

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



DIRECTOR GENERAL'S CIRCULAR NO. 12

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

I. PROMOTION / TRANSFER / POSTING OF OFFICERS IN BPS-20 (POSTAL GROUP) UNDER THE PAKISTAN POST.

On promotion from BPS-19 to BPS-20 (Postal Group) vide Ministry of Communications, Government of Pakistan, Islamabad's Notification No. 1-6/2021-P.O-I, dated 08-12-2021, the Director General, PPOD has been pleased to order transfer / posting of following BPS-20 officers with immediate effect and till further orders in the interest of service:-

SL. NO.	NAME OF OFFICER	POST HELD	POST AGAINST WHICH POSTED
1.	Mr. Shahid Javed Malik	Dy. Postmaster General (Ops) (BS-19), Central Punjab Circle, Lahore	On promotion Postmaster General (BS-20), Southern Punjab Circle, Multan vice Ms. Fauzia Salman (on leave) transferred.
2.	Mr. Muhammad Anwaar Malik	Dy. Postmaster General (Ops) (BS-19), Northern Punjab Circle, Rawalpindi	On promotion Postmaster General (BS-20), Northern Punjab Circle Rawalpindi against the vacant post by terminating existing arrangement.
3.	Sqn. Ldr ® Maqsood Ahmad Baloch	Dy. Postmaster General (Admn) (BS-19), FC & GB Circle Islamabad	On promotion Postmaster General (BS-20) FC & GB Circle Islamabad vice Hafiz Shakil Ahmed Qureshi (on training) transferred.
4.	Hafiz Shakil Ahmed Qureshi	Postmaster General (BS-20), FC & GB Circle, Islamabad (on training / NMC)	Postmaster General (BS-20), Khyber Pakhtunkhwa Circle, Peshawar against vacant post for pay purpose
5.	Mr. Muhammad Zaheer	Director (SI) (BS-19), Directorate General, PPO, Islamabad	On promotion Dy. Director General (SI) (BS-20), Dte-General, PPOD, Islamabad vice Mr. Akbar Ali Dero transferred.
6.	Mr. Akbar Ali Dero	Dy. Director General (SI) (BPS-20), Dte- General, PPOD, Islamabad	The services of the officer are placed at disposal of Establishment Division for posting in Federal Secretariat against the apportioned quota for Postal Group vice Mr. Samiullah Khan promoted to BS-21.
7.	Ms. Fauzia Salman	The Postmaster General (BS-20), Southern Punjab Circle Multan (On leave)	Postmaster General (BS-20), Central Punjab Circle, Lahore for pay purpose during leave.

2. In addition to above, the Director General has further been pleased to order following arrangement against the posts of BS-19/20 of Postal Group with immediate effect for a period of 89 days or till the joining of regular incumbent, whichever is earlier:-

SL. NO	NAME OF POST	ARRANGEMENT
1.	Postmaster General, KPK Circle, Peshawar	Current charge of the post is assigned to Mr. Zaheer Ullah Khan, Deputy Postmaster General (Admn) (BS-19), KPK Circle, Peshawar
2.	Postmaster General, Central Punjab Circle Lahore	Current charge of the post is assigned to Mr. Zia-Ul-Haq Ranjha, Deputy Postmaster General (Admn) (BS-19), Northern Punjab Circle Rawalpindi.
3.	Dy. Postmaster General (Ops) (BS-19), Northern Punjab Circle Rawalpindi	Additional charge of the post is assigned to Malik Babur Javed, Dy. Postmaster General (Admn) (BS-19) Northern Punjab Circle Rawalpindi.
4.	Director (SI), Directorate General, PPO, Islamabad	Additional charge of the post is assigned to Mr. Moazzam Mansoor, Director (FS&Ins) (BS-19), Dte- General, PPOD, Islamabad
5.	Dy. Postmaster General (Admn) (BS-19), FC & GB Circle Islamabad	Current charge of the post is assigned to Mr. Shahnawaz Khan Mahsud, Asstt. Postmaster General (FS) (BS-18), FC& GB Circle Islamabad

3. The promoted officer will be on probation for a period of on (1) year from the date they actually assume the charge of BPS-20 post in terms of Rule 21 (1) (2) & (4) of the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973. If no order is issued on the expiry of first year of the probation period, the period of probation shall be deemed to have been extended under Rule 21 (2) of the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973.

