

**GOVERNMENT OF PAKISTAN**  
**DIRECTORATE GENERAL PAKISTAN POST OFFICE, ISLAMABAD**



**DIRECTOR GENERAL'S CIRCULAR NO. 11**

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**PART-I**  
**APPOINTMENTS, PROMOTIONS, POSTING AND**  
**TRANSFERS OF OFFICERS OF PAKISTAN POST OFFICE**

**I. POSTING / TRANSFERS IN THE (GENERAL CADRE), DY. DIRECTOR (BPS-18) IN THE DIRECTORATE GENERAL PAKISTAN POST ISLAMABAD.**

The Director General, Pakistan Post has been pleased to order transfer / posting of following officer of (General Cadre) with immediate effect and until further orders:-

| <b>Sl. No.</b> | <b>NAME OF OFFICERS</b> | <b>POST HELD</b>                               | <b>POST AGAINST WHICH POSTED</b>   |
|----------------|-------------------------|--|--|
| 1.             | Mr. Abdul Haleem Arain  | Dy. Director (A&R) Dte- General, PPO Islamabad | Dy. Director (PA&P) (BPS-18), Dte- General, PPO, Islamabad against a vacant post |

2. The Director General Pakistan Post has further been pleased to order Mr. Mazhar Iqbal Chattha, Assistant Director (BPS-17) PLI to hold current charge of the vacant post of Dy. Director (A&R) (BPS-18) Dte- General PPO, Islamabad in addition to his own duties for a period of 89 days or till availability of regular incumbent whichever is earlier.

3. The above orders shall be effective w.e.f 01-10-2020. The incumbents would formally execute handling / taking over of the files / assignments relating to A&R under intimation to the undersigned.

4. Usual charge reports should be submitted to all concerned.

No. Staff-1743

Dated: 29-09-2020

**II. TRANSFERS/ POSTINGS OF OFFICERS UNDER THE PAKISTAN POST OFFICE DEPARTMENT.**

Consequent upon appointment of BS-16 officers to BS-17 (Postal Group) on acting charge basis vide Ministry of Communication's (Postal Wing) Notification No. 17 (163)/PO-II/2020 dated 13-10-2020 the Director General, Pakistan Post Office Department has been pleased to order following transfers/ posting mentioned against each in the interest of service with immediate effect and until further orders:-

| <b>SL. NO.</b> | <b>NAME OF OFFICERS</b> | <b>POST HELD</b>                              | <b>POST AGAINST WHICH POSTED</b>  |
|----------------|-------------------------|---|---|
| 1              | Mr. Muhammad Saghir     | Training Officer, PTC, Islamabad              | DSPS, Gujranwala against the vacant post by terminating the existing arrangement, if any.                   |
| 2              | Mr. Shaukat Ali         | Senior Postmaster, Khanewal GPO               | DSPS, Bhawalpur vice Mr. Munawar Ali Malik transferred  |
| 3              | Mr. Munir Hussain       | AD (FS)% PMG AJK & GB circle Muzaffarabad     | DSPS, Kohat against vacant post by terminating the exiting arrangement, if any.                             |
| 4              | Mr. Muhammad Akhlaq     | Superintendent, DMO Islamabad                 | Chief Postmaster, Muzaffarabad GPO against the vacant post by terminating the existing arrangement, if any. |
| 5              | Mr. Muhammad Shabbir    | Senior Postmaster, Rawalakot GPO              | DSPS, Chakwal against the vacant post by terminating the existing arrangement, if any.                      |
| 6              | Mr. Shahid Mehmood      | AD (Inv) % PMG, AJK & GB Circle, Muzaffarabad | Assistant Director, PLI, Multan against the vacant post by terminating the existing arrangement, if any     |
| 7              | Mr. Tahir Iqbal         | Senior Postmaster, Gilgit GPO                 | DSPS, Rawalakot against vacant post by terminating the existing arrangement, if any.                        |
| 8              | Mr. Muhammad Arif       | Senior Postmaster, Bhimbher GPO               | DSPS, Bannu against the vacant post by terminating the existing   |

