

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



**DIRECTOR GENERAL'S CIRCULAR NO. 10**

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**PART-I**

**APPOINTMENTS, PROMOTIONS, POSTING AND TRANSFER OF OFFICERS OF PAKISTAN  
POST OFFICE**

**NOTIFICATION**

**No. P.II.1-12/2006.** With the approval of the competent authority viz Director (Admn), Directorate General Pakistan Post, Islamabad, the following UDCs, who are already working against the post of Assistant (BPS-15), Directorate General Pakistan Post, Islamabad on acting charge basis w.e.f 20-03-2025 are promoted as Assistant (BPS-15) on regular basis with effect from the dates mentioned against each:-

<b>Sl. No.</b>	<b>Name of officials</b>	<b>Remarks</b>
1.	Mr. Muhamad Irfan	Promoted as Assistant (BPS-15) on regular basis w.e.f 10-05-2025 against the clear vacant post due to regularization of services of Mr. Liaqat Ali, Superintendent (BPS-106)
2.	Mr. Sahibzada	Promoted as Assistant (BPS-15) on regular basis w.e.f 15-07-2025 against the clear vacant post due to regularization of services of Ms. Okasha Akhtar, Superintendent (BPS-16)
3.	Mr. Kabir Ahmed	Promoted as Assistant (BPS-15) on regular basis w.e.f 15-08-2025 against the clear vacant post due to regularization of services of Ms. Aneela Mukhtar, Superintendent (BPS-16)

2. The above named officials 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).

**P-II.1-12/2006**

**Dated 02-10-2025**

**P-II.1-12/2006.**

**NOTIFICATION**

In partial modification of this office memo of even number dated 02-10-2025, the dates of regular promotion as Assistant (BPS-15) in respect of officials at Serial No. 2 & 3 may be read as under:-

Sl. No.	Name of Officials	Remarks
2.	Mr. Sahibzada	Promoted as Assistant (BPS-15) on regular basis w.e.f 06-06-2025 against the clear vacant post due to regularization of services of Mr. Muhammad Hussain, Superintendent (BPS-16) w.e.f 06-06-2025.
3.	Mr. Kabir Ahmed	Promoted as Assistant (BPS-15) on regular basis w.e.f 15-07-2025 against the clear vacant post due to regularization of services of Ms. Okasha Akhtar, Superintendent (BPS-16) w.e.f 15-07-2025

2. Other contents of the letter will remain intact.

**P.II. 1-12/2006**

**Dated 06-10-2025**

## NOTIFICATION

**No. P.II.1-12/2006.** With the approval of the competent authority viz Director (Admn), Directorate General Pakistan Post, Islamabad, the following UDC, who are already working against the post of Assistant (BPS-15), Directorate General Pakistan Post, Islamabad on temporary basis w.e.f 20-03-2025 is promoted as Assistant (BPS-15) on regular basis with effect from the date mentioned against each:-

<b>Sl. No.</b>	<b>Name of officials</b>	<b>Remarks</b>
1.	Mr. Naseer Ahmed	Promoted as Assistant (BPS-15) on regular basis w.e.f 15-08-2025 against the clear vacant post due to regularization of Mrs. Aneela Mukhtar as Superintendent (BPS-16) w.e.f 15-08-2025.

3. The above named official 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, 1873).

**P-II.1-12/2006**  
**Dated 06-10-2025**

## NOTIFICATION

No. CP.3-2/2007-X. On the recommendation of Departmental Promotion Committee in its meeting held on 16-10-2025 and with the approval of the competent authority viz Director (Admn), Dte-General, Pakistan Post Office, Islamabad, the following UDCs (BPS-13) are promoted to the post of Assistant (BPS-15) in the Directorate General, Pakistan Post, Islamabad with immediate effect and as mentioned against each:-

Sl. No.	Name of Officials	Remarks
1.	Mr. Muhammad Saleem Baig	Recommended for promotion to the post of Assistant (BS-15), on temporary basis. The official is liable to be reverted to his lower post on joining of regular incumbent back, unless adjusted against a clear vacant post.
2.	Mr. Kashif Ali	Recommended for promotion to the post of Assistant (BS-15), on temporary basis. The official is liable to be reverted to his lower post on joining of regular incumbent back, unless adjusted against a clear vacant post.

