

Government of Pakistan  
Revenue Division  
**Federal Board of Revenue**  
[Admn/HR Wing]  
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C.No.25(6)M/HR.IR-VI/2025

Islamabad, the 31<sup>st</sup> July, 2025

To: - **The Chief Commissioner IR,**  
Corporate Tax Office,  
**Lahore.**

**The Chief Commissioners IR,**  
Regional Tax Offices,  
**Bahawalpur/Faisalabad/Gujranwala/Hyderabad/Islamabad/Multan/  
Peshawar/Sargodha/Sialkot/Sukkur**

Subject: - **PROMOTION OF STENOYPIST TO THE POST OF ASSISTANT  
PRIVATE SECRETARY (BS-16).**

I am directed to say that the PERs and Declaration of Assets for the year 2024-25 (complete upto June, 2025) has also now become due. Therefore, the following information/ documents may please be furnished to the Board, at the earliest.

- i. Updated Certificate, duly countersigned by the CCIR/DG concerned, to the effect that no disciplinary/criminal case is pending against any Stenotypist included in the panel.
- ii. Original PERs for the year 2024-25 in respect of all Stenotypist included in the panel.
- v. Certificate to the effect that Declaration of Assets are complete upto June, 2025, in respect of all Stenotypist included in the panel.
- iii. Latest vacancy position of Assistant Private Secretary (BS-16) on the following format: -

Sr. No.	Total sanctioned Strength of APS	Total Working Strength of APS		Vacancy Position		Anticipated Vacancy Position upto <u>31.08.2025</u> , alongwith date-wise break-up of each anticipated vacancy		Total Vacancy against Promotion Quota (Column 5+7)
		Promotion Quota 50%	Direct Quota 50%	Promotion Quota 50%	Direct Quota 50%	Promotion Quota 50%	Direct Quota 50%	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

2. The requisite information/ data should reach the Board, **latest by 15<sup>th</sup> August, 2025.**

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

CC:

- ❖ Chief (Management/HR-IR), FBR.
- ❖ Web-master, PRAL for uploading on FBR's Website.