|    |                               |  |  |
|----|-------------------------------|--|--|
|    |                               |  | arrangement, if any.   |
| 9  | Mr. Waseem                    | AD (I&V) % PMG,<br>Northern Sindh Circle,<br>Hyderabad     | DSPS, against vacant<br>post by terminating the<br>existing arrangement, if<br>any.  |
| 10 | Mr. Aqeel Ahmed               | Sr. Postmaster,<br>Latifabad HPO                           | DSPS, Jhang Against<br>vacant post by<br>terminating the existing<br>arrangement, if any.                                    |
| 11 | Mr. Muhammad<br>Farooq        | Senor Postmaster<br>(Try), Rawalpindi GPO                  | DSPS, Rawalpindi City<br>vice Mr. Abdul Sattar<br>Shah transferred.  |
| 12 | Mr. Noor<br>Muhammad          | Senior Postmaster,<br>WahCantt GPO                         | DSPS, Mianwali against<br>vacant post by<br>terminating the existing<br>arrangement, if any.                                 |
| 13 | Mr. Mushtaq<br>Ahmed          | Senior Postmaster,<br>Gujranwala GPO                       | Chief Postmaster,<br>Gujranwala GPO<br>against vacant post by<br>terminating the existing<br>arrangement, if any.            |
| 14 | Mr. Abdul majeed              | Senior Postmaster,<br>Mughalpura Post<br>Office            | Assistant Director<br>(Issue), PLI, Lahore<br>against vacant post by<br>terminating the existing<br>arrangement, if any.     |
| 15 | Mr. Waseem Akhtar<br>Siddique | Senior Postmaster<br>PECH HPO Karachi                      | DS MST Hyderabad<br>against the vacant post<br>by terminating the<br>existing arrangement, if<br>any.                        |
| 16 | Mr. Muhammad<br>Irfan Latif   | AD (Inv), Dte- General<br>PPOD, Islamabad                  | ADDG(I&V) Dte-<br>General, PPOD,<br>Islamabad against<br>vacant post by<br>terminating the existing<br>arrangements, if any. |
| 17 | Mr. Muhammad<br>Ramzan        | Senior Postmaster,<br>Turbat GPO                           | DSPS (East), Karachi<br>against vacant post by<br>terminating the existing<br>arrangement, if any.                           |
| 18 | Mr. Muhammad<br>Nawaz Khokhar | AD (Sav& AF), %<br>PMG, FC& Northern<br>Punjab Circle, Rwp | Chief Postmaster,<br>Mardan GPO against<br>the vacant post by<br>terminating the existing<br>arrangement, if any.            |
| 19 | Mr. Allah Rakha               | Ad (S&E) % PMG,<br>FC& Northern Punjab                     | DSPS, Peshawar against<br>vacant post by   |

|  |  |                    |   |
|--|--|--------------------|---|
|  |  | Circle, Rawalpindi | terminating the existing arrangement, if any. |
|--|--|--------------------|---|

2. The above mentioned officer appointed on acting charge basis should clearly understand that their appointment in BPS-17 have been made against the direct quota (Postal Group) vacancies subject to the condition of reversion to BPS-16 on joining of original incumbents of the posts unless adjusted earlier against a clear vacancy in the share of Departmental quota in order of seniority.

