

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



**DIRECTOR GENERAL'S CIRCULAR NO. 06**

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

**I. HOLDING OF SAS EXAMINATION PART-II FOR THE JUNIOR ACCOUNTANTS (BPS-16) FOR PROMOTION TO THE POST OF ASSISTANT ACCOUNTS OFFICER (BPS-17) IN PAKISTAN POST OFFICE DEPARTMENT (OTHER THAN DIRECTOR OF ACCOUNTS PAKISTAN POST OFFICE, LAHORE).**

It is notified for information of all concerned that the next Post Office Accountant Part-II Examination for appointment by promotion to the post of Assistant Accounts Officer (BPS-17) against 2/3<sup>rd</sup> quota will be held at Islamabad, Karachi, Lahore, Hyderabad & Peshawar Centers from 17-07-2023 to 21-07-2023 according to the following time table:-

<b>Date</b>	<b>Days</b>	<b>Paper</b>	<b>Time</b>
17-07-2023	Monday	<b>Paper-I</b> “Commercial Accounting (theory)”	09:30 to 12:30 hrs
18-07-2023	Tuesday	<b>Paper-II</b> “Cost Accounting (theory)”	09:30 to 12:30 hrs
19-07-2023	Wednesday	<b>Paper-III</b> “Organization and Methods (theory)”	09:30 to 12:30 hrs
20-07-2023	Thursday	<b>Paper-IV</b> “Foreign Post Accounts (Practical)” with the aid of books	09:30 to 12:30 hrs
21-07-2023	Friday	<b>Paper-V</b> “PLI accounts (Practical)” with the aid of books	09:30 to 12:30 hrs

2. The Rules / instructions contained in Appendix 25 of Post Office Manual Volume-IV must be followed for candidates who appear for the first time or have exemption. The last date for receipt of applications from the intending candidates by the Head of Circles has been fixed as 26-06-2023. No application will be entertained by the Head of Circles after the target date. The Departmental Jr. Accountants (BPS-16) who have passed / qualified SAS Part-I Examination or have obtained exemptions in certain papers of previous SAS Part-II examination are eligible to appear in the SAS Part-II Examination. They should submit their applications through proper channel to the Head of Circle concerned on the prescribed form alongwith receipt in original in form of 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 Circle.

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

4. 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 not below BS-16 (other than Accounts Cadre) on the days indicated above under intimation to this Dte-General.

5. All the Head of Circles are requested to issue Roll numbers to eligible candidates who fulfil the conditions of eligibility for admission to Part-II examination after careful scrutiny of

their applications which may be carefully preserved and need not to 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.	PMG Central Punjab Circle, Lahore	001 to 100
2.	PMG Northern Punjab Circle, Rawalpindi	101 to 200
3.	PMG Southern Punjab Circle, Multan	201 to 300
4.	PMG Metropolitan Circle, Karachi / CCS, Karachi ( <b>Candidates from % CCS, Karachi will submit applications to PMG, Metropolitan Circle, Karachi</b> )	301 to 400
5.	PMG Northern Sindh Circle, Hyderabad	401 to 500
6.	PMG FC & GB Circle, Islamabad	501 to 600
7.	PMG Khyber Pakhtunkhwa Circle, Peshawar	601 to 700
8.	PMG, AJK Circle, Muzaffarabad	701 to 800
9.	PMG Baluchistan Circle, Quetta	801 to 900
10.	Directorate General PPO, Islamabad / ECO, PSC, Islamabad ( <b>Candidates from % ECO, PSC, Islamabad &amp; GM, PLICL, Lahore &amp; Karachi, will submit applications to Dte-General PPO, Islamabad</b> )	901 to 1000

6. A list of candidates who are issued Roll Numbers will be furnished to this office showing Sl. No. Name of Candidate (those who have exemptions and newly appear), designation with BPS, Names of Unit, Date of entry in BPS-16 on regular basis, Roll No. assigned to them, unclassified receipt No. date and papers exempted in previous exam with detail of old Roll number & Year etc. on or before **26-06-2023**.

7. Any application / request for relaxation of any condition, prescribed under the Recruitment Rules, is not entertainable.

{No. CP. 4-1/2022  
Dated: 14-06-2023}

Islamabad, the June 21, 2023

## **II. NOTIFICATION**

No. CP. 5-1/2006-II. Having been recommended by the Departmental Promotion Committee in its meeting held on 15-06-2023 and with the approval of the competent authority, Mr. Fiaz Hussain, Assistant Director (BPS-17), Directorate General, Pakistan Post, Islamabad is promoted to the post of Deputy Director (BS-18) in the Dte-General, Pakistan Post, Islamabad on regular basis with immediate effect.

