

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



DIRECTOR GENERAL'S CIRCULAR NO. 02

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

I. POSTINGS OF OFFICERS UNDER THE PAKISTAN POST OFFICE DEPARTMENT.

Consequent upon promotion/ appointment of BS-16 officers to BS-17 (Postal Group) on regular/ acting charge basis vide Ministry of Communication's Notification No. 17 (161)/2019. PO-I dated 16-02-2023 the Director General, Pakistan Post Office Department has been pleased to order postings of following officers mentioned against each in the interest of service with immediate effect and until further orders:-

S. No.	Name of Officers	Post Held	Post against which posted
1.	Mr. Muhammad Mustafa	AD (F) PLI Jhang	DSPS, Jhang against the vacant post by terminating the existing arrangement, if any.
2.	Mr. Muhammad Iftikhar	AD (F) PLI Sahiwal	AD (Issue) % GM PLICL Lahore against the vacant post by terminating the existing arrangement, if any.
3.	Syed Muhammad Aslam	Sr. Postmaster, Shakra-e- Faisal HPO Karachi	DSPS (West), Karachi against vacant post by terminating the existing arrangement, if any.
4.	Mr. Akhtar Inam	AD (PS) Circle Office, Karachi	DS 'MST' K Division Karachi against vacant post by terminating the existing arrangement. If any
5.	MR. Shafqat Ali Khokhar	Manager (EP) Center Hyderabad GPO	DSPS (South) Karachi vice Mr. Waseem Akhtar Siddiqui transferred.
6.	Mr. Zulfiqar Ali	AD (Insp) Dte-General PPO Islamabad	Chief Postmaster Mardan GPO against the vacant post by terminating the existing arrangement, if any.
7.	Mr. Muhammad Aslam	Sr. Postmaster, Mandi Bahauddin GPO	DSPS, Chakwal, against vacant post by terminating the existing arrangement, if any
8.	Mr. Tahir Saifullah	Sr. Postmaster, Sargodha GPO	Chief Postmaster Sargodha GPO, against vacant post by terminating the existing arrangement, if any.
9.	Hafiz Muhammad Anwar	Senior Postmaster Okara GPO	DSPS Gujranwala against vacant post by terminating the existing arrangement. If any.
10.	Mr. Abdul Nasir Khokhar	Manager (EP) Center Sukkur GPO	Chief Postmaster Hyderabad GPO, against vacant post by terminating the existing arrangement, if any.

11.	Mr. Munir Akhtar	Senior Postmaster, Mansehra GPO	Chief Postmaster Muzaffarabad GPO, against vacant post by terminating the existing arrangement, if any.
12.	Mr. Bedar Muhammad Khan	AD (Inv) Dte- General PPO Islamabad	DSPS, Gilgit against vacant post by terminating the existing arrangement, if any.
13.	Mr. Fakhar uz Zaman	Senior Postmaster, Batkhela GPO	DSPS Kohat, against the vacant post by terminating the existing arrangement, if any.
14.	Mr. Munawar Khan	AD (Mails) Circle Office, Peshawar	DS MST Peshawar against vacant post by terminating the existing arrangement, if any.
15.	Mr. Muhammad Ishaque	Superintendent DMO Hyderabad	Chief Postmaster Nawabshah GPO vice Mr. Ghulam Asghar Soomro transferred.
16.	Mr. Said Muhammad	AD (Inv) Circle Office, Quetta	DSPS Quetta (Div-II), vice Mr. Ghulam Jilani transferred.
17.	Mr. M. Adil Khan	Senior Postmaster (Try) Karachi GPO	Chief Postmaster Korangi GPO Karachi, against vacant post by terminating the existing arrangement, if any.
18.	Mr. Yar Muhammad Khan	Manager (OP-II) EP Karachi	Chief Postmaster Al-Haidery GPO Karachi against the vacant post by terminating the existing arrangement if any.
19.	Mr. Muhammad Saleem	Senior Postmaster, Model Town PO Lahore	DSPS Qila Sheikhpura, against vacant post by terminating the existing arrangement, if any
20.	Mr. Muhammad Shafique	Senior Postmaster Jhang GPO	Chief Postmaster Gujranwala GPO, against vacant post by terminating the existing arrangement, if any.

