

GOVERNMENT OF PAKISTAN  
DIRECTORATE GENERAL PAKISTAN POST OFFICE, ISLAMABAD



**DIRECTOR GENERAL'S CIRCULAR NO. 04**

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

Islamabad, the April 12<sup>th</sup>, 2023

**I. NOTIFICATION**

No. CP.3-2/2007-IX. On the recommendations of Departmental Promotion committee in its meeting held on 10-04-2023 and with the approval of the competent authority viz Director (Admn), Dte-General Pakistan Post, Islamabad; the following UDCs (BPS-13) in the Dte-General, Pakistan Post, Islamabad are promoted to the post of Assistants (BPS-15) in the Directorate General, Pakistan Post, Islamabad with immediate effect as mentioned below:

<b>S. No</b>	<b>Name of the official</b>	<b>Remarks</b>
1.	Mr. Sifat Noor	Promoted to the post of Assistant (BPS-15) on regular basis against each clear vacancy.
2.	Mr. Iftikhar Ahmed	Promoted as Assistant (BPS-15) on temporary basis against deputation vacancy. The official will be liable to be reverted to the lower post of UDC on joining of regular incumbent unless adjusted against clear vacancy of UDC in promotion quota.
3.	Mrs. Khair-un-Nisa	Promoted as Assistant (BPS-15) on temporary basis against deputation vacancy. The official will be liable to be reverted to the lower post of UDC on joining of regular incumbent unless adjusted against clear vacancy of UDC in promotion quota.
4.	Mr. Muhammad Asif	Promoted as Assistant (BPS-15) on temporary basis against leave vacancy. The official will be liable to be reverted to the lower post of UDC on joining of regular incumbent unless adjusted against clear vacancy of UDC in promotion quota.

2. The above named officials will be on probation for a period of one (01) year. The 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 Servants (Appointment, Promotion and Transfer) Rules, 1973.

The Manager,  
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**PART-II**  
**RULES AND REGULATIONS**

NIL

**PART-III**

**POSTAL AND SPECIAL SERVICES**

**OPERATIONAL AND ACCOUNTING PROCEDURE OF MONEY ORDER SERVICES  
IN THE WAKE OF OPENING OF A CURRENT ACCOUNT IN NBP BY PPOD FOR  
OPERATION OF MONEY ORDER SERVICES**

**CORREIGENDUM**

In partial modification in provisional Accounting procedure of Money Order Service issued through advance D.G. special Circular vide No. IM. 3-3/2022 dated 14-12-2022, the head of Account for booking and payment of Money Orders has inadvertently been printed as “F01125” in para (10) and table under para (21) which may please be read as “**G-07113**”.

2. Necessary correction may be made in all working / circulated copies of advance D.G. special Circular accordingly to avoid misclassification and arising difference between figures of MO issue and payment in summary and cash Accounts.

{No. IM. 3-3/2022-I  
Dated: 17-04-2023 }

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

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NIL

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

**NIL**

**PART-VI**  
**GENERAL**

**NIL**