4. The aforementioned officers shall assume the charge of the BS-19/20 posts, where required, on charge relinquishment by the existing incumbents who have been promoted to BS-20/21.

No. S. 2-2/2000-VIII (P-I)

Dated: 08-12-2021

Islamabad, the December 10, 2021

II. NOTIFICATION.

Consequent upon promotion vide Ministry of Communications, Islamabad's Notification No. 1-6/2021-P.O-I dated 08-12-2021 the Secretary, Ministry of Communications, Government of Pakistan has been pleased to order transfer/ posting of following BPS-21 officers of Postal Group with immediate effect and until further orders in the interest of service: -

SL. NO.	NAME OF OFFICER	POST HELD	POST AGAINST WHICH POSTED
1.	Mr. Khawaja Imran Raza	Postmaster General (BS-20), Central Punjab Circle, Lahore	On promotion, Postmaster General (BS-21), Punjab Province against vacant post by terminating existing arrangement
2.	Mr. Samiullah Khan	Joint Secretary (BS-20), GB Council Secretariat, Islamabad against apportioned quota for Postal Group in Federal Secretariat.	On promotion Postmaster General (BS-21), Sindh and Balochistan against the vacant post by terminating existing arrangement. The officer may be repatriated to join his new assignment in the PPOD.

2. The above named officers will be on probation for a period of one (1) year from the date they actually assume the charge of BPS-21 post in terms of Rule 21 (1) (2) & (4) of the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973. This period may be further extended by another on year, if considered necessary by the competent authority in terms of rule 21 (2) of the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973.

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

The Manger,
Printing Corporation of Pakistan Press,
Karachi.

III. NOTIFICATION.

No. CP. 3-7/2016-II. On the recommendations of Departmental Promotion Committee in its meeting held on 01-12-2021 and with the approval of the competent authority, Mr. Farooq Asghar working as Computer Programmer (BPS-17) Northern Punjab Circle, Rawalpindi is promoted to the post of System Analyst (BPS-18), Pakistan Post Office Department on regular basis w.e.f the date he assumes the charge of the post.

2. The above named officer will be on probation for a period of 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 Manger,
Printing Corporation of Pakistan Press,
University Road,
Karachi.

Islamabad, the 08-12-2021

IV. NOTIFICATION.

No. CP. 3-7/2016-II. On the recommendations of Departmental Promotion Committee in its meeting held on 01-12-2021 and with the approval of the competent authority, the following officers working as Computer Operator (BPS-16) are promoted to the post of Computer Programmer (BPS-17), Pakistan Post Office Department on regular basis as mentioned against each:-

Sr. No.	Name of Officer	Remarks
1.	Mr. Muhammad Ismail Computer Operator (BPS-16), Northern Punjab Circle, Rawalpindi	Promoted to the post of Computer Programmer (BPS-17) on regular basis against clear vacancy w.e.f the date he assumes the charge of the post
2.	Mr. Jehanzeb, Computer Operator (BPS-16), Northern Sindh Circle, Hyderabad	Promoted to the post of Computer Programmer (BPS-17) on regular basis against clear vacancy w.e.f the date he assumes the charge of the post.

2. The above named officers will be on probation for a period of 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.

Islamabad, the 08-12-2021

V. NOTIFICATION.

No. CP. 3-7/2016-II. On the recommendations of Departmental Promotion Committee in its meeting held on 01-12-2021 and with the approval of the competent authority, the following officers working as Superintendent (BPS-17), Directorate General, Pakistan Post, Islamabad are promoted to the post of Assistant Director (BPS-17) on regular basis as mentioned against each:-

Sr. No.	Name of Officer	Remarks
1.	Mr. Ahmed Hassan Anis	Promoted to the post of Assistant Director (BPS-17) on regular basis against clear vacancy w.e.f the date he assumes the charge of the post.
2.	Mr. Amar Nisar Ahmed	Promoted to the post of Assistant Director (BPS-17) on regular basis against clear vacancy w.e.f the date he assumes the charge of the post subject to the condition that he shall actualize his promotion in his parent department.
3.	Mr. Asmat Ullah	Promoted to the post of Assistant Director (BPS-17) on regular basis against clear vacancy w.e.f the date he assumes the charge of the post.

