

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



DIRECTOR GENERAL'S CIRCULAR NO. 03

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<u>Part</u>	<u>Contents</u>	<u>Pages</u>
Part-I	Appointments, Promotions, Posting and Transfer of Officers of Pakistan Post Office.	2-6
PART-II	Rules and Regulations.	7-8
PART-III	Postal and Express Services	9
PART-IV	Postal Savings, Agency Functions and Special Financial Services.	10
Part-V	Finance and Budget / Accounts	11-12
Part-VI	General	13

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

I. ARRANGEMENT AGAINST THE POST OF ADDL. DIRECTOR GENERAL (OPS) (BS-21), DTE-GENERAL PPO, ISLAMABAD

The Director General, Pakistan Post has been pleased to grant additional charge of the vacant post of Addl. Director General (OPS) (BPS-21), Dte-General PPO, Islamabad to Hafiz Shakil Ahmed, Addl. Director General (Admn) (BS-21), Dte-General PPO, Islamabad in addition to his own duties with immediate effect and until further orders.

{No. P (I). 1-1/2004-V
Dated: 15-03-2023}

Islamabad, the March 14th, 2023

II. NOTIFICATION

No. CP.5-10/2003-XVII. On the recommendations of Departmental Promotion Committee in its meeting held on 06-03-2023 and with the approval of the competent authority viz Deputy Director General (Admn), Dte-General Pakistan Post, Islamabad; the following Assistant (BPS-15/16) in Dte-General, Pakistan Post Islamabad were promoted to the post of Superintendent (BPS-16) in the Directorate General, Pakistan Post, Islamabad with immediate effect as mentioned below:

Sl. No.	Name of the official	Remarks
1.	Mr. Rifatullah	Promoted to the post of Superintendent (BPS-16) on regular basis against clear vacancy.
2.	Mr. Hassan Atif	Promoted as Superintendent (BS-16) on temporary basis against deputation vacancy. He will be liable to be reverted to the lower post on joining of regular incumbent unless adjusted against clear vacancy.
3.	Mr. Habib-ur-Rehman	Promoted as Superintendent (BS-16) on temporary basis against deputation vacancy. He will be liable to be reverted to the lower post on joining of regular incumbent unless adjusted against clear vacancy.
4.	Ms. Khadija Riaz	Promoted as Superintendent (BS-16) on temporary basis against leave vacancy. She will be liable to be reverted to the lower post on joining of regular incumbent unless adjusted against clear vacancy.

2. The above named officer 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) Rule, 1973.

The Manager,
Printing Corporation of Pakistan Press,
University Road,
Karachi

Dated Islamabad, the March 28, 2023

III. NOTIFICATION

No. CP. 3-1/2016-II. On the recommendations of Departmental Promotion committee and with the approval of the competent authority, the following Assistant Private Secretary (BPS-16) is promoted to the post of Private Secretary (BS-17) in the Directorate General, Pakistan Post, Islamabad on regular basis with immediate effect:-

S. No	Name of Officer	Remarks
1.	Ms. Ghazala Rashid	Promoted as Private Secretary (BS-17) on regular basis.

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

Dated at Islamabad, the March 29th, 2023

IV. NOTIFICATION

No. CP. 3-6/2022. In pursuance of Finance Division (Regulation Wing) Office Memorandum F. No. 9(7) R-I/2014-233/2022 dated 08-05-2022 and on the recommendations of the Time Scale Committee (T.S.C) and with approval of the Chairman PPSMB / Director General, Pakistan Post, the following Junior Accountants, Computer Operators and Assistant Private Secretaries (BPS-16) working in Pakistan Post Office Department are hereby granted Higher Time Scale BPS-17 (First Time) with immediate effect:-

