

**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.**

Dated Islamabad, the October 04, 2022

**I. 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 (BS-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	Mr. Muhammad Afzal	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 Islamabad, the October 27, 2022

**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:-

<b>Sr. No.</b>	<b>Name of the officers</b>	<b>Date of grant of BPS-17</b>
1.	Mr. Attaullah Shah	02-10-2022
2.	Mr. Ali Hussain	02-10-2022
3.	Mr. Jahangir Ahmed Noor	03-10-2022

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 Superintendent, 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**

Dated Islamabad, the October 26, 2022

**III. NOTIFICATION**

No. CP. 3-2/2017-I. With the approval of the competent authority viz Deputy Director General (Admn) Directorate General, Pakistan Post Office, Islamabad, the following Superintendent who is already working against the post of Superintendent (BS-16), Dte- General, Pakistan Post Office, Islamabad on acting charge basis w.e.f 28-05-2022 is promoted as Superintendent (BS-16) on regular basis with effect from the date mentioned below:

<b>Sl. No.</b>	<b>Name of the officers</b>	<b>Date of promotion on regular basis as Superintendent (BS-16)</b>
1.	Mr. Muhammad Zareef	24-09-2022

2. The above named officer will be on probation for a period of one (01) year. This period may further be 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.**

**IV. NOTIFICATION**

No. CP. 3-1/2014-I. On the recommendations of the Departmental Promotion Committee and with the approval of the competent authority viz Deputy Director General (Admn), Directorate General, Pakistan Post, Islamabad, the mentioned below Stenotypist (BS-15) are promoted to the post of Assistant Private Secretary (BS-16), Directorate General, Pakistan Post, Islamabad as mentioned against each:-

<b>Sr. No.</b>	<b>Name of the official</b>	<b>Remarks</b>
1.	Mr. Javed Iqbal	Promoted to the post of Assistant Private Secretary (BS-16) on Regular basis
2.	Mr. Muhammad Arif	Promoted to the post of Assistant Private Secretary (BS-16) on Regular basis.

2. The above named officials will be on probation for a period of one (01) year from the date they actually assumes charge of the post of Assistant Private Secretary (BS-16). 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.

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

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

**V. GRANT OF USUAL INCREMENT IN THE YEAR OF RETIREMENT.**

Kindly find enclosed herewith a copy of Finance Division (Regulation Wing)'s O.M F. No. 3 (4) R-2/2014-656 dated 20<sup>th</sup> September, 2022 received through Ministry of Communications, Islamabad vide letter F. No. 1 (1) /2022- 23- Budget- Ministry of Communications, Islamabad (Main) dated 27<sup>th</sup> September, 2022 on the subject noted above for information & necessary action and further circulation among all the Units/ Offices working under your administrative control.

No. Pen. 1-2/2021

Dated: - 10-10-2022

90

**GOVERNMENT OF PAKISTAN  
MINISTRY OF COMMUNICATIONS**

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F.No.1(1)/2022-23-Budget-MOC(Main)

Islamabad the 27<sup>th</sup> September, 2022

1. The Chairman,  
National Highways Authority,  
Islamabad
2. The Inspector General,  
National Highway & Motorway Police,  
Islamabad
3. The Director General,  
Pakistan Post Office Department  
Islamabad
4. Chief Executive  
PLIC Islamabad
5. The Chief,  
National Transport Research Centre,  
Islamabad
6. The Director,  
Construction Technology Training Institute,  
Islamabad

**SUBJECT:- GRANT OF INCREMENT IN THE YEAR OF RETIREMENT.**

I am directed to enclose herewith Finance Division Regulation wing O.M No.3(4)R-2/2014-656 dated 20<sup>th</sup> September, 2022 on the above subject for information and compliance please.

*m. Javed*  
**(Javed Iqbal)**  
Drawing & Disbursing Office

*[Handwritten signature]*  
S. Ishfaq-ur-Rehman  
Chief Accounts Officer

*[Handwritten signature]*

*[Handwritten signature]*  
S. Ishfaq-ur-Rehman  
Chief Accounts Officer

**OFFICE OF THE CHAIRMAN**  
312  
20/9/22  
**ISLAMABAD**

*AD (P&F)*

*[Handwritten signature]*  
29/9

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10-

F.No.3(4)R-2/2014-656  
Government of Pakistan  
Finance Division  
(Regulations Wing)  
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F.No.3(4)R-2/2014-656

Islamabad the 20<sup>th</sup> September, 2022

OFFICE MEMORANDUM

Subject: GRANT OF USUAL INCREMENT IN THE YEAR OF RETIREMENT.

