it gets vacated, it shall stand abolished.</p> <p>The staff working as Naib Qasids may be given the benefit of Time Scale Promotions, as per policy.</p>
<p>Whether the said O.M. is also applicable to the posts of Drivers / DRs and Sepoys / Havalendars?</p>	<p>The above referred OM of Establishment Division dated 18-10-2024 is applicable for the Secretariat as well as the field formations. In this regard, due consideration may be given whether the services of the referred nomenclatures pertain to General/Common/Non-Core Services, before taking further action as deemed appropriate.</p>
<p>Whether such vacant posts can be filled through transfer of such staff from and to different field formations of FBR.</p>	<p>It depends upon the existing relevant service rules/regulations of FBR. Further, the post vacated by an employee so transferred to fill another vacant post shall stand abolished. Both posts cannot be retained simultaneously.</p>

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Whether mutual transfer within different field formation of FBR are allowed?	If service rules/regulations of FBR permit, such transfers can be made as in case of mutual transfer, none of the two posts fall vacant.
Whether such vacant posts can be filled by absorption of surplus employees through Establishment Division.	The enlisted surplus employees can be absorbed against the vacant posts of Federal Government Organizations as per Rule 3 (3) and 3(4) of Civil Servant APT Rules 1973.
Whether vacant posts can be filled through Deputation?	It is not permissible as in case of deputation, the substantive post held by the deputationist remains intact on the budget of lending department till his/her absorption/ appointment by transfer by the borrowing department. Therefore, filling up such vacant posts through deputation will not serve the intent of Cabinet Decision which is to drastically reduce such posts for rightsizing the Federal Government.

SECRET

Mehak Nayyereen
D.D-1/U-V (MSW)

Admin/HR (Wing),
Syed Rameez ud Din Qadri
Second Secretary Record/Admin
Federal Board of Revenue, Islamabad,
Islamabad

SECRET



Islamabad, the 04th February, 2025

No.5(28)/2024-MSW-I-P-003

OFFICE MEMORANDUM

SUBJECT: OUTSOURCING OF GENERAL, NON-CORE SERVICES (CLEANING, PLUMBING, GARDENING ETC.)

The undersigned is directed to refer to Establishment Division's O.M. No. 1(1)/2023-Member/MSW dated 18.10.2024 on the subject noted above and to state that this Division has been receiving a number of queries regarding the said O.M. To address these queries, following clarifications are offered:

S.#	Query	Clarification
1	Completion of the ongoing recruitment process against posts of general, non-core categories/cadres.	Ongoing recruitment process will be immediately stopped. In case Ministries/Divisions/ Departments/ Sub-ordinate Offices/ Organizational Entities require the services rendered by these positions, the same may be managed through outsourcing.
2	Hiring of services of Naib Qasids, DMO, Sweeper and Farash etc. on daily wage basis.	Decision of outsourcing of general non-core services is to be implemented through engagement of third-party contractor/vendor and by observing relevant PPRA Rules/Regulations. The very purpose of introducing outsourcing model is to avoid any permanent financial liability on the Federal Government. Whereas, direct hiring at minimum wage has the probability of claim by the hired individuals for regularization in due course of time, since precedents are available, where in past daily wagers/contract employees were able to get their services regularized by filing legal suits or through different Parliamentary Commissions/ Committees etc.
3	Promotion of Naib Qasid / Farash to the post of Qasid as and when vacated in future and other similar promotion.	In view of recent instructions contained in Establishment Division's O.M. dated 18.10.2024, all vacant posts of the nomenclatures mentioned at 2(iii) shall be abolished immediately and in case the posts are currently occupied shall be declared dying posts/cadres and stand abolished through natural attrition such as retirement/termination/death of current incumbent. These instructions shall be adhered to in letter & spirit and applicable to all such specified nomenclatures of posts irrespective of being feeding/ promotional/ isolated posts. Accordingly, the post of Qasid if currently occupied shall be declared as a dying post and as and when it gets vacated, it shall stand abolished. However, the existing incumbents of general, non-core posts shall be given the benefit of Time Scale Promotions, as per policy
4	Filling up general, non-core vacant posts through transfer of such staff from and to different field formations of same Department/Organizational Entity.	It depends upon the relevant service rules/regulations of concerned organization. However, the post vacated by an employee so transferred to fill another vacant post shall stand abolished. Both posts cannot be retained simultaneously.
5	Filling up such vacant posts through Deputation.	It is not permissible as in case of deputation, the substantive post held by the deputationist remains intact on the budget of lending department till his/her absorption/ appointment by transfer by the borrowing department. Therefore, filling up such vacant posts through deputations will not serve the purpose of Cabinet Decision which is to drastically reduce such posts for rightsizing of the Federal Government.

