

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



DIRECTOR GENERAL'S CIRCULAR NO. 11

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PART-I
CORRIGENDUM

No. CP. 3-3/2014-I. The date for grant of BS-17 to Superintendent vide this office Notification of even number dated 03-10-2023 may be corrected and read as “**17-07-2023** instead of 18-07-2023” at serial No. 2 and “**13-05-2023** instead of 14-05-2023” at Serial No. 1 respectively. Other contents of the letter shall remain intact.

CP. 3-3/2014-I
Dated 13/14-11-2023.

PART-II

SUBJECT: - RE-ORGANIZATION IN PAKISTAN POST OFFICE DEPARTMENT.

CORRIGENDIUM

In continuation to this office letter of even number dated 07-11-2023 on the subject cited above. It is intimated that the arrangement of post at para-II is hereby cancelled and spare post of DSPS (BPS-17) Peshawar is renamed as DSPS Peshawar Division (BPS – 17) in Peshawar Circle instead of APMG (Marketing) (BPS – 17)

2. It is further intimated that competent authority has been please to make the following arrangement.

- a. The Post Offices in Peshawar District, Khyber Direct and under Peshawar GPO are attached with DSPS Peshawar City (BPS-18).
- b. The Post Offices in Nowashara District, Charsadda District and Mohmand District are attached with DSPS Peshawar Division (BPS-17)

Estt. 5-7/2020

Dated 28-11-2023.

PART-II

SUBJECT: - HOLDING OF PART-I JUNIOR ACCOUNTANT DEPARTMENTAL EXAMINATION OF THE POST OFFICE ACCOUNTS SERVICES AND FOR THE PROHATIONERS WHO HAVE ALREADY OBTAINED EXEMPTIONS AND HAVE A CHANCE TO APPEAR IN THE DEPARTMENTAL PROMOTION EXAMINATION.

In continuation of this office letter of even number dated 24th October, 2023 on the subject cited above. It is intimated that the schedule regarding holding of Part-I Jr. Accountant departmental examination of the post of Accounts Services has been revised and will be held at Islamabad, Karachi, Lahore, Peshawar, Hyderabad, Multan, Rawalpindi and Muzaffarabad, from **30th November, 2023 to 03rd December, 2023** as per following schedule / time table: -

DATE	DAY	PAPERS	TIME
30-11-2023	Thursday	Paper-I Precis and Correspondence	09:00 am to 12:00 pm
		Paper-II Report writing	02:00 pm to 05:00pm
01-12-2023	Friday	Paper-III Services and Financial Rules (Theory)	09:00 am to 12:00 pm
		Paper-IV Services and Financial Rules (Practical) with the aid of Books.	02:00 pm to 05:00 pm
02-12-2023	Saturday	Paper-V Govt. Accounts and Audit & Budget (Theory)	09:00 am to 12:00 pm
		Paper-VI Govt. Accounts and Audit & Budget (Practical) with the aid of Books.	02:00 pm to 05:00 pm
03-12-2023	Sunday	Paper-VII Post Office Accounts Rules & Procedure (Theory)	09:00 am to 12:00 pm
		Paper-VIII Post Office Accounts Rules & Procedure (Practical) with the aid of Books.	02:00 pm to 05:00 pm

3. All the Head of Circles will make necessary arrangements for providing the examination hall and also nominate a supervising officer (not below BPS-19) as well as invigilators (except form the accounts cadre) on the days indicated above under intimation to this Directorate General.

4. This issues with the approval of worthy Director General.

CP. 4-2/2020

Dated 20th November 2023

SUBJECT: - RESTORATION OF POSTAL TRAINING CENTER IN KHYBER PAKHTUNKHWA PESHAWAR.

With reference to your office letter No. EM-760/PTC/2017 dated 16-10-2023 on the subject noted above. The Director General, Pakistan Post / Chairman PPMB has been please to approve the restoration of Postal Training Centre in KPK Circle Peshawar in Departmental Building Post Mall.