The undersigned is directed to refer to Finance Division's O.M. No.3(20)R-2/98 dated 08.09.1999 read with O.M. No.3(20)R-2/98 dated 29.12.199 and O.M. No. 11(1)R-2/2007-590 dated 01.01.2015 which provide that a Civil Servant is entitled to the usual annual increment, for the purpose of calculation of pension only, on completion of six months service in the year of retirement irrespective of due date of 1<sup>st</sup> December following the completion of six month.

2. It has been pointed out from various quarters that the civil servants who have been promoted from lower to higher post/scale after completion of six months service in the year of retirement could not get the benefit of annual increment, for the purpose of calculation of pension, if they retire before 1st December following the promotion merely because they have not completed six months service after promotion in the higher post/scale in the year of retirement.

3. It is clarified that in such cases, for the purpose of calculation of pension only, their pay in the higher post/scale may be re-fixed on the basis of pay fixed in the lower post after allowing the benefit of annual increment in pre promotion scale for which he would have been entitled for his six months service.

390/22  
21-9-22

6.67  
21-9-22

3678  
21-9-22

AS/SSS (AD)  
M

SSS (K)

(Saadia Kanwal)  
Section Officer (R-2)  
Ph. 9245846

All Ministries/Division/Departments/AGPR

Trails. SO CR-II  
22/9/2022  
DDU / Admn section

**PART-III**  
**POSTAL AND EXPRESS SERVICES**

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

In order to streamline the official work and to make the supervision better, the Director General, Pakistan Post/ Chairman PPSMB has been pleased to make following changes in the hierarchy of Dte- General, Pakistan Post Office, Islamabad.

- i. The post of Director (Law) (BPS-19) is renamed and utilized as Director (EP) (BPS-19). The EP and QS Branches are placed under Director (EP). The Superintendent (EP) and (QS) will route files to Director (EP) through ADDG (QS).
- ii. The Superintendent (IP) and (Protocol) will remain under Director (IP) and will route files to Director (IP) through ADDG (IP& Cong).
- iii. The post of Director (R&D) ECO, Postal Staff College, Islamabad is hereby transferred and utilized as Director to Director General.

No. Estt. 5-1/2022  
Dated: - 17-10-2022

**VII. RE- ORGANIZATION OF DIRECTORATE GENERAL, 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 work relating to Pakistan Post Foundation (PPF) is assigned to Board Branch.
- (ii) Superintendent Board branch shall put up files to Secretary Board.
- (iii) Secretary Board shall put up files to Chairman through Vice Chairman i.e Addl. DG (Admn) to be nominated by Director General.
- (iv) MD Pakistan Post Foundation to submit files to Board Branch for further placing before DG as Chairman.

2. One vacant post of Assistant (BPS-16) from S&S Branch is hereby transferred to Board Branch to deal with the work of Pakistan Post Foundation.

No. Estt. 5-1/2020  
Dated: - 12-10-2022

## **VIII. RE-ORGANIZATION IN PAKISTAN POST OFFICE DEPARTMENT.**

In order to streamline the official work and to make the supervision better, the competent authority has been pleased to make following changes in the hierarchy of Dte- General, Pakistan Post Office, Islamabad.

- i. The post of ADDG (Law) (BPS-17) is renamed as ADDG (litigation-I) (BPS-17). The Superintendent (Litigation-I) will route files to ADDG (Litigation-I) who will further route files to Dy. DG (Ops).
- ii. The post of Dy. Director (Law) (BPS-18) may be renamed as Dy. Director (Litigation-II) (BPS-18). The Superintendent (Litigation-II) will route files to Dy. Director (Litigation-II). The Dy. Director (Litigation-II) will route files to Dy. DG (Ops).

2. The job descriptions of ADDG (Litigation-I) and Dy. Director (Litigation-II) will be as follows:-

Job description of ADDG (Litigation-I)	Job description of Dy. Director (Litigation-II)
The Matters relating to Circuit Courts, (District / Civil / Session), NIRC Cases, Union Affairs Law Cases, HRC Cases and Wafaqi Mohtasib (Ombudsman)' cases.	The matters relating to FST, High Court and Supreme Court cases.

No. Estt. 5-1/2019 (Pt)

Dated:- 19-10-2022

**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**

**IX. CHART OF ACCOUNTS.**

The Director Accounts, Pakistan Post Office Department Lahore has introduced some new detailed objects vide Correction Slip bearing No. 07/2022 received vide letter No. Coord/Pro/334/09-22/M.O-Service/ 993 dated 18<sup>th</sup> October, 2022 (Copy enclosed) for strict compliance.

2. Necessary addition may please be made in relevant record.

No. B.1-3/2004 (VII)

Dated: - 25-10-2022

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

NIL