2. The above named officers will be on probation for a period of on (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.

VI. NOTIFICATION.

No. CP. 3-7/2016-II. On the recommendations of Departmental Promotion Committee in its meeting held on 01-12-2021 and with the approval of the competent authority, the following officers working as Assistant Private Secretary (BPS-16), Directorate General, Pakistan Post, Islamabad are promoted to the post of Private Secretary (BPS-17) on regular basis as mentioned against each:-

Sr. No.	Name of Officer	Remarks
1.	Mr. Muhammad Muazzam Ali Zahid	Promoted to the post of Private Secretary (BPS-17) on regular basis against clear vacancy w.e.f the date he assumes the charge of the post.
2.	Mr. Abdul Malik	Promoted to the post of Private Secretary (BPS-17) on regular basis against clear vacancy to be occurred due to retirement of Mr. Tariq Mehmood, Senior Private Secretary on 31-12-2021.

2. The above named officers will be on probation for a period for a period of 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.

I. HOLDING OF DEPARTMENTAL COMPETITIVE PROMOTIONAL EXAMINATION OF ASSISTANT SUPERINTENDENT POST OFFICES/ MST (RMS) (BPS-14) IN THE PAKISTAN POST OFFICE DEPARTMENT.

In pursuance of rule 669 and Appendix No. 18 of Post Office Manual Volume-IV as amended, the schedule of Departmental Competitive Promotional Examination for the following posts of Assistant Superintendent Post Offices, MST (RMS) (BPS-14) in the Pakistan Post Office Department is notified for the information of all concerned to be held from 29-12-2021 to 02-01-2022 as per following time table:-

(A). VACANCY POSITION

S. #	Name of Circle	Number of Vacancies	
		ASPOS	ASMST
1.	Central Punjab Circle, Lahore	09	03
2.	Khyber Pakhtunkhwa Circle, Peshawar	08	01
3.	Southern Punjab Circle, Multan	08	02
4.	Northern Punjab Circle, Rawalpindi	22	04
5.	Northern Sindh Circle, Hyderabad	03	01
6.	Federal Capital, & Gilgit Baltistan Circle, Islamabad	03	02
7.	Metropolitan Circle, Karachi	12	02
8.	Baluchistan Circle, Quetta	02	02
9.	Azad Jammu & Kashmir Circle, Muzaffarabad	03	00

(B). SCHEDULE OF EXAMINATION

Assistant Superintendents Post Offices, MST (RMS) (BPS-14)			
Day	Date	Paper	Timing
Wednesday	29-12-2021	I	09.30 a.m to 12.30 pm
Thursday	30-12-2021	II	
Friday	31-12-2021	III (with the aid of book)	
Saturday	01-01-2022	IV (with the aid of book)	
Sunday	02-01-2022	V	

2. The concerned Heads of Circle will issue Roll Numbers to eligible candidates who fulfill the conditions of eligibility for the Department Competitive Promotional Examination in consecutive serial order according to the pattern given below after observing strict checking/confirmation of the required terms and conditions as laid down in Appendix No. 18 of Post Office Manual Volume-IV under intimation to this office.