2. It is further added that the Director General, Pakistan Post / Chairman PPSMB has been pleased to approve the following arrangements which is as under: -

(i). The Mianwali GPO is downgraded from BPS-17 to BPS-16. The spare post of Chief Postmaster (BPS-17) Mianwali GPO is transferred to Peshawar Circle and utilized as Principal PTC Peshawar Circle and utilized as Principal PTC Peshawar (BPS-17).

3. The Director General, Pakistan Post / Chairman PPSMB has further been pleased to approve the transfer of following posts form Circle office Peshawar to Postal Training Centre Peshawar as proposed by your office.

Sr. No.	Nomenclature of posts	BPS	Transferred from	Transfer to
1.	Two posts of ASPOs	14	Circle office Peshawar	PTC Peshawar
2.	Head Assistant	14		
3.	UDC	13		
4.	LDC	11		
5.	Two Posts of Naib Qasid	01		
6.	Attendant	01		

Estt. 2-2/2021
Dated 29-11-2023

NOTIFICATION

No. CP. 3-2/2007-X with the approval of the competent authority viz Director (Admn) Directorate General, Pakistan Post Office, Islamabad, Mr. Iftikhar Ahmed, who is already working against the post of Assistant (BS-15), Dte-General, Pakistan Post office, Islamabad on acting Charge basis w.e.f 12-04-2023 is promoted as Assistant (BS-15) on regular basis with effect from 24-06-2023.

2. The above named official will be on probation for a period of (01) year. This period may be further extended by another on 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.

CP. 3-2/2007-X

Dated 3 November 2023.

SUBJECT: - 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 please to make following changes in the hierarchy of Pakistan Post office Department: -

- i. The Post of Assistant Dy. Director General (Phil) (BPS-18) of Dte-General Pakistan Post is transferred to Peshawar Circle and utilized as DSPS (BPS-18) Peshawar City.
- ii. The spare post of DSPS (BPS-17) Peshawar City transferred and utilized as APMG, (Marketing) (BPS-17) in Peshawar Circle.
- iii. The Assistant Director (Phil) (BPS-17) placed under Director (IM) of Dte-General, Pakistan Post, Islamabad. The Philately Branch will move file to Addl. Director General (Ops) Through Director (IM).

Estt. 5-1/2020
Dated 07-11-2023

SUBJECT: - RE-ORGANIZATION IN PAKISTAN POST OFFICE DEPARTMENT.

In order to improve the efficiency and to make 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 office of CCS Karachi is placed under the administrative control of Postmaster General Metropolitan Circle Karachi. (BPS-20).
- ii. The CCS Karachi will report to the Postmaster General Metropolitan Circle Karachi (BPS-20).
- iii. The ACR of CCS Karachi will be written by the Postmaster General Metropolitan Circle Karachi and the same will be submitted to Postmaster General, Sindh & Baluchistan Circle, Karachi.

Estt. 5-1/2023
Dated 03-11-2023

SUBJECT: - HOLDING OF PART-I JUNIOR ACCOUNTANT DEPARTMENTAL EXAMINATION OF THE POST OFFICE ACCOUNTS SERVICES AND FOR THE PROBATIONERS WHO HAVE ALREADY OBTAINED EXEMPTIONS AND HAVE A CHANCE TO APPEAR IN THE DEPARTMENT PROMOTION EXAMINATION.

It is notified for information of all concerned that Part-I Examination of the Post Office Accountants Services for appointment by promotion on Circle basis as junior Accountant (BPS-16) from amongst departmental officials who have rendered five years' service on regular basis in BPS-09 to 15 and Accounts Service of probationers Junior Accountant (BPS-16) who have obtained exemptions in the departmental examinations and have due chance as per Rule will be held at Islamabad, Karachi, Lahore, Peshawar, Hyderabad, Multan, Rawalpindi, Muzaffarabad and Quetta Centers, from **27th November, 2023 to 06th December, 2023** according to the following time table: -

DATE	DAY	PAPERS	TIME
27-11-2023	Monday	Paper-I Precis and Correspondence	09:00 to 12:00 hours
28-11-2023	Tuesday	Paper-II Report writing	
29-11-2023	Wednesday	Paper-III Services and Financial Rules (Theory)	
30-11-2023	Thursday	Paper-IV Services and Financial Rules (Practical) with the aid of Books.	
01-12-2023	Friday	Paper-V Govt. Accounts and Audit & Budget (Theory)	
04-12-2023	Monday	Paper-VI govt. Accounts and Audit & Budget (Practical) with the aid of Books	
05-12-2023	Tuesday	Paper-VII Post Office Accounts Rules & Procedure (Theory)	
06-12-2023	Wednesday	Paper-VIII Post Office Accounts Rules & Procedure with the aid of Books.	