Junior Accountants (BPS-16)			
S. No.	Name of Officers	Working Under	Remarks
1.	Mr. Muhammad Irfan	Postmaster General, Peshawar	Provisionally granted Higher Time Scale BS-17 subject to final outcome of CPLA filed in Supreme Court of Pakistan against the judgment of FST dated 23-11-2021 in Appeal No. 125(P)CS/2020
2.	Mr. Muhammad Nisar Kiani	Postmaster General Muzaffarabad	Nil
3.	Mr. Muzaffar Abbas Kiani	Postmaster General Rawalpindi	
4.	Mr. Sana Ullah Channa	Postmaster General Hyderabad	
5.	Mr. Zafar Younas	ECO PSC, Islamabad	
Computer Operators (BPS-16)			
6.	Mr. Mashkoor Ahmed Qureshi	Postmaster General Karachi	Nil
7.	Mr. Shiraz Alam Khan	On deputation to Ministry of Communications, Islamabad	
8.	Mr. Zahid Pervaiz	On deputation to General Manager, PLI Karachi	
9.	Mr. Imran Ahmed	On deputation to General Manager, PLI Karachi	
10.	Mr. Kanwal Shahbaz	On deputation to General Manager, PLI Lahore	
11.	Mr. Nadeem Asghar	On deputation to General Manager, PLI, Lahore	
12.	Mr. Jibran Ali	On deputation to General Manager, PLI Lahore	
13.	Mr. Burhan Ahmed	On deputation to General Manager, PLI, Lahore	

14.	Mirza Nadeem Baig	Dte-General PPOD, Islamabad	
15.	Mr. Imran Azeem	Postmaster General, Islamabad	
16.	Mr. Muhammad Afzal	Dte-General PPOD, Islamabad	
17.	Mr. Waqar Ahmed Khan	Postmaster General, Multan	
Assistant Private Secretaries (BPS-16)			
18.	Mr. Khawar Saeed	Postmaster General, Multan	Nil

The Manager,
 Printing Corporation of Pakistan Press,
 University Road,
Karachi

V. RE-ORGANIZATION IN PAKISTAN POST OFFICE DEPARTMENT

Deputy Director General (Admn) is being engaged heavily in recruitment process and is overburdened.

2. Keeping in view the above, following branches are hereby directed to route their files directly to Addl. Director General (Admn) through concerned ADDGs:-

- | | | |
|------|------------------------------|---------------------|
| i. | P-I branch | through ADDG (HR) |
| ii. | Confidential & Review Branch | through ADDG (HR) |
| iii. | CP Branch | through ADDG (HR) |
| iv) | PR Branch | through ADDG (P) |
| v) | Establishment Branch | through ADDG (Estt) |

{No. Estt. 5-1/2022
 Dated: 20-03-2023}

VI. RE-ORGANIZATION OF DTE-GENERAL PAKISTAN POST OFFICE, ISLAMABAD

The Director General has been pleased to order establishment of Military Pension Reconciliation Cell (MPRC) at the Directorate General, Pakistan Post, Islamabad with the following Establishment.

2. The Military Pension Reconciliation Cell (MPRC) shall work under the Financial Services Wing at this Dte-General. This Cell will route file to Addl. Director General (FS) through Dy. Director General (FS). The Military Pension Reconciliation Cell (MPRC) will have the following job.

3. **TOR-JOB DESCRIPTION.**

The Cell will:-

- (i) Process review of pension records to identify and rectify and discrepancies in disbursement of Military Pension.
- (ii) Implement robust measures to safeguard pension data, ensuing the highest standards of security and confidentiality in Military Pension payments.
- (iii) Coordinate with NBP authorities for bank statements (Regarding Islamabad Main Account of Pension Payment maintained at Main Branch Islamabad and Sub accounts maintained at District level where GPOs are functioning).
- (iv) Maintain bank statements of PPA accounts of each GPO under respective NBP branches duly verified by CPMs/Sr. Postmasters.
- (v) Coordinate with GPOs/PMGs, DAPPO and MAG.
- (vi) Act as a facilitator to GPOs and DAPPO in Pension Payment Reconciliation
- (vii) Share weekly reports of reconciliation work with Addl. Director General (FS) through Dy. Director General (FS).

S. No.	Name of Post	No. of Post	Post Transferred / Re-utilized
1	Accounts Officer (BPS-18)	01	Post Transferred from IAC
2	Asstt. Accounts Officer (BPS-17)	01	Post of AAO Tax reutilized
3	ASPOs (BPS-14)	01	Post Transferred from Pension payment Cell
4	UDC	01	Post Transferred from Pension Payment Cell

4. Necessary posting / transfer orders against the above mentioned posts may be issued by the Chief Accounts officer / HR / Admn wings accordingly.