3. The Director General, Pakistan Post Office Department, Islamabad has further been pleased to order transfers / postings of following officers in BPS-17 (Postal Group) with immediate effect and until further orders in the interest of service:-

| S. No. | Name of Officers      | Post Held                 | Post against which posted   |
|--------|-----------------------|---------------------------|---|
| 1      | Ms. Hira Aziz Mazari  | DSPS (North), Lahore      | AD (F) (Sout), PLI, Lahore vice Mr. Hassan Mohsin transferred.                                      |
| 2      | Mr. Hassan Mohsin     | AD (F) (South) PLI Lahore | DSPS (North), Lahore vice Ms. Hira Aziz Mazari transferred  |
| 3      | Mr. Munawar Ali Malik | DSPS, Bahawalpur          | AD (F), PLI Nazimabad, Karachi against vacant post by terminating the existing arrangement, if any. |
| 4      | Mr. Abdul Sattar Shah | DSPS, Rawalpindi City     | Chief Postmaster, Gujrat GPO against vacant post by terminating the existing arrangement, if any.   |

4. All the above mentioned officers will be relieved on local arrangements.
5. Usual charge report should be submitted to all concerned.

{No. S. 5-1/2000-VIII  
Dated: 13-10-2020}

Islamabad, the 03-09-2020

#### **IV. NOTIFICATION**

No. CP. 3-2/2017. On the recommendations of Departmental Promotion Committee formulated in its meeting held on 14-07-2020 and with the approval of the competent authority, Malik Usman Khaliq, Superintendent (BS-17), Directorate General, Pakistan Post, Islamabad. Is promoted to the post of Assistant Director (BS-17) on regular basis with effect from the date he assumes charge of the post of Assistant Director (BS-17).

2. The above named officer will be on probation for a period one (01) year. This period may be further extended by another one year, if considered necessary by the competent authority in terms of rule-21 (1) (2) and (4) of the civil Servant (Appointment, Promotion and Transfer) Rules, 1973.

The Manager,  
Printing Corporation of Pakistan Press,  
University Road,  
**KARACHI.**

#### **V. PROMOTION / POSTING TRANSFERS IN THE (GENERAL CADRE), ASSISTANT DIRECTOR (BPS-17) IN THE DIRECTORATE GENERAL, PAKISTAN POST ISLAMABAD.**

Consequent upon transfer of post in BPS-17 (General Cadre) vide Dte-General, PPO, Islamabad Notification No. Estt. 5-1/2020 dated 06-10-2020 as well as in the interest of service, the competent authority has been pleased to order transfers / postings of following officer of (General Cadre) with immediate effect and until further orders:-

| No. | Name of Officers | Post Held   | Post against which posted  |
|-----|------------------|---|--|
| 1.  | Mr. Fiaz Hussain | Asstt. Director (IP& Congress), Dte-General, PPO, Islamabad | Asstt. Director (S.I), Dte-General, PPO, Islamabad against the re-utilization post |

2. Furthermore, Ms. Khadija Khalid Khan ADDG (IP& Cong) may continue to look after the (S.I) related assignment in addition to her own duties till joining of Director (SI) and shall also train the incumbent AD (SI) for smooth transition of official work.

3. Usual charge reports should be submitted to all concerned.

{No. S.15-2/96 (P) (P-I)  
dated 09-10-2020}

**VI. TRANSFER / POSTING OF OFFICERS OF COMPUTER CADRE (BPS-16) UNDER THE PAKISTAN POST OFFICE DEPARTMENT.**

The Director General, Pakistan Post has been pleased to order the transfer / posting of the following Computer Operators (BPS-16) (Computer Cadre) in the interest of service with immediate effect and till further orders:-

| Sl. No. | Name of Officers         | Post Held   | Post against which posted   |
|---------|--------------------------|---|---|
| 1       | Mr. Muhammad Imran Azeem | Computer Operator (BPS-16) Dte- General Pakistan Post Islamabad | Computer Operator (BPS016), % Postmaster General, GB & AJK Circle Muzaffarabad vice Mr. Muhammad Ubaid Javed transferred. |
| 2       | Mr. Muhammad Ubaid Javed | Computer Operator (BPS-16)% AJK&GB Circle Muzaffarabad          | Computer Operator (BPS-16), Dte- General Pakistan Post Office Islamabad vice Mr. Muhammad Imran Azeem transferred.        |