2. The Rules/ instruction contained in Post Office Manual Volume –IV Chapter 16 of and Appendix 26 and “SRO 513 (1) / 2019 dated 03-04-2019” must be followed for the candidates who appear for the first time or have exemption or are Probationers.

3. The last date for receipt of applications from the intending candidates by the Heads of Circles has been fixed on 8th November, 2023. No application will be entertained by the Head of Circle after the target date. The departmental officials working in BPS-09 to BPS-15 who rendered 5 years continuous service on regular basis in the department are eligible to appear in Part-I examinations. They should submit their applications through proper channel to the Head of Circle concerned on the prescribed form alongwith receipt in original in form ACG-67 granted by Post office after depositing Rs. 500/- under Unclassified Receipt on account of Examination Fee (non- refundable) failing which no application will be entertained by the Head of Circles.

4. The candidates will be required to make their own arrangements for departmental books and publications required for the examination.

5. All the Head of Circles will make necessary arrangements for providing the examination hall, adequate number of answer books and also nominate a supervising Officer (not below BPS-19) as well as Invigilators on the days indicated above under intimation to this Dte-General.

6. All the Head of Circles are requested to issue Roll Nos to eligible candidates who fulfil the conditions of eligibility for admission to Part-I examination after careful scrutiny of their applications which may be carefully preserved and need be sent to this office Roll Numbers to eligible candidates shall be allotted by the Head of Circles concerned in a consecutive serial order in the following pattern which has to be strictly observed: -

S. No	Name of Circle Office	Roll No. to be allotted to the candidates appearing in the examination.
1	Directorate General, PPO, Islamabad (Candidates from % PSC, Islamabad will submit applications to Dte-General PPOD, Islamabad.	001 to 100
2	PMG FC & GB Circle, Islamabad.	101 to 200
3	PMG, Metropolitan Circle, Karachi / CCS, Karachi (Candidates from % CCS Karachi will submit applications to PMG, Metropolitan Circle, Karachi)	201 to 400
4	PMG Northern Sindh Circle, Hyderabad.	401 to 600
5	PMG Baluchistan Circle, Quetta.	601 to 700
6	PMG Central Punjab Circle, Lahore	701 to 900
7	PMG Southern Punjab Circle, Multan	901 to 1100
8	PMG Northern Punjab Circle, Rawalpindi	1101 to 1300
9	PMG Khyber Pakhtunkhwa Circle, Peshawar	1301 to 1500
10	PMG, AJK Circle, Muzaffarabad	1501 to 1600
11	General Manager, Postal Life Insurance Company Limited, Lahore.	1601 to 1700
12	General Manager, Postal Life Insurance Company Limited, Karachi	1701 to 1800

7. A list of candidates on the pattern as prescribed hereafter who are issued Roll numbers will be furnished to this office in list showing Sl. No Name of Candidate (those who have exemption, newly appearing and Probationers), designation with BPS, Name of Unit, Date of entry in BPS-09 on regular basis, Roll No. assigned to them, unclassified receipt No. date and papers exempted in previous exam with old Roll No. etc. must reach in this office by 15th November, 2023.

8. No application / request for relaxation of any condition prescribed under the Recruitment Rules is entertainable.

CP.4-2/2020

Dated. 24th October 2024

PART – III

NIL

PART-IV

**SUJECT:- REVISION OF MONTHLY FUEL CEILING PAYABLE TO POSTMAN/
DELIVERY AGENT STAFF.**

The Director General has been pleased to revise the existing fuel ceiling for the postman and delivery agent staff for delivery of mail to whom motor cycles have been supplied on official and ownership basis. The revised rates are:-

Category of staff	Existing Monthly fuel Ceiling	Revised Monthly fuel Ceiling
Postman staff	35 Liters Petrol	30 Liters Petrol
Delivery Agents for Big Cities	60 Liters Petrol	
For small Cities	50 Liters Petrol	

2. The Concerned delivery staff (Postmen and delivery agents) shall be allowed payment of maximum revised monthly fuel ceiling equal to the cost of 30 liters petrol at market price on production of the supporting vouchers. It is reiterated that it is a contingent expenditure which should be sanctioned in accordance with the actual vouchers produced relating to expenditure of fuel to the maximum extent of cost of 30 liters petrol at market price.