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**

Islamabad, the June 21, 2023

## **III. NOTIFICATION**

No. CP. 3-2/2017 (Pt). On the recommendations of Departmental Promotion Committee in its meeting held on 15-06-2023 and with the approval of the competent authority, the following officers working as Superintendents (BPS-17) are promoted to the post of Asstt. Director (BPS-17) in the Directorate General, Pakistan Post Office, Islamabad with immediate effect as mentioned against each:

<b>Sl. No</b>	<b>Name of officers</b>	<b>Remarks</b>
1.	Mr. Muhammad Amir	Promoted as Assistant Director (BS-17) on regular basis against clear vacant post.
2.	Mr. Khurram Hameed	Promoted as Assistant Director (BS-17) on temporary basis against deputation vacancy.

2. The above named officers 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**

**PART-II**

**RULES REGULATIONS**

**IV. AMENDMENTS IN THE RECRUITMENT RULE OF MINISTERIAL STAFF.**

No. S. 20-2/78-IV (Reg); Amendment in the Uniform Recruitment Rules of the ministerial posts published in the Gazette of Pakistan (Extraordinary) vide SRO No. 291 (1)/2023 dated 27-02-2023 is hereby circulated as Annexure for information / compliance by all concerned.

{No. S.20-2/78-IV (Reg)  
Dated: 13-06-2023}

REGISTERED No. M-302  
L-7646

The Gazette of Pakistan



EXTRAORDINARY  
PUBLISHED BY AUTHORITY

ISLAMABAD, TUESDAY, MARCH 7, 2023

PART II

Statutory Notifications (S. R. O.)

GOVERNMENT OF PAKISTAN  
CABINET SECRETARIAT  
(Establishment Division)

NOTIFICATION

Islamabad, the 27th February, 2023

S. R. O. 291(I)/2023.—In exercise of powers conferred by sub-rule (2) of rule-3 of the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973, the following amendments shall be made in the uniform Recruitment Rules of Ministerial Posts notified by Establishment Division *vide* SRO. 139 (I) 2012, dated 31st January, 2012 as amended from time to time, applicable on all Ministries/ Divisions/ Departments of Federal Government:—

In the aforesaid Recruitment Rules:—

- (i) The "Words", "Brackets" & "Figures", "L.D.C (BPS-9)" & "U.D.C (BPS-11)", shall be substituted with "Words", "Brackets" & "Figures", "L.D.C (BPS-11)" & (BPS-13)" wherever occur;

(707)

Price : Rs. 5.00

[430 (2023)/Ex. Gaz.]

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(4)

(ii) In Rule 3 (Condition for Promotion), against Sl. No. 4.6 under column 3 the existing entry shall be deleted and substituted by "Employees holding posts in BPS-10 and below".

2. This Notification issues with the approval of the Establishment Division vide C.M. No.7/6/2002-R-VI dated 27-02-2023.

[F. No. 7/6/2002-R-6.]

TAHIR JAMIL AHMED,  
*Deputy Secretary.*

**PART-III**  
**POSTAL AND EXPRESS POST SERVICES**  
**PROCEDURE FOR OPERATION OF URGENT MAIL OVERNIGHT SERVICE**

To gain the confidence of the postal clientele and to capture the market share, Pakistan Post has decided to launch “UMS Overnight service” by using its well established and large network of Postal outlets under UMS with effect from \_\_\_\_\_

**1. UMS OVERNIGHT**

- The UMS overnight is an ideal service for time sensitive shipment required to be delivered promptly.
- These articles will be delivered to immediately nine destinations overnight.
- Cut of time for booking will be about 1500 hours. However, respective Postmasters General may fix cut of time keeping in view the mail arrangement to ensure next day.

**2. EXTENT OF OPERATION**

- Initially UMS Overnight will be available in following nine (09) cities:-

S. No.	Name of station	S. No.	Name of station
1.	Peshawar	6	Gujranwala
2	Islamabad	7	Sialkot
3	Rawalpindi	8	Lahore
4.	Jhelum	9	Karachi
5	Gujrat		

- UMS overnight will be extended to other cities / town as may be notified by the Director General from time to time.
- The UMS Overnight articles will be items of letter and packet mail with no restriction on contents except anything the transmission of which through Post is prohibited.
- The UMS Overnight articles will be given special treatment during the course of their transmission by post from the time of booking till delivery.
- The maximum permissible weight limit of UMS overnight articles five (05) kilograms.
- The condition regarding size and packing will be the same as prescribed for inland articles of letter and parcel mail and contained in the relevant provisions of the Pakistan Post Office Rules 1961.
- UMS Overnight articles will be such that by reason of its shape, manner of packing or any other feature, it cannot be carried by post without serious inconvenience or risk.