2. Usual charge reports should be submitted to all concerned.

{No. P-I.6-1/2002  
Dated: 02-10-2020}

**VII. TRANSFER / POSTING IN THE CADRE OF ASSISTANT PRIVATE SECRETARY (BPS-16) OF DIRECTORATE GENERAL, PAKISTAN POST, ISLAMABAD.**

Consequent upon promotion as Assistant Private Secretary (BPS-16) vide Dte- General, PPO, Islamabad Notification No. CP. 3-1/2014 dated 09-09-2020 as well as in the interest of service, the competent authority has been pleased to order the following transfer / posting in the cadre of Assistant Private Secretary (BPS-16) in the Directorate General, Pakistan Post Office, Islamabad with immediate effect and until further orders:-

| Sl. No. | Name of officers   | Post held  | Post against which posted.   |
|---------|--------------------|--|--|
| 1       | Mr. Muhammad Israr | Promoted as Assistant Private Secretary (BPS-16) and waiting for | Assistant Private Secretary (BPS-16) to Director (Law& R&R) Dte- General, PPO, |

|  |  |         |           |
|--|--|---------|-----------|
|  |  | posting | Islamabad |
|--|--|---------|-----------|

2. Usual charge report should be submitted to all concerned.

{No. P (I)17-19/2012

Dated: 28-09-2020}

**PART-II**  
**RULES AND REGULATIONS**

**I. RE-ORGANIZATION OF DIRECTORATE GENERAL,  
PAKISTAN POST OFFICE DEPARTMENT.**

In order to streamline the work of the Directorate General, the Director General has been pleased to place the S.E, A.XEN, Assistant Engineer (Civil), Boiler Engineer, Inquiry Office & Development Branch under Addl. Director General (Ops) of Directorate General Pakistan Post Office Islamabad.

2. The Superintendent (Development) BPS-16) & A.E (Civil) (BPS-16) will move the files upward to XEN (BPS-18) through A.XEN (BPS-17). The XEN (BPS-18) will move files upward to Addl. Director General (Ops) (BPS-21) through Superintending Engineering (BPS-19). The Boiler Engineer (BPS-16) & Sub Engineer (BPS-14) (Inquiry Officer) will report to A.XEN (BPS-18) as per existing setup.