3. This issue is in supersession of earlier orders circulated vide letter No. IM.13-1/2003-II dated 23-07-2008 and SMS 2.-2/89 (III) EP dated 22-02-2008.

4. Please acknowledge the receipt of this communication.

IM. 13-1/2003-II
Dated 17-11-2023

PART-IV

SUBJECT: - ALLOTMENT OF POST CODE TO NEWLY OPENED/UPGADED POST OFFICES.

The following new post code numbers to the newly opened/upgraded delivery post offices of FC & GB Circle, Islamabad have been allotted as noted against each, which shall be inserted in DG Special Circular No. 08/2018 dated 6th Aug 2018 under title “ POST CODE DIRECTORY FIFTH EDITION CORRECTED UP TO 30-06-2018”: -

Name of delivery Post Office	Post Code allotted	Account Office	Province	POST CODE OF ATTACHED BRANCH OFFICES, IF ANY
Supreme Court PO Islamabad	44032	Islamabad GPO	ICT	44033
Nust PO Islamabad	44122	Islamabad GPO	ICT	44123
New Islamabad International Air Port PO Islamabad	45260	Islamabad GPO	ICT	45261
Bahria Enclave PO Islamabad	45620	Islamabad GPO	ICT	45621
Gulberg PO Islamabad	45722	Islamabad GPO	ICT	45723

2. The working copies of the above DG's Special Circular shall be corrected accordingly by all concerned.

IM. 22-1/2007

Dated 02-11-2023

IR-468 Proj 23
13/11

PAKISTAN POST
OFFICE OF THE DIRECTOR GENERAL PAKISTAN POST OFFICE

D.G's Circular No. _____

Islamabad-44080, the 8-11-2023

PART-II
RULES AND REGULATIONS
AMENDMENTS TO THE REVISED BAG ACCOUNT RULES, 1994

The Director General is pleased to direct that the following amendments shall be made, namely: -

2. In the Revised Bag Account Rules, 1994, circulated vide D.G Circular No.08-2014 dated 04-08-2014. -

(i) in Chapter-III- General Rules, 1. Category of Bag, at Serial No.(i). following new category of bags shall be inserted;

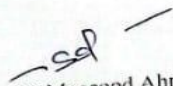
“(v) Polypropylene Bags”

(ii) in Chapter-III- General Rules, 1. Category of Bag, following new category of bags shall be inserted:

“(6) Polypropylene Bags for EMS
(a) 60 x 35
(b) 50 x 30
(c) 40 x 30
(d) 30 x 20”

Note: The Director General may, in special circumstances, prescribe any other size of bags.

3. Necessary corrections shall be made in the working copies of the Revised Bag Account Rules, 1994 accordingly.


Sqn Ldr (R) Maqsood Ahmed
Dy. Director General (Ops)

Islamabad-44080, the 08-11-2023

No.IM.1-4/2005

Copy for information and necessary to: -

- 1-11 The Postmaster General Sindh Province, Karachi, Punjab Province, Lahore, Central Punjab Lahore, Metropolitan Karachi, Khyber Pakhtunkhwa, Peshawar, Balochistan Quetta, Northern Punjab Rawalpindi, Southern Punjab Multan, Northern Sindh Hyderabad, FC. & GB, Islamabad, AJK Muzaffarabad.
- 12-13 The ADDG (P), Dte. General Islamabad (duplicate) for arranging the publication of the above material in the next issue of D.G's monthly circular.


Asstt. Dy. Director General (IM)

S (Proc)
ASAD AZIZ
ADDG(P)

PART-V

NIL

PART - VI

NIL