

Government of Pakistan
Revenue Division
Federal Board of Revenue
[Admn/HR Wing]

C.No.25(4)M/HR.IR-VI/2025

Islamabad, the 31st July, 2025

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

The Director General,
Directorate General, Internal Audit (IR),
Islamabad.

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

Subject: - **PROMOTION OF SUPERVISORS/HEAD CLERKS/ ASSISTANTS TO
THE POST OF OFFICE SUPERINTENDENT (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.

- Updated Certificate, duly countersigned by the CCIR/DG concerned, to the effect that no disciplinary/criminal case is pending against any Supervisors/Head Clerks/ Assistants, included in the panel.
- Original PERs for the year 2024-25 of all officials included in the panel.
- Certificate to the effect that Declaration of Assets are Complete upto June, 2025, in respect of all officials included in the panel.
- Latest vacancy position of Office Superintendent (BS-16) on the following format: -

Sr. No.	Total sanctioned Strength of Office Superintendent	Total Working Strength of Office Superintendent		Vacancy Position		Anticipated Vacancy Position upto 31.08.2025, alongwith date-wise break-up of each anticipated vacancy		Total Vacancy (Column 5 to 8)
		90% Quota	10% Quota	90% Quota	10% Quota	90% Quota	10% Quota	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

2. The requisite information/ data should reach the Board, **latest by 15th 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.