2. The above mentioned officers 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 order in the interest of service:-

Sl. No.	Name of Officers	Post Held	Post against which posted
1.	Mr. Waseem Akhtar Siddiqui	DSPS (South), Karachi	Dy. Controller EP Karachi, vice Ms. Maryam Khan transferred
2.	Ms. Maryam Khan	Dy. Controller EP Karachi	Dy. Controller (IMO), Letters Karachi against vacant post by

			terminating the existing arrangement, if any
3.	Mr. Ghulam Asghar Soomro	CPM Nawabshah GPO	DSPS Sibi against vacant post by terminating the existing arrangement, if any.
4.	Mr. Ghulam Jilani	DSPS Quetta (Div-II)	DS 'MST' Quetta, against a 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-IX
Dated: 24-02-2023}

II.**NOTIFICATION**

No. CP. 3-3/2014-I In pursuance of Finance Division (Regulation Wing) F. No. 1(3) R-I/2010/2014 dated 10-09-2014, on the recommendations of the Departmental Promotion Committee and with the approval of the competent authority: the following Superintendents (BPS-16), working in Directorate General, Pakistan Post Office, Islamabad are granted BPS-17 w.e.f. the dates mentioned against each:

Sr. No	Name of the officers	Date of grant of BPS-17
1.	Mr. Riaz Ali Lakho	01-01-2023
2.	Mr. Muhammad Shahid Mehboob	10-01-2023

2. In pursuance of the Finance Division O.M. No. F. No. 9(47) R-I/2015-520/2018 dated 15-11-2018; the above named Superintendents, on grant of BS-17, are entitled to all benefits of BS-17 including perks / privileges, premature increment, rental ceiling / house rent allowance and medical allowance etc.

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

PART-II
RULES AND REGULATIONS

NIL

PART-III
POSTAL AND EXPRESS SERVICES

III. EXTENSION OF FAX MONEY ORDER SERVICE AT KOTLI SATTIAN POST OFFICE (HSG) UNDER DSPS MURREE KAHUTA DIVISION RAWALPINDI

Reference:- Your office letter No. EP/Services-Ext/2019 dated 22-0\02-2023

The Director General has been pleased to allow Fax Money Order with existing infrastructure and man power in Kotli Sattian Post Office with immediate effect.

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 FMO Service properly and efficiently.

3. The Divisional Superintendent Postal Services, Murree-Kahuta, and Rawalpindi GPO will urgently arrange to provide standardized printed forms, relevant books of receipts, FMO Service stationery, etc to the above said Post Office relevant books of receipts, FMO Service stationery, etc to the above said Post Office for commencing promptly the operations of newly introduced FMO Service.

4. Local publicity will also be arranged by the Unit Officer and In charge of Post Office for information of the prospective users of FMO 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 FMO Service 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 in the list of Cities / Towns / Post Offices linked with Express Post Network in Pakistan as contained in Para 3 (a) of DG's Special Circular No. 06 dated 15-05-2008 for information of all concerned.

{No. EP. 10-1/2012 (VI)
Dated: 27-02-2023}

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

IV. CHART OF ACCOUNTS (CORRECTION SLIP NO. 06/2022)

The following New Sub Detailed Objects have been introduced by the Director Accounts, Pakistan Post Office Department, Lahore vide letter No. Coord/Pro/302/05-19/EMS-Plus/995 dated 18-10-2022 & Corrigendum vide letter No. Coord/Pro/302/05-19/EMS-Plus/1395 dated 27-01-2023 (Copies enclosed) under Object Element “F-Assets” & “G-Liabilities”, as detailed below:-

(I) Recording of Cash Collection / Payment	
Object Element	F-Assets
Major Object	F01-Cash & Bank Balances
Minor Object	F011-Balance with SBP/ NBP
Detailed Object	F01125-Central Account for PPOD Operations (PPOD-III)
New Sub Detailed Object	F01125-08 Receipt/Payments on Collection of Express Mail Service (EMS Plus)

(II) Booking for Cheque Clearing Account under Liability Head:-	
Object Element	G-Liabilities
Major Object	G01-Current Liabilities.
Minor Object	G011-Cheque Clearing Account.
Detailed Object	G0110G-Cheque Clearing Account- PPOD Operations (PPOD-III).
New Sub Detailed Object	G0110G-08 Cheque Clearing Account for Collection of Express Mail Service (EMS Plus).

2. Necessary amendments may please be made in your office record. The receipt of this office record. The receipt of this office letter may please be acknowledged.
3. This issues with the approval of Chief Accounts Officer, Pakistan Post.