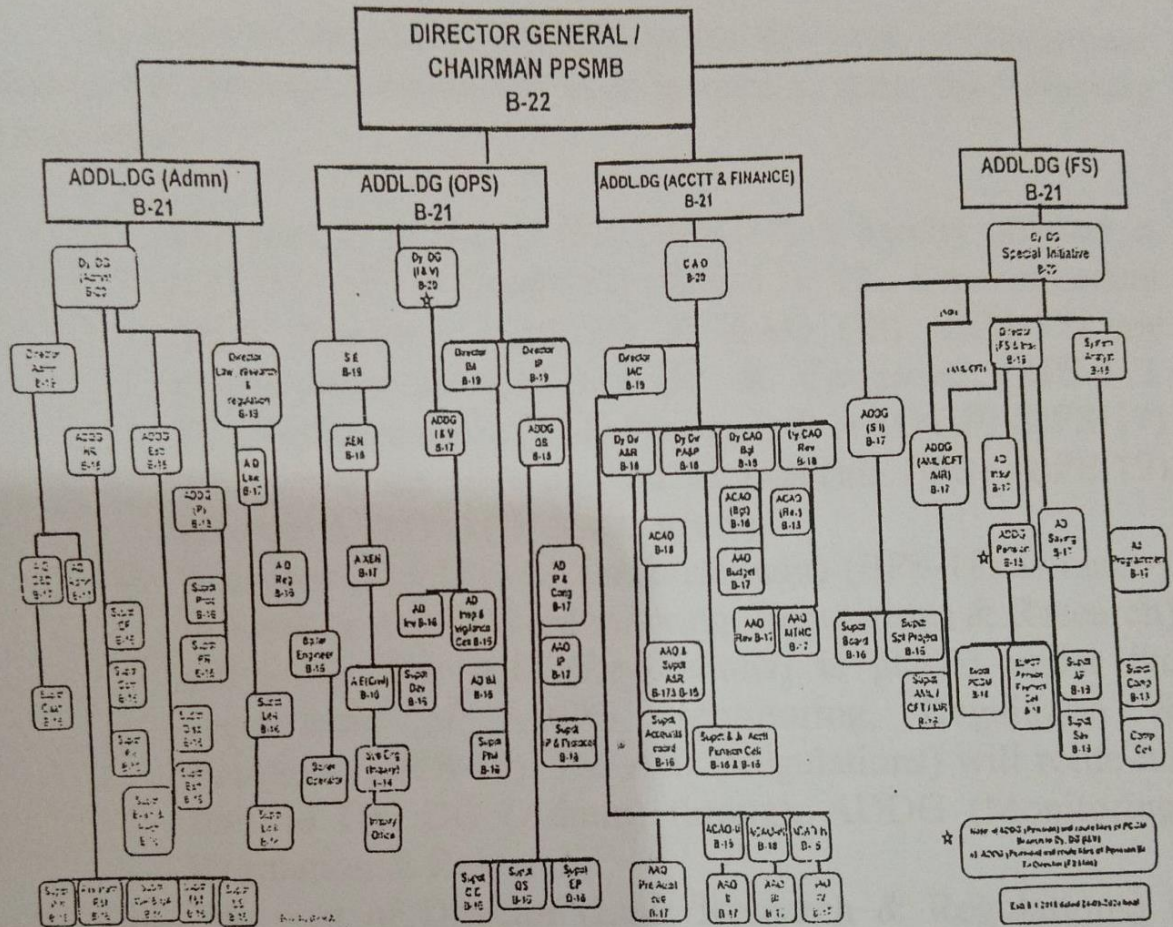
3. Revised Organogram is enclosed herewith.

{No. Estt. 5-1/2018

Dated 24-09-2020}



### ORGANIZATIONAL CHART OF DIRECTORATE GENERAL PAKISTAN POST ISLAMABAD



## **II. RE-ORGANIZATION IN PAKISTAN POST OFFICE DEPARTMENT.**

In order to streamline and strengthen the work of Directorate General, the Directorate General has been pleased to order the following arrangement:-

- i. The post of A.D.D.G (SI) (BPS-17) is hereby utilized as A.D.D.G (IP& Congress) (BPS-17). The Superintendent (IP& Protocol) (BPS-16) & AAO (IP) (BPS-17) are placed under the A.D.D.G (IP& Congress) (BPS-17). The Superintendent (IP& Protocol) & AAO (IP) (BPS-17) will move his files upward to Director (IPS) (BPS-19) through A.D.D.G (IP& Congress).
- ii. The post of A.D.D.G (Establishment) (BPS-18) is hereby utilized as A.D.D.G (Monitoring Regulation & Research) (BPS-18). The A.D (Regulations) is placed under the supervision of A.D.D.G (Monitoring Regulation & Research) (BPS-18). The A.D (Regulations) will route his files to Dy. DG (Admin) through A.D.D.G (Monitoring, Regulation & Research).
- iii. The post of Director (Law, Research & Regulations) is hereby renamed & utilized as Director (Law) (BPS-19).
- iv. The arrangement regarding A.D (IP & Congress) spared consequent upon above arrangement will be issued separately.