Office / Circle	ASPOs	AS MST
Central Punjab Circle, Lahore	ASCP-001 to 300	MSTL-301 to 450
Khyber Pakhtunkhwa Circle, Peshawar	ASKP- 451 to 700	MSTP- 701to 750
Southern Punjab Circle, Multan	ASSP-750 to 1000	MSTM-1001 to 1200
Northern Punjab Circle, Rawalpindi	ASNP-1201to 1600	MSTR-1601to 1800
Northern Sindh Circle, Hyderabad	ASNS-1801 to 2000	MSTH-2001 to 2100
Federal Capital & Gilgit Baltistan Circle, Islamabad	ASFC-2101 to 2200	MSTI- 2201 to 2300
Metropolitan Circle, Karachi	ASMK-2301to 2600	MSTK- 2601 to 2800
Balochistan Circle, Quetta	ASBQ-2801 to 3000	MSTQ- 3001to 3200
Azad Jammu & Kashmir Circle, Muzaffarabad	ASJK-3201 to 3500	Nil

3. The concerned Postmaster General will act as Chief Examiner Officer and make necessary arrangements for providing the examination hall and also nominate a Supervising Officer (not below BPS-18) as well as Invigilators on the days indicated above. Supply of question papers and answer sheets will be the responsibility of the Directorate General Pakistan Post Office.

4. No application / request for relaxation of any condition prescribed under the recruitment rules is entertain able.

5. Last date for receipt of applications from the intending candidates is fixed as 23-12-2021. Particulars of eligible candidates with Roll Numbers allotted, should reach to this office by 27-12-2021 positively by return mail as well as by e-mail addg.rectt@gmail.com in the prescribed proforma given below:-

S.#	Roll No.	Name of Candidate with Fathers name	Designation with BPS	Office of Posting	Date of Regular Service in BPS-9 and above	Date of Birth	Educational Qualification	Particulars of examination fee Rs. 300/- deposited	
								Un-Classified receipt No. & date	Name of Post Office
1	2	3	4	5	6	7	8	9	10

6. All the Heads of Circle are requested to give wide publicity to this circular amongst the intending eligible candidates under their jurisdiction under intimation to this office.

Kindly acknowledge receipt.

{No. ER. 11-1/2021

Dated: 16-12-2012

PART-II
RULES AND REGULATIONS

AMENDMENTS IN POST OFFICE MANUALS

No. Reg. 1-6/2012: In the light of Rule 5 (15) of the Rules of Business, 1973 the implementation of Secretariat Instructions published in the Gazette of Pakistan (Extraordinary) vide OM No. 6/1/2009-Manuals dated 22-11-2021 is circulated as Annexure for compliance by all concerned.

No. Reg. 1-6/2012
{Dated: 24-12-2021

-219-16

Islamabad, 22nd November, 2021

No. 6/1/2009-Manuals
5/11/21

80/4/21

OFFICE MEMORANDUM

Subject: **IMPLEMENTATION OF SECRETARIAT INSTRUCTIONS**

The undersigned is directed to refer to subject cited above and to state that in the light of rule 5 (15) of the Rules of Business, 1973 detailed instructions have been issued in the form of "Secretariat Instructions". The Secretariat Instructions provide guidelines to the Ministries/Divisions for smooth running of official business in the Federal Secretariat.

2. It has been observed that the Secretariat Instructions are not being followed in letter and spirit, resulting in lapses and inviting criticism from the general public. In this regard, reference is made to instructions no. 5 & no. 16 of Secretariat Instructions (Edition-2004), which relate to maximum extent of delegation of powers to officers serving under Secretary and all other cases shall be disposed of by officers in accordance with the relevant rules or powers delegated to them, respectively.

3. Extracts of Instructions No. 5 & 16 are being quoted as under, for ready reference:-

Instruction No. 5:

(i) *The Secretary shall determine the maximum extent of delegation of powers to officers serving under him and issue clear standing orders laying down these powers and also the manner of disposal of cases in the Division and shall ensure that—*

- (a) *The distribution of work is equitable.*
- (b) *The channel of submission of cases is vertical and not horizontal; and*
- (c) *The tiers through which a case has to pass are ordinarily not more than two excluding the Secretary.*

(ii) *The Secretary shall review the delegation of powers to various officers periodically to ensure maximum delegation of authority for disposal of cases at the initial and middle levels, with an appropriate reporting system to keep him fully informed.*

Instruction No.16:

All other cases shall be disposed of by officers in accordance with the relevant rules or the powers delegated under these Instructions. All fresh receipts sent down by the Secretary, Additional Secretary or Joint Secretary shall ordinarily be taken to be sent down "for examination and disposal without reference to him", unless the case has to be shown to him under the provisions of these Instructions or he specifically asks for the case to be shown to him.