2. The above-named officials will be on probation for a period of one (01) year from the date they actually assume charge of the post of Assistant (BS-15). This period may be further extended by another one year, if considered necessary by the competent authority in terms of Rules 21 (1) (2) and (4) of the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973.

**No. CP.3-2/2007-X**

**Dated. 20-10-2025**

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

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**Nil**

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**Part-III**  
**POSTAL AND EXPRESS SERVICES**

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**Nil**

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**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**

**PPOD CHART OF ACCOUNTS (CORRECTION SLIP NO. 03-2025)**

A copy of Director Accounts, Pakistan post office Department Lahore letter No. Coord/Pro/259/12-2016/DISCO-Coll/649 dated 29<sup>th</sup> September, 2025 on the subject noted above, which is self-explanatory is enclosed herewith for information & strict compliance. Necessary addition may please be made in the Chart of Accounts accordingly.

2. This issues with the approval of Director General.

**B.1-3/2023 (CoA)**  
**Dated 14-10-2025**



DIRECTORATE OF ACCOUNTS, PAKISTAN POST OFFICE DEPARTMENT,

4th Floor Audit Complex, Mouj-e-Darya Road, Lahore-54550 Ph.042-99212020-21 Fax: 042-99212023

PPOD CHART OF ACCOUNTS

Correction Slip No. 03/2025

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 code has been opened under head of Account (PPOD-I) for booking the receipts/payments of "Water Bills Collection of Public Health Engineering Department, KPK, Peshawar" in connection with business operated by PPOD.

I. Recording the Receipt/payment of Water Bills collection of PHED, KPK, Peshawar (SBP/NBP):

- 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)"

Table with 2 columns: New Sub Detailed Object, Description. Row 1: F01123-61, NBP-Receipt/Payment of collection of Water Bills of PHED, KPK, Peshawar

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)"

Table with 2 columns: New Sub Detailed Object, Description. Row 1: G0110E-61, Cheque Clearing Account- Receipt/payment of collection of Water Bills of PHED, KPK, Peshawar

1294 Bst / 2025 2/12

RC No: 112447109
Date: 02-10-2025

Handwritten signatures and initials



Conti-----

III. Recording of amount of "Commission on Collection of Water Bills of on behalf of PHED Peshawar":

Object Element = "C- Non-Tax Revenue"  
Major Object = "C03- Miscellaneous Receipts"  
Minor Object = "C035- Economic Services Receipts - Others"  
Detailed Object = "C03588 - Agency Services Receipts"

New Sub Detailed Object	Description
C03588-29	Commission on Collection of Water Bills of PHED, KPJK, Peshawar

Authority: Director Accounts' Orders dated 23.09.2025.

—sd—  
ASST. DIRECTOR  
(Co-ordination Section)

No. Coord Pro/259/12-2016/DISCO Coll/ 644-

Dated at Lahore: September 24, 2025.

Forwarded for information and necessary action to:

1. The Director General, Pakistan Post, Islamabad w.r.to his office letter No. AF & Serv. 4-2/2025 dated 11.07.2025.
- ✓ 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 Officer, FI Pre Audit Labs (local)
5. The Accounts Officer, FI Post Audit Lab (local) with reference to his sectional letter No. FI. Lab/COA/PPOD/Vol-11/TR-33 dated 08.09.2025.
6. Chart of Accounts File (local).

ASST. DIRECTOR  
(Co-ordination Section)

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**PART-VI  
GENERAL**

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**Nil**

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