

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

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

Islamabad, the 22nd September, 2026

To: **All Directors General / Chief Commissioners, Inland Revenue**

Subject: **PROMOTION OF SUPERVISORS / HEAD CLERKS (BS-14) AND ASSISTANTS (BS-15) TO THE POST OF OFFICE SUPERINTENDENT (BS-16).**

I am directed to refer to the above subject and to say that in order to consider promotion against vacant posts of Office Superintendent (BS-16), the following information / documents may please be furnished to the Board:

- i. Attested copies (from respective ADC-IR / DC-IR Hqrs), of Final Circulated Seniority list of Supervisors/Head Clerks (BS-14) and Assistants (BS-15) alongwith covering letters of both seniority lists.
- ii. Certificate, duly signed by the respective ADC-IR / DC-IR (Hqrs), to the effect that no seniority issue among the officials (included in the panel) is either pending at departmental level or sub-judice before any court of law.
- iii. Original PERs for the last 05 (five) years (complete upto 30.06.2026) in respect of each official included in the panel (02 officials for each vacancy) against 90% and 10% quota separately.
- iv. Certificate, duly countersigned by the CCIR / DG concerned, to the effect that no disciplinary/criminal case is pending against any official including the panel.
- v. Certificate to the effect that each employee (included in the panel) fulfills the conditions of requisite length of 05 year's service in his/her present post.
- vi. Certificate, duly countersigned by the CCIR / DG concerned, to the effect that Annual Declaration of Assets in respect of each official (included in the panel) are complete upto June, 2026.
- vii. Latest vacancy position of Office Superintendent (BS-16) on the following format:

S.#	Total Sanctioned Strength of Office Superintendent	Working Strength		Vacancy Position		Anticipated Vacancy Position upto 31.12.2026, alongwith date-wise break-up of each anticipated vacancy		Total Vacancy	
		90% Quota	10% Quota	90% Quota	10% Quota	90% Quota	10% Quota	90% Quota (5+7)	10% Quota (6+8)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)

- viii. Consolidated panels of eligible employees for each station at Islamabad, Lahore, Multan and Karachi shall be submitted by RTO, Islamabad, CTO, Lahore, RTO, Multan and CTO-I, Karachi respectively, alongwith all the above-mentioned documents (including office-wise vacancy position and present posting of each official, included in the panel).

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2. Therefore, complete record / data should reach the Board, latest by **30th October, 2026, positively**. The incomplete cases or received after the said date, shall not be considered by the Departmental Promotion Committee (DPC).

Wasim 22/09
(Muhammad Wasim)

Second Secretary (Mgt/HR.IR-VI)

CC:

- Chief (Management/HR-IR), FBR.
- The Second Secretary (Automation / SSM), for uploading on FBR's Website.
- ✓➤ Web Master of PRAL for uploading on the Notice Board of FBR's Website.