{No. B-1-3/2004 (VII)
Dated: 10-02-2023}

Post



Government of Pakistan
DIRECTORATE OF ACCOUNTS,
PAKISTAN POST OFFICE DEPARTMENT.

75

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Ph:042-99212020-21 Fax: 042-99212023

PPOD CHART OF ACCOUNTS

Correction Slip No. 06/2022

In accordance with authority to add/ delete the sub-detailed object codes vested to this Directorate vide para 4(ii) of the Controller General of Accounts' letter No.236/AC-I/1-10/Misc.-CoA/2010, dated 07.05.2011, the following sub-detailed object codes have been opened in the PPOD Account (PPOD-III) for booking the receipts/payments of "EMS Plus" service provided at GPOs level.

III. Recording of Cash Collection/Payment:

- Object Element = "F- Assets"
- Major Object = "F01- Cash and Bank Balances"
- Minor Object = "F011- Balance with SBP/NBP"
- Detailed Object = "F01125 - Central Account for PPOD Operations (PPOD-III)"

New Sub Detailed Object	Description
F01125-08	Receipts/Payments on collection of Electric Money Order Service (EMS Plus)

IV. Booking for Cheque clearing Account under liability head:

- Object Element = "G- Liabilities"
- Major Object = "G01- Current Liabilities"
- Minor Object = "G011- Cheque Clearing Account"
- Detailed Object = "G0110G - Cheque Clearing Account-PPOD Operations (PPOD-III)"

New Sub Detailed Object	Description
G0110G-08	Cheque Clearing Account for Collection of Electric Money Order Service (EMS Plus)

Authority: Director Accounts' orders dated 18.10.2022.

2225/RK/2022
20/10

[Signature]
S. Ishaq-ur-Rehman
Chief Accounts Officer

ACCOUNTS OFFICER
(Co-ordination Section)

[Signature]
ACAO (Budget)

No. Coord/Pro/302/05-19/EMS Plus/ *Mb*

Dated at Lahore: October 18, 2022.

Forwarded for information and necessary action to:

1. The Director General, Pakistan Post Department, Islamabad w.r.t his office letter No. B. 1-3/2004 (VIII) dated 14.09.2022. The comments/reservations on the proposed accounting procedure will be communicated in due course.
- ✓ 2. The Chief Accounts Officer, O/o the Director General, PPOD, G-8/4, Islamabad for circulation to all the concerned units of PPOD.
3. The Accounts Officer (Accounts), O/o the Controller General of Accounts, G-5/2 Islamabad
4. The Accounts Officers, PA Sections (local)
5. The Accounts Officer, FI Lab (local), His sectional letter No. FI. Lab/COA/PPOD/2021-22 dated 12.10.2022 is referred to.
6. The Accounts Officer / MO Section (local).
7. Relevant COA File (local).



ACCOUNTS OFFICER
(Co-ordination Section)



Government of Pakistan
**DIRECTORATE OF ACCOUNTS,
 PAKISTAN POST OFFICE DEPARTMENT,**

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PPOD CHART OF ACCOUNTS

CORRIGENDUM

In continuation of this Directorate letter No. Coord/Pro/302/05-19/EMS Plus/95-997 dated 18.10.2022. In partial modification of the Correction Slip No. 06/2022 issued for booking the receipts/payments of "EMS Plus" service provided at GPOs level, the description for the new Sub detailed object F01125-08 & G0110G-08 may be read as "Receipts/Payments on collection of Express Mail Service (EMS Plus)" instead of "Receipts/Payments on collection of Electric Money Order Service" and "Cheque Clearing Account for Collection of Express Mail Service (EMS Plus)" instead of "Cheque Clearing Account for Collection of Electric Money Order Service" respectively.

Necessary correction in the relevant record may kindly be made accordingly. Furthermore, this Directorate Corrigendum even No. 1176-1178 dated 17.11.2022 on the subject matter may be treated withdrawn ab-initio.

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ACCOUNTS OFFICER
 (Co-ordination Section)

No. Coord/Pro/302/05-19/EMS Plus/ 1395 Dated at Lahore: January 9th 2023

Forwarded for information and necessary action to:

1. The Director General, Pakistan Post Department, Islamabad w.r.t his office letter No. B.1-3/2004 (VIII) dated 29.11.2022.
2. The Chief Accounts Officer, O/o the Director General, PPOD, C-8/4, Islamabad
3. The Accounts Officer (Accounts), O/o the Controller General of Accounts, G-5/2 Islamabad.
4. The Accounts Officer, FI Lab (local). His sectional letter No. FI Lab/COA/PPOD/2021-22 dated 12.10.2022 is referred to.
5. The Accounts Officer / MO Section (local).
6. Relevant COA File (local).