5. The Director (Admn) shall also ensure provision of necessary office space and furniture on immediate basis.

{No. Estt. 26-1-2015
Dated: 29-03-2024}

PART-II
RULES AND REGULATIONS

VII. SPECIAL DISPENSATION FOR THE CIVIL SERVANTS IN THE FEDERAL GOVERNMENT FOR THE EMPLOYEES IN BPS-01 TO BPS-16

The undersigned is directed to convey in pursuance of Finance Division F. No. 9(7) R-I/2014-62/2023 dated 14-02-2023, the Prime Minister has been pleased to accord approval to the grant of special dispensation for the Civil Servants (BPS-1 to BPS-15) in the Federal Government as per following pattern:-

- a. The incumbents in BPS-01 to BPS-05 will be granted two higher pay scales as one time dispensation, if they have not availed time scale under Time Scale Policy-2022. However, their substantive pay scales will remain un-changes.
- b. The incumbents in BPS-01 to BPS-05 will be granted one higher pay scale as one time dispensation, if they have availed time scale under Time Scale Policy-2022. However, their substantive pay scales will remain un-changed.
- c. The incumbents in BPS-06 to BPS-15 will be granted next higher scale as one time dispensation, if they have not availed time scale under Time Scale Policy-2022. However, their substantive pay scales will remain unchanged.
- d. The incumbents in BPS-06 to BPS-15 who have already availed benefit of time scales as per Time Scale Policy-2022 will only be granted one additional increment of their current pay scale as on time dispensation.
- e. Employees in BPS-16 will be granted one additional increment as one time dispensation.
- f. The post of Lower Division Clerk will be upgraded from BPS-09 to BPS-11 and that of Upper Division Clerk from BPS-11 to BPS-13 alongwith incumbents. Recruitment rules will be amended by Establishment Division accordingly as per up-gradation Policy.

2. The above mentioned special dispensations shall be subject to following conditions:-

- i) The dispensation shall only be admissible to those Civil Servants of Federal Government who are in BPS-01 to BPS-16 (excluding employees paid out of Defence Estimates) and are in receipt of Disparity Reduction Allowances.
- ii) This dispensation shall not be admissible to an employee who is currently drawing the pay of BPS-17 by whatsoever means.
- iii) One Chance of grant of Higher Time Scale, admissible under Time Scale Policy-2022, shall be considered as lapsed in respect of employees who avail benefit under this dispensation.
- iv) This dispensation shall not involve any upgradation of posts except the posts of LDC / UDC.
- v) No premature increment shall be admissible on grant of higher pay scale under this dispensation.
- vi) The beneficiary of grant of Higher Pay Scale under this dispensation shall continue to draw allowances / perks/ privileges/ etc. sanctioned for own substantive pay scale. The substantive pay scale is a pay scale which is acquired by a Civil Servant on regular basis through initial appointment by means of promotion/ appointment by transfer.

- vii) The dispensation at para 1(c, d) will not be applicable to LDCs and UDCs whose posts have been upgraded under para 1 (f).
- viii) The phrase in para 2(i) “and who are in receipt of Disparity Reduction Allowances” shall stand omitted in case of the president’s Secretariat (Public), president’s Secretariat (Personal), Prime Minister’s Office (Public) and Prime Minister’s Office (Internal).
- ix) These dispensations will be effective from 01-01-2023.
- x) Finance Division will notify an Anomaly committee to address the issues arising from the implementation of this dispensation, and the decision of the Committee shall be final. However, for any variation / amendments in this dispensation, the recommendation of the Anomaly Committee shall require Prime Minister’s approval.

{No. Estt. 2-1/2023
Dated: 08-03-2023}

PART-III
POSTAL AND EXPRESS SERVICES.

NIL

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

NIL

PART-V
FINANCE AND BUDGET / ACCOUNTS

VIII. CHART OF ACCOUNTS (CORRECTION SLIP NO. 596)

The following new sub-detailed object has been introduced / opened/ allocated by the Controller General of Accounts vide Correction Slip No. 596 received vide letter No. 145/CGA/AC-I/1-10/G-Object/2018 dated 22-02-2023 (Copy enclosed) under Object Element “G-Liabilities” in the Chart of Accounts.

Quality Service Fund	
Major Head	G-12-Special Deposit Fund
Minor Head	G-127-Other Funds
Detailed Head (New)	G1270S-Quality Service Fund Pakistan Post Office

2. It is therefore, requested that necessary addition may please be made in the Chart of Accounts accordingly.
3. This issues with the approval of the Chief Accounts Officer, Pakistan Post.