{No. Estt. 5-1/2020  
Dated: 29-09-2020}

## **III. RESTRUCTURING OF PAKISTAN POST OFFICE DEPARTMENT.**

In continuation of this office letter of even No dated 15-09-2020 on the subject cited above. The Director General has been pleased to order the following arrangement for the effective management of official work:-

- i. The post of Dy. Postmaster General, (BPS-19) Sukkur transferred to Postmaster General Hyderabad is hereby transferred to % Postmaster General, CPC Lahore for its further utilization as Dy. Postmaster General (BPS-19) as requested by Postmaster General CPC Lahore.
- ii. The Post of Dy. Postmaster General Sialkot (BPS-19) is hereby utilized as Director (Establishment) (BPS-19) at Director General Pakistan Post Office Islamabad under the Deputy Director General (Admn) (BPS-20). The Superintendent (Establishment) Superintendent (Discipline) and Superintendent (ER) are placed under Director (Establishment). All the Superintendents (i.e ER, Estt &

Discipline) will route their files to Deputy Director General (Admin) (BPS-20) through Director (Establishment) (BPS-19).

- iii. The Post of Dy. Postmaster General Gilgit Baltistan Region (BPS-19) is hereby utilized as Director (SI) (BPS-19) at Directorate General under the supervision of Deputy Director General (SI) (BPS-20). The Superintendent (Board) & Superintendent (Special Project) are placed under the Director (SI) (BPS-19). All the concerned Superintendents (i.e SP & board) will route their files to Deputy Director General (SI) (BPS-20) through Director (SI) (BPS-19).

2. The Postmaster General CPC Lahore may prescribe the Job Description of newly utilized post of Dy. Postmaster General (BPS-19) under intimation to this office.

{No. Estt. 12-1/2020  
Dated: 29-09-2020}

#### IV. RESTRUCTURING OF PAKISTAN POST OFFICE DEPARTMENT CORRIGENDUM

In partial modification of this office letter of even No dated 15-09-2020 on the subject cited above. Following changes are made:-

1. The word **D.I. Khan GPO** as written at Sl. No. 6 under the arrangement of FC, Gilgit Baltistan & AJK Circle Islamabad may be read as **D.G Khan GPO**.
2. The Heading as mentioned at Column # 4 (Present Strength of Islamabad Circle) under the arrangement of Postal Training Centers may be read as Present Strength of ECO Postal Staff College Islamabad.
3. The word **Muzaffarabadas** written at Sl. No 4 under the arrangement of FC, Gilgit Baltistan & AJK Circle Islamabad may be read as **Gilgit Baltistan Region**.

{No. Estt, 12-1/2020  
Dated 30-09-2020}

V. **RE-ORGANIZATION IN PAKISTAN POST OFFICE DEPARTMENT.**

In order to streamline and strengthen the work of Directorate General, the competent authority has been pleased to transfer the post of Assistant Director (IP & Congress) to FS wing for its further Utilization as Assistant Director (S.I) (BPS-17). The Superintendent (Special Project) is hereby placed under the supervision of Assistant Director (SI) (BP-17). The Superintendent (SP) will route his file to Director (SI) (BPS-19) through Assistant Director (SI) (BPS-17).

2. Furthermore, to streamline the work of Board Branch, the Board branch is hereby placed under Director (IM). The Superintendent (Board) will route his files to Secretary (Board) as per existing setup.

3. Necessary posting I transfer orders against the above mentioned posts may be issued by the HR Wing accordingly.

{No. Estt. 5-1/2020  
Dated: 06-10-2020}

**PART-III**  
**POSTAL AND EXPRESS SERVICES.**

Nil

**PART-IV**  
**POSTAL SAVINGS, AGENCY FUNCTIONS AND SPECIAL**  
**FINANCIAL, SERVICES.**

**I. REVISION IN RATES ON NATIONAL SAVINGS SCHEMES (NSSs).**

Kindly find enclosed copies of Finance Division's Notifications Nos F.20 (1) GS-I/2016-1243, dated 30-09-2020 received through CDNS Islamabad letter No. F. 12 (2) PS (PD&M) Rates Noti. {64} /2020 dated 30-09-2020 on the subject noted above.