4. In view of the above, all Federal Secretaries of the Ministries / Divisions and Heads of Attached Departments/Autonomous / Semi-Autonomous Bodies / Corporations are requested to comply with the above referred instructions in letter & spirit and to furnish the copies of administrative delegated powers pertaining to respective Ministries/Divisions as contained in Secretariat Instructions, particularly the instructions quoted in para-3 above.

5. This issues with the approval of Secretary, Establishment Division...

hhaider
(GHULAM HAIDER)
Deputy Director (M&P)

Secretary,
Communications Division,
Islamabad.

1680
26-11-21
8534
25-11-21

By No. 5683 SACH
Dated 25-11-21

26-11-21
735

PART-III
POSTAL & EXPRESS SERVICES

I. EXTENSION OF EXPRESS POST SERVICES AT MANKERA POST OFFICE (DSPS MIANWALI DIVISION) UNDER NORTHERN PUNJAB CIRCLE, RAWALPINDI.

Reference: - Your office letter No. EP/Services-Ext/2019 dated 13-12-2021.

The Director General has been pleased to allow start of booking of EP Services UMS/UMO/UMS (COD) with existing infrastructure and man power in the following Post Office with effect from 24-12-2021:

Sr. No	Name of District	Name of Booking Office at a Station offering UMS	Post Code	Telephone No. of Booking Office	Name of Payment office at a station
1	Bhakkar	Mankera Po	30060	0453-410098	Mankera PO

2. The Postmaster General, Northern Punjab Circle, Rawalpindi will arrange to provide a copy of the relevant Director General Special Circular with all amendments made therein from time to time as well as other pertinent instructions to the newly authorized Post Office to enable it to run the UMS/UMO/UMS (COD) Services properly and efficiently.

3. Divisional Superintendent of Postal Services Mianwali Division will urgently arrange to provide standardized printed forms, relevant books of receipts, UMS/UMO/UMS (COD) Services stationery, etc to the above said Post Office for commencing promptly the operation of newly introduced UMS/UMO/UMS (COD) Services.

4. Local publicity will also be arranged by the Unit Officer and In charge of Post Office for information of the prospective users of Express Post Service. Suitable Notice will also be exhibited prominently on the office Notice Board, by the newly authorized Post Office for the information of the general public.

5. The UMS/UMO/UMS (COD) Services when started at the above Post Office will be intimated by the Head of Circle to the Directorate General promptly for issuance of amendments/ correction to the List of Cities/ Towns/ Post Offices linked with Express Post Network in Pakistan contained in Para 3 (a) of DG's Special Circular No. 06 dated 15-05-2008 for information of all concerned.

{No. EP. 10-01/2012 (VI)}

{Dated: 31-12-2021}

PART-IV

POSTAL SAVINGS, AGENCY FUNCTIONS AND SPECIAL FINANCIAL SERVICES

Nil

PART-V
FINANCE AND BUDGET/ ACCOUNTS

Nil

PART-VI
GENERAL

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

In order to improve the efficiency and to make the supervision better, the Director General, Pakistan Post / Chairman PPSMB has been pleased to make following changes in the administrative hierarchy of Pakistan Post Office Department:-

- I. The Baluchistan Postal Circle is placed under the administrative control of Postmaster General Sindh Province Karachi (BPS-21).
- II. The nomenclature of Postmaster General, Sindh Province is changed as Postmaster General, Sindh & Baluchistan (BPS-21).
- III. The Postmaster General, Metropolitan Circle Karachi, Northern Sindh Circle, Hyderabad and Baluchistan Circle Quetta shall report to the Postmaster General, Sindh & Baluchistan (BPS-21).

{No. Estt. 5-1/2019 (PT)
Dated: 09-12-2021