{No. B.1-3/2004 (VII)
Dated: 01-03-2023 }



2168

GOVERNMENT OF PAKISTAN
OFFICE OF THE CONTROLLER GENERAL OF ACCOUNTS

CGA Complex, FBC Building, Sector G-5/2
ISLAMABAD

Ph. No. 051-9214215, Fax No. 051-9215465
www.cga.gov.pk

CHART OF ACCOUNTS
Correction Slip No. 596

In pursuance of Finance Division, Islamabad office letter No. I(10)/SO/TSA/58/2020 dated 17.02.2023 regarding creation of new head of account titled "Quality Service Fund" for Pakistan Post Office Department, the following new detailed Head of Account under Object Element "G- Liabilities" is opened /allocated in the Chart of Accounts:

Major Head	G12	Special Deposit Fund
Minor Head	G127	Other Funds
Detailed Head (New)	G1270S	Quality Service Fund Pakistan Post Office

Accounts Officer
(Accounts-I)

Dated: 22.02.2023

No.145/CGA/AC-I/1-10/ G-Object/2018

Distribution

- Ms. Mariya Farheen, Section Officer (TSA), Finance Division, Islamabad, w.r.t their letter referred above.
- The Auditor General of Pakistan, Audit House, Constitution Avenue, Islamabad.
- State Bank of Pakistan, (A.D Accounts Deptt), I.I. Chundrigar Road, Karachi.
- The Director (Budget Computerization), Finance Division (Budget Wing), Islamabad.
- The Chief Finance & Accounts Officer, Finance Division, Islamabad.
 - 1- AGPR, Islamabad. 2- AG Punjab, Lahore. 3- AG Sindh, Karachi.
 - 4- AG Khyber Pakhtunkhwa, Peshawar. 5- AG Baluchistan, Quetta. 6-AG AJ&K Muzaffarabad.
 - 7- Accountant General Gilgit-Baltistan, Gilgit 8- DG Accounts Works, Lahore.
- AGPR, sub-offices
 - 1- Karachi 2- Lahore 3- Peshawar 4- Quetta 5- Gilgit
- Finance Departments
 - 1- Govt. of Punjab, Lahore. 2- Govt. of Sindh, Karachi 3- Govt. of Khyber Pakhtunkhwa Peshawar.
 - 4- Govt. of Baluchistan, Quetta. 5- Govt. of AJ&K, Muzaffarabad. 6- Govt. of Gilgit Baltistan, Gilgit.
- Self-Accounting Entities
 - 1- The Member Finance, Pakistan Railways, Islamabad 2- The CAO, Foreign Affairs, Islamabad.
 - 3- DG National Savings, Islamabad. 4- DG Pakistan Post Office Department, Islamabad.
 - 5- DA, PPOD, Lahore 6- The CAO, GSP, Quetta 7- The Director (B&A), Pak. PWD, Islamabad.
 - 8- The CAO, Pakistan Mint, Lahore
 - 9- Military Accountant General, Rawalpindi

2023/02/22
24/12

24/12/23
24/12/23

24/12/23

ASD



Dr. Shafiqur Rehman
Addl. D.G. (A&F)



Chairman/D.G.

Dated:

Addl. D.G. (A&F)

PART-VI
GENERAL

IX.

Director General's Circular No. -----
Islamabad the, -----

The Pakistan Post Office Department regrets to announce with heavy heart that the sad demise of Mr. Bagga Masih, Ex-Sanitary Worker (BPS-02), Directorate General, Pakistan Post Office, Islamabad taken on 18-02-2023. He was born on 01-07-1964 and joined service as Sanitary Worker (BPS-02) on 01-05-1983. During service; he performed his duties satisfactorily as per height.

2. While expressing profound sense of grief on the death of late Mr. Bagga Masih, Ex-Sanitary Worker (BPS-02), the Director General of Pakistan Post conveys his deep sympathy and condolence to the members of the bereaved family. May God rest his soul in peace.

3. His name has been struck off from sanctioned strength of Sanitary Worker of the Dte-General PPO, Islamabad.

{No. Admn-B-6 (IV)
Dated: 01-03-2023}

X. STUCK OFF MEMO.

Mr. Abdul Rauf (late), Ex-Naib Qasid, Dte-General PPO, Islamabad is hereby struck off from the sanctioned strength of Directorate General PPO, Islamabad due to his death w.e.f. 10-01-2022.

{No. Admn-59 (IV)
Dated: 06-03-2023}