**3. RATE OF POSTAGE AND OTHER CHARGES**

- The introductory tariff rates including the prescribed General Sales Tax chargeable on the booking of a single UMS articles is as under:

**UMS OVERNIGHT INTRODUCTORY TARIFF FOR WALK-IN CUSTOMERS**

Category	Weight upto 250 grams	Weight upto 500 grams	Every addl. 500 grams
Local	90	110	45
City to City	150	230	75

**Note:- Above UMS Overnight tariff is inclusive of GST.**

- The prepayment of full postage charges and General Sales Tax shall be obligatory at the time of booking of UMS Overnight articles by the senders including official articles sent through UMS, by the functionaries of the Pakistan Post Office Department.
- The prescribed fee must be paid by the sender by means of postage stamps affixed to the UMS Overnight articles on its front right hand top corner or by means of impression of licensed franking machines.
- Rawalpindi / Islamabad have been declared as pair of cities for booking of UMS Overnight. Accordingly, the tariff prescribed for UMS Overnight (Local) shall be charges for UMS Overnight articles booked at Islamabad for Rawalpindi and vice-verse instead of the tariff prescribed for UMS Overnight (City to City).

#### 4. **BOOKING**

- The UMS Overnight articles will be acceptable at the automated booking counters of the designated Post Offices only.

S. No.	Name of station	Name of designated Post Office
1	Peshawar	Peshawar GPO
2	Islamabad	Islamabad GPO
		Post Mall Islamabad
3	Rawalpindi	Rawalpindi GPO
4	Jhelum	Jhelum GPO
5	Gujrat	Gujrat GPO
6	Gujranwala	Gujranwala GPO
7	Sialkot	Sialkot GPO
8	Lahore	Lahore GPO
		Lahore Cantt GPO
9	Karachi	Karachi GPO
		Karachi City GPO

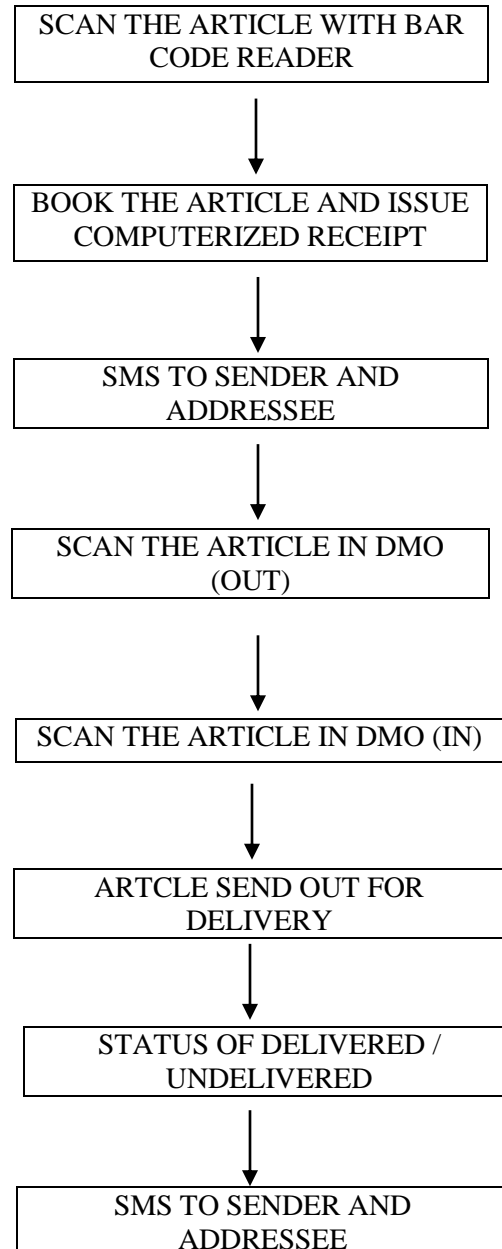
- No UMS Overnight article will be booked manually.
- UMS-1 form being used for UMS articles will also be used for UMS Overnight articles.
- UMS Overnight articles will be booked on the same pattern as in case of UMS articles.
- Specially designed plastic bags of following three sizes will be used for UMS Overnight articles:
  - Small Size (10" x 12")
  - Medium Size (11.5" x 16")
  - Large Size (14" x 19.5")
- Standard bar code label of 3"x4" size will be on the following format:-  
**3 alphabets "OVN" and 8 digits, like "OVN12345678"**



- The printed receipt to be given to the sender will show the amount of postage, amount of General Sales Tax, complete address of the addressee and name of the post town of destination for UMS Overnight delivery.
- The UMS Overnight articles will not be accepted for delivery for such localities and places which fall beyond municipal / cantonment limits of designated cities.
- Booking of UMS Overnight articles addressed to post boxes will not be accepted.
- The counter Clerk will keep UMS Overnight articles in a separate container for safe custody till the time of their dispatch.

