# FEDERAL BOARD OF REVENUE

**REQUEST FOR ISSUANCE OF OFFICIAL EMAIL ADDRESS (Only for BS-16 & Above Officers)**

**The Chief TPS**

**Room # 275, FBR House, Islamabad.**

## A. PARTICULARS OF THE OFFICER (To be completed by the officer)

1. CNIC: _____ 2. Emp No.:_____ 3.BPS:_____

4. Name: _____ 5. DOB:_____

6. Designation:_____

7. Department:_____

8. Phone:_____ 9. Fax:_____

10. Official Address:_____

11. Purpose:_____

12. Existing Email (Gmail, yahoo etc.):_____

[Official Email ID & password will be sent to existing email]

(In case of E-mail "By Designation", existing e-mail must be the applicant's official e-mail "By-Name")

13. **Email Address Option**

☐ By Name i-e (ali.khan@fbr.gov.pk)

☐ For Designation i-e (Chief IR (HQ))

_____ _____

Date Signature & Stamp

**Declaration:** I hereby declare that I will keep the email address and Password confidential and change the password from time to time. I further declare that I will inform Email Team in written in case of my resignation and retirement/official disassociation from FBR to discontinue the assigned email address.

## B. RECOMMENDED BY:

Recommendation to be granted by the departmental head not below the rank of a **Commissioner/ Collector/ Director/ Chief (BS-20 officer).** In case of application by a CIR/ Collector/ Director etc. (BPS-20), the recommendation/ covering letter must be signed by CCIR/ Chief Collector/ DG (BPS-20/21). (If **Applicant** is Head of Field Formation, this form shall be sent to **Member TPS for Approval**).

1. CNIC of the approving Officer: _____
2. Name of the approving Officer: _____
3. Designation of the approving Officer: _____

_____ _____

Date Signature & Stamp

## C. Decision BY:

**Chief (TPS)**

Name:_____ Designation: _____

Date:_____ Signature & Stamp: (**If Approved**)_____

Further Verification needed By:_____

## D. GUIDELINES

1. Email will only be created for BS-16 and above Officers.
2. Duly completed and approved form along with the covering letter may be sent to **Chief TPS,** Room 275,FBR House, Islamabad by Courier or email at (chieftps@fbr.gov.pk).
3. Email Address and Password will be sent on the existing e-Mail Address provided in Part-A(12)
4. For queries and further assistance, call 051 9204604, or e-mail at **emailsupport@fbr.gov.pk**
5. Email shall be deleted permanently after retirement of an official.

## E. FOR USE BY EMAIL SECTION

1. Assigned Email:_____ 2. Creation Date : _____

3. Verified By:_____ 4. Name & Signature of Issuing Officer :_____