

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



**DIRECTOR GENERAL'S CIRCULAR NO. 11**

Published under the authority of the  
Director General, Pakistan Post Office

**No. & Year 11/2024 Islamabad-44080 the, 8<sup>th</sup> November 2024**

<b><u>Part</u></b>	<b><u>Contents</u></b>	<b><u>Pages</u></b>
Part-I	Appointments, Promotions, Posting and Transfer of Officers of Pakistan Post Office.	02
PART-II	Rules and Regulations.	03
PART-III	Postal and Express Services.	08
PART-IV	Postal Savings, Agency Functions and Special Financial Services.	09
Part-V	Finance and Budget / Accounts	11
Part-VI	General	12

**Part-I**



**Nil**



**PART-II**

**SUBJECT: - JOB DESCRIPTION OF REGULATIONS BRANCH.**

In continuation of this office letter of even number dated 04-11-2024 on the subject noted above, the job Description of newly created Regulation Branch will be as under: -

Keeping an updated record of following Acts, laws, Rules & regulations and providing input on demand:

1. Civil Servants Act, 1973 & rules formed there under.
2. Rules of Business.
3. Government Servants Conduct Rules, Seniority, disciplinary, Appeal, Leave rule, confirmation rule etc.
4. Updating of P.O Manuals
5. Other rules relating to above.
6. Any other issue assigned by authority.

Estt 5-1/2022

Dated 08-11-2024

**PART-II**  
**RULES AND REGULATION**  
**AMENDMENT IN RULE 4 OF THE CIVIL SERVANTS (APPOINTMENT,  
PROMOTION AND TRANSFER) RULES, 1973.**

No. S-20-2/1978 IV (Reg): Amendment in Rule 4 of the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973, published in the Gazette of Pakistan (Extraordinary), vide S.R.O. 894(1)2024 dated 20-06-2024 is circulated (as Annexure) for information & compliance by all concerned.

S-20-2/1978 IV (Reg):  
Dated 04<sup>th</sup> November 2024

REGISTERED No. M - 302  
L.-7646

**The Gazette of Pakistan**



EXTRAORDINARY  
PUBLISHED BY AUTHORITY

ISLAMABAD, SATURDAY, JUNE 22, 2024

PART II

Statutory Notifications (S. R. O.)

GOVERNMENT OF PAKISTAN  
CABINET SECRETARIAT  
(Establishment Division)

NOTIFICATION

*Islamabad, the 20th June, 2024*

S. R. O. 894(I)/2024.—In exercise of the powers conferred by sub-section (1) of section 25 of the Civil Servants Act, 1973 (LXXI of 1973) read with Notification No. S.R.O.120(I)/98, dated the 27th day of February, 1998, the Prime Minister is pleased to direct that the following further amendment shall be made in the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973, namely:—

In the aforesaid Rules, in rule 4, for sub-rule (2), the following shall be substituted, namely: \*

“(2) A committee constituted under sub-rule (1) shall consist of a chairperson and not less than two other members, including at least one woman member if available”.

[F. No. 10/7/2013-R-II.]

MUHAMMAD YASIR SHABBIR,  
*Section Officer.*

(1743)

PRINTED BY THE MANAGER, PRINTING CORPORATION OF PAKISTAN PRESS, ISLAMABAD.  
PUBLISHED BY THE DEPUTY CONTROLLER, STATIONERY AND FORMS, UNIVERSITY ROAD, KARACHI.

*Price : Rs. 5.00*

[8004 (2024)/Ex. Gáz.]

**PART-II**

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

In order to improve the efficiency and to make the supervision better, the competent authority has been pleased to order establishment of new branch i.e. Regulation Branch at Directorate General, Pakistan Post, Islamabad by bifurcating ERR branch into Regulation Branch and Examination & Recruitment Branch. Furthermore, the competent authority has been pleased to order re-utilization of the post of Superintendent (PR) as Superintendent (Regulation) and the spare post of Superintendent (Litigation-II) as Superintendent (Philately).

2. The Regulation Branch will move files to Dy. Director General (Admn) through ADDG (Estt) and Superintendent (Philately) will move files to Director (IP) through Assistant Director (Philately).

3. The Regulation Branch will work with the following strength:-

- |                   |    |
|-------------------|----|
| 1. Superintendent | 01 |
| 2. Assistant      | 01 |
| 3. DEO            | 01 |

4. The Director (Admn) is requested to make necessary staff & logistic arrangements.

Estt. 5-1/2022

Dated 04-11-2024

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

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

- (i) The post of Director to Director General (BPS-19) is re-utilized as Project Coordinator (BPS-19), Exim Bank Project, Dte-General, Pakistan Post, Islamabad.

Estt. 5-1/2018  
Dated 01-11-2024

**Part-III**

**Nil**

**PART-IV**

**SUBJECT: - STRUCK OFF FROM THE STRENGTH OF PAKISTAN POST OFFICE DEPARTMENT IN RESPECT OF MS. FAUZIA SALMAN (BS-20) OFFICER OF POSTAL GROUP.**

Ms. Fauzia Salman d/o Wilson Salman, a (BS-20) Postal Group passed away during service on 26-10-2024. Her name is accordingly struck off from the strength of Pakistan Post Office Department from the same date.

2. This issues with the approval of the Director General PPOD.

Staff: 1144-IV

Dated. 05 November 2024

## **OBITUARY NOTIFICATION**

Staff-1144-IV-           The Pakistan Post Office Department announces with deep sorrow, the sad demise of Ms. Fauzia Salman, a BS-20 Officer of Postal Group who expired on 26-10-2024.

2.                       Late Ms. Fauzia Salman was born on 03-02-1972 and appointed/ encarded in Postal Group in 1998. Where she served in various capacities. She held important assignments and exhibited devotion to duty. Her death has deprived the department and Government of Pakistan of an able and a competent officer.

3.                       Pakistan Post Office Department wishes to place on record its appreciation of the services rendered by the deceased officer.

4.                       In expressing its deep sense of grief at the demise of late Ms. Fauzia Salman the Pakistan Post Office Department conveys its condolence and sympathy to the members of bereaved family. May her soul rest in eternal peace! Ameen.

Staff-1144-IV

Dated 05 November 2024

Part-V

Nil

Part-VI

Nil