**5. TRACKING OF UMS OVERNIGHT ARTICLES**

- Complete tracking facility for booking, transmission, delivery of UMS Overnight articles will be provided as per detail given below in the flow chart:-



**6. DISPATCH**

- All Post Offices authorized to accept UMS Overnight articles as mentioned in para 4 above under heading “BOOKING” will dispatch such items in a separate UMS bags

entered in the separate UMS bags entered in the separate Dispatch List (UMS-II) and send to the Local District Mail Office (DMO) or any other designated office according to the schedule prescribed by the Postmaster General concerned for sorting and onward dispatch.

- The in-vogue procedure for transmission of UMS articles circulated vide DG Special Circular No. 6/2008 dated 15-05-2008 may continue to be followed for transmission of UMS Overnight articles also.
- These articles will be dispatched separately and care should be made to avoid mixing up with other UMS articles.
- All UMS Overnight articles will be consigned to Local DMO / EP DMO or any other designated offices according to the schedule prescribed by the respective Postmaster General for sorting and onward transmission to the designated offices.
- All UMS Overnight bags will be sent by the booking offices to the designated DMOs or direct to Airport / Railway Station or Bus Stand (Addah) for further processing / dispatch through prescribed flights or trains of Mail Motor Contracts (MMCs/ State Mail Express (SMEs) as indicated in the mail schedule.
- The most expeditious modes of conveyance will be utilized for transmission of UMS Overnight articles provided they are beneficial in ensuring quick delivery to the addressee.
- The UMS Overnight bags will be prescribed by the Postmaster General from time to time and notified to all concerned will in advance also endorsing a copy thereof to PPO, Dte-General, Islamabad.

#### **7. MANNER OF DELIVERY**

- The UMS Overnight bags will be conveyed to the delivery offices as quickly as possible from the Airport/ Railway station/ Bus Stand (Addah) under special arrangements.
- The delivery of UMS Overnight articles will be made from the GPOs / Post Offices at the respective stations.
- All UMS Overnight articles received will be delivered on the same day.
- There will be no delivery on Sundays and Post Office Holidays except prescribed otherwise.
- The Postman will commence delivery of UMS Overnight articles immediately utilizing the vehicle or motorcycle or cycle exclusively provided for this purpose by foot.
- Utmost care should be made to deliver the UMS Overnight articles at the door step of the addressee. The clerk concerned should distribute such UMS Overnight articles to the postman in the same way as UMS articles.
- On receipt of UMS Overnight articles in delivery offices, the particulars of all the articles received for delivery will be scanned / entered in the Express Mail Track and Trace System (EMTTS) and computerized Delivery Lists will be generated through Computer.
- Every UMS Overnight article will delivered under recorded delivery system and the signature of the addressee will be obtained in the relevant column of the UMS Delivery List (UMS-III) along with the time and date of delivery.
- Two attempts will be made to effect delivery of UMS Overnight articles by the Postman.
- After attempting delivery, the concerned Express Post Delivery Office with the help of UMS Delivery Lists, will enter the status, of delivery of all UMS Overnight in the Express Mail Track and Trace System as well as upload the final status of the article (s) on EMTTS website.

#### **8. GENERAL**

- At UMS booking offices, separate counters will be provided for booking of UMS Overnight articles where deemed necessary by the Head of Circle.
  - The general appearance of UMS Overnight counter should be congenial to facilitate UMS business and attract more traffic. The service name plate bearing the word “**UMS OVERNIGHT**” should be prominently displayed at these counters.
  - For the information of the sender of UMS Overnight articles, the postage fee applicable on UMS overnight articles should prominently be specified. The sender should clearly inform their clients the exact rate of postage and commission to avoid any inconvenience from the addressee at the time of delivery.
  - The UMS Overnight articles will not be accepted for delivery at post offices other than the cities linked with UMS Overnight.
  - The timings of booking of UMS Overnight articles will be from 0900 hours to 1500 hours at Day Post Offices from Monday to Saturday except Friday on which the business hours will be from 0900 hours to 1230 hours. UMS Overnight articles will not be accepted at Night Post Offices.
  - All Postmasters General will make necessary arrangements to advertise UMS Overnight using banners, flaxes and leaflets.
  - All Unit Officers will log into the EMTTS “[dakkhana.com.pk](http://dakkhana.com.pk)” on daily basis to check the status of delivery.
  - Unit Offices will be responsible for training of booking and delivery staff.
9. All concerned are instructed to note and follow the above procedure for operation of UMS Overnight on delivery for strict compliance.

{No. EP. 6-1/2023  
Dated: -06-2023}

**PART-IV**

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**NIL**

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**PART-V**

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**NIL**

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**PART-VI**

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**NIL**

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