6	<p>Filling up such vacant posts by absorption of surplus employees through Surplus Pool Establishment Division.</p>	<p>The enlisted surplus civil servants can be absorbed against such vacant posts of Federal Government Organizations as per Rule 3 (3) and 3(4) of Civil Servant APT Rules 1973 due to the following reasons:</p> <ol style="list-style-type: none"> 1. The general non-core service posts are being abolished/declared dying in pursuance of the decision of the Federal Cabinet meeting held on 27-08-2024 whereas absorption of surplus civil servants against vacant civil posts is required under Section 11A of Civil Servants Act, 1973 and Rules made thereunder. 2. The absorption of surplus civil servants against such vacant posts if not processed, they will continue enlisted on Surplus Pool against supernumerary posts without any future absorption elsewhere. 3. The absorption of surplus civil servants against reported vacant posts under Section 11A of CSA, 1973 will abolish the supernumerary posts, therefore, will not add any financial liability on the Government exchequer. <p>Therefore, concerned Division/Department/Subordinate Office before notifying abolition of such vacant posts may send a request to Surplus Pool for absorption of suitable surplus civil servants and if not available then the said post (s) to be notified as abolished.</p>
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Rana Nasir Amin
Director-4 (MSW)

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Establishment (Wing),
Inamullah Khan Dharejo
Secretary Establishment Division
Establishment Division,
Islamabad

Admin (Wing),
Eazaz Aslam Dar
Secretary
Prime Minister Office,
Islamabad



No.5(28)/2024-MSW-I-P-003

GOVERNMENT OF PAKISTAN
ESTABLISHMENT DIVISION

Immediate



Islamabad, the 21st February, 2025

OFFICE MEMORANDUM

SUBJECT: OUTSOURCING OF GENERAL, NON-CORE SERVICES (CLEANING, PLUMBING, GARDENING ETC.) (FBR QUERY RELATED TO SEPOYS/ HAVALDARS/ DRS DRIVERS)

The undersigned is directed to refer to FBR OM No. 1(5)SS(Admin)/2024 dated 23.12.2024 and 04.02.2025 on the captioned subject and to state that the instant case has been examined and based on information made available by the FBR, it has been observed that the Job Descriptions of the posts of Sepoy (BS-05) & Havalgars (BS-07) in FBR (HQ, IRS & Customs field formations) are similar to the positions of chowkidars / Security Guards, whereas the responsibilities of Drivers and Dispatch Riders are also common/ general in nature. Moreover, owing to e-office operations implementation, the role of positions of DR has drastically reduced in dispatch and delivery of the official correspondence.

2. Therefore, this Division is of the view that the positions of Drivers/ DRs, Sepoys & Havalgars are common/ general in nature and do not fall under the category of core services. Thus, these may be managed through outsourcing and Establishment Division's OM dated 18.10.2024 would also stand valid for these nomenclatures.

Mehak Nayyereen
Deputy Director-6 (MSW)

Admin/HR (Wing),
Syed Rameez ud Din Qadri
Second Secretary Record/Admin
Federal Board of Revenue, Islamabad,
Islamabad

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