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IV. CHART OF ACCOUNTS (CORRECTION SLIP NO. 01/2023).

The following New Sub detailed Objects have been introduced by the Director Accounts, Pakistan Post Office Department, Lahore vide letter No. Coord/Pro/270/09-2017/NADRA-ID/1372 dated 24-01-2023 (Copy enclosed) under Object Element “F-Assets” & “G-Liabilities”.

(I) Recording of Cash Collection / Payment	
Object Element	F-Assets
Major Object	F01-Cash & Bank Balances
Minor Object	F011-Balance with SBP/ NBP
Detailed Object	F01123-Central Account for PPOD Agency / Commercial Functions (PPOD-I)
New Sub Detailed Object	F01123-43-Receipt / Payment of NADRA CNIC Fee.

(II) Booking of liability for Cheque Clearing Account:-	
Object Element	G-Liabilities.
Major Object	G01-Current Liabilities
Minor Object	G011-Cheque Clearing Account
Detailed Object	G0110E-Cheque Clearing Account – PPOD Agency / Commercial Functions (PPOD-I)
New Sub Detailed Object	G0110E-43 – Cheque Clearing Account – Receipt / Payments of NADRA CNIC Fee.

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 Chief Accounts Officer, Pakistan Post.

{No. B.1-3/2004 (VII)
Dated: 22-02-2024}



Government of Pakistan
DIRECTORATE OF ACCOUNTS,
PAKISTAN POST OFFICE DEPARTMENT,

75

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PPOD CHART OF ACCOUNTS

Code Revision No. 01/2023

In accordance with authority to add/delete the sub-detailed object codes vested to this Directorate vide para 4(ii) of the Controller General of Accounts' letter No.236/AC-1/1-10/Misc.-CoA/2010, dated 07.05.2011, the following sub-detailed object code has been opened under head of Account (PPOD-I) for booking the receipts/payments of "NADRA CNIC Fee" in connection with business operated as agency/commercial function by PPOD.

I. Recording of Cash Collection/Payment:

- Object Element - "F- Assets"
- Major Object - "F01- Cash and Bank Balances"
- Minor Object - "F011- Balance with SBP/NBP"
- Detailed Object - "F01123 - Central Account for PPOD Agency/ Commercial Functions (PPOD-I)"

New Sub Detailed Object	Description
F01123-43	Receipts/Payments of NADRA CNIC Fee

II. Booking of Liability for Cheque Clearing Account:

- Object Element - "G- Liabilities"
- Major Object - "G01- Current Liabilities"
- Minor Object - "G011- Cheque Clearing Account"
- Detailed Object - "G0110E - Cheque Clearing Account-PPOD Agency/ Commercial Functions (PPOD-I)"

New Sub Detailed Object	Description
G0110E-43	Cheque Clearing Account - Receipts/Payments of NADRA CNIC Fee

*Chg on June
AC No (05/1)*

Authority: Director Accounts' Orders dated 20.01.2023

—sd—
ACCOUNTS OFFICER
 (Co-ordination Section)

*16/1/2023
2/2/23*

*Re no 10 115/1935
9/3/2023*

*JM(D)
17/2/23
15/2/23
570*

No. Coord/Pro/270/09-2017/NAIDRA-ID/1372

Dated at Lahore: January 24, 2023.

Forwarded for information and necessary action to:

1. The Director General, Pakistan Post, Islamabad w.r.to his office letter No. SP.7-12/2016 (Pt-C) dated 16.01.2023.
2. The Chief Accounts Officer, O/o the Director General, PPOD, G-8/4, Islamabad for circulation to all the concerned units of PPOD.
3. The Accounts Officer (Accounts), O/o the Controller General of Accounts, G-5/2 Islamabad.
4. The Accounts Officers, PA Sections (local)
5. The Accounts Officer, FI Lab (local) with reference to his sectional letter No. AO/FI. Lab COA PPOD/Vol-III/TR-335 dated 19.01.2023.
6. Relevant Chart of Accounts File (local).


ACCOUNTS OFFICER
(Co-ordination Section)

**PART-VI
GENERAL**

NIL