As per the said letter, the existing rate of profit on National Savings Schemes shall remain unchanged w.e.f 30-09-2020 till further notification.

{No. Sav. 2-19/2020  
Dated: 06-10-2020}

GOVT OF PAKISTAN  
Central Directorate of National Savings  
Block No. 23-N, Savings House, Main Civic Centre  
**ISLAMABAD**

No. F.12(2) PS-(PD&M)/ Rates Noti. {64}/2020 September 30<sup>th</sup>, 2020

**Subject: REVISION IN RATES OF NATIONAL SAVINGS SCHEMES (NSS).**

All concerned may please find enclose a copy of the Finance Division's u.o No. F. 20 (1) GS-I/2016-1243, dated 30.09.2020 on the subject.

2. Vide above said U.O, the Finance Division has informed that the **existing rates of profit on National Savings Schemes shall remain unchanged w.e.f 30-09-2020** till further notification.

Encl:- (As Above)

**Government of Pakistan**  
**Finance Division**  
**Budget Wing**

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**Subject: - MONTHLY REVISION IN RATES OF NATIONAL SAVINGS SCHEMES (NSSs).**

Reference CDNS u.o. No. F.12(2) Sch-1/2008-09, Vol-III dated 17.09.2020 on the above subject.

2. The existing rates of National Savings Schemes will remain unchanged with effect from 30.09.2020 till further notification. CDNS is requested to take further necessary action accordingly.
3. This issues with the approval of Finance Secretary.

(Muhammad Hassan)  
Section Officer Borrowing)

Director General, CDNS, Islamabad.  
Fin.Div.u.o. No. F.20 (1) GS-I/2016-1243, Dated: 30.09.2020

**PART-V**  
**FINANCE AND BUDGET / ACCOUNTS**

Nil



**PART-VI  
GENERAL**

**I. HOLDING OF POST OFFICE ACCOUNTANTS SAS  
EXAMINATION PART-II FOR THE JUNIOR ACCOUNTANTS (BPS-16)  
FOR PROMOTION TO THE POST OF ASSISTANT ACCOUNTS  
OFFICER (BPS-17) IN PAKISTAN POST OFFICE DEPARTMENT  
(OTHER THAN DIRECTOR OF ACCOUNTS PAKISTAN POST OFFICE  
LAHORE.**

Please refer to this office letter of even number dated 13-02-2020, 16-03-2020 and 25-06-2020 on the subject cited above.

2. Due to intensive engagement of Circles, Regions and Units in compilation of data / information to be provided to Habib Bank Limited, the Director General has been pleased to revise the schedule of above subject examination which will now be held at the respective Centres from 04-09-2020 to 18-09-2020 according to the following time table:-

| <b>Date</b> | <b>Paper</b>   | <b>Time</b>        |
|-------------|--|--------------------|
| 14-09-2020  | Paper-I “Commercial Accounting (theory)”                           | 09:30 to 12:30 hrs |
| 15-09-2020  | Paper-II “Cost Accounting (theory)”                                | 09:30 to 12:30 hrs |
| 16-09-2020  | Paper-III “Organizations and Methods (theory)”                     | 09:30 to 12:30 hrs |
| 17-09-2020  | Paper-IV “Foreign Post Accounts (Practical)” with the aid of books | 09:30 to 12:30 hrs |
| 18-09-2020  | Paper-V “PLI Accounts (Practical)” with the aid of books           | 09:30 to 12:30 hrs |

3. All the concerned may please be informed about the revised schedule of the said examination and while issuing the Roll Number Slips to the concerned candidates, it may be clearly mentioned that observance of prescribed precautionary measure against Covid-19 announced by the Federal as well as concerned Provincial Government will be mandatory for the candidates as well as the concerned examiners / invigilators. Other instructions will remain the same as notified vide this office letter of even number dated 13-02-2020.

{No. CP. 4-1/2019  
Dated: 07-08-2020}