

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



DIRECTOR GENERAL'S CIRCULAR NO. 12

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

No. & Year 12/2024 Islamabad-44080 the, 30th December, 2024

<u>Part</u>	<u>Contents</u>	<u>Pages</u>
Part-I	Appointments, Promotions, Posting and Transfer of Officers of Pakistan Post Office.	02
PART-II	Rules and Regulations.	07
PART-III	Postal and Express Services.	08
PART-IV	Postal Savings, Agency Functions and Special Financial Services.	09
Part-V	Finance and Budget / Accounts	10
Part-VI	General	11

PART-I

SUBJECT: - ARRANGEMENT AGAINST THE VACANT POST OF ADDL. DITECTOR GENERAL (ADMN) (BPS-21) DTE-GENERAL, PPOD, ISLAMABAD.

The Director General, Pakistan Post Office Department has been pleased to order Mr. Shahid Javed Malik, Addl. Director General (FS) (BS-21), Dte-General PPOD, Islamabad to look after the work of the vacant post of Addl. Director General (Admn) (BPS-21) Dte-General PPOD, Islamabad with immediate effect in addition to his own duties or till posting of a regular incumbent, whichever is earlier.

2. Usual charge reports should be submitted to all concerned.

P (I) 1-1/2004-V

Dated 26 December 2024

SUBJEC: - **PROMOTION / POSTING / TRANSFER IN THE CADRE OF SUPERINTENDENT (BPS-16/17), DTE-GENERAL, PAKISTAN POST OFFICE DEPARTMENT, ISLAMABAD.**

Consequent upon promotion vide Notification No. CP. 5-10/2003-XVII dated 06-12-2024, the Dy. Director General (Admn), Dte-General PPOD, Islamabad has been pleased to order transfer/posting of following Superintendents (General Cadre) in the Directorate General PPOD, Islamabad with immediate effect:-

SI No.	NAME OF OFFICERS	POST HELD	POST AGAINST WHICH POSTED
1	Mrs. Bushra Haleema	Assistant (BS-15) (MR), Dte-General PPOD, Islamabad	On promotion as Superintendent (Regulation) (BS-16), Dte-General PPOD, Islamabad against vacant post.
2	Mr. Liaqat Ali	Assistant (BS-15) (A&R), Dte-General PPOD, Islamabad.	On promotion as Superintendent (P-II) (BS-16), Dte-General PPOD, Islamabad against vacant post by terminating the existing arrangement.
3	Mr. Muhammad Hussain	Assistant (BS-15) (PCGM), Dte-General PPOD, Islamabad	On promotion as Superintendent (Dev) (BS-16), Dte-General PPOD, Islamabad against vacant post vice Mr. Ahsan waheed Bajwa transferred.
4	Mrs. Okasha Akhtar	Assistant (BS-15) (Disp), Dte-General PPOD, Islamabad	On promotion as Superintendent (Welfare) (BS-16), Dte-General PPOD, Islamabad against vacant post.
5	Mrs. Aneela Mukhtar	Assistant (BS-15) (CC), Dte-General PPOD, Islamabad	On promotion as Superintendent (Board) (BS-16), Dte-General PPOD, Islamabad against vacant post.
6	Mr. Umair Afzal	Assistant (BS-15) (Wel), Dte-General PPOD, Islamabad	On promotion as Superintendent (Disp) (BS-16), Dte-General PPOD, Islamabad vice Mr. Alam Zeb Khan Transferred.
7	Mrs. Rukhsana Iqbal	Assistant (BS-15) (Comp), Dte-General PPOD, Islamabad	On promotion as Superintendent (Computer) (BS-16), Dte-General PPOD, Islamabad vice Mr. Hassan Atif Transferred.
8	Mr. Aqib Mehmood	Assistant (BS-15) (Estt), Dte-General PPOD, Islamabad	On promotion as Superintendent (P-I) (BS-16), Dte-General PPOD, Islamabad against vacant post by terminating existing arrangements.
9	Mr. Waqas Ahmed	Assistant (BS-15) (S&S), Dte-General PPOD, Islamabad	On promotion as Superintendent (S&S) (BS-16), Dte-General PPOD, Islamabad vice Mr. Maqsood Ahmed transferred
10	Mr.	Assistant (BS-15) (Proc), Dte-	On promotion as Superintendent (AF

	Muhammad Riaz Khan	General PPOD, Islamabad	& Saving) (BS-16), Dte-General PPOD, Islamabad against vacant post.
11	Mr. Alam Zaib	Superintendent (BS-17) (Disp), Dte-General PPOD, Islamabad	Superintendent (Lit-I) (BS-17), Dte-General PPOD, Islamabad against vacant post.
12	Mr. Maqsood Ahmed	Superintendent (BS-17) (S&S), Dte-General PPOD, Islamabad	Superintendent (PPC) (BS-17), Dte-General PPOD, Islamabad vice Mr. Nasir shah transferred.
13	Mr. Nasir Shah	Superintendent (BS-17) (PPC), Dte-General PPOD, Islamabad	Superintendent (T&T) (BS-17), Dte-General PPOD, Islamabad against vacant post by terminating existing arrangement.
14	Mr. Ahsan Waheed Bajwa	Superintendent (BS-17) (Dev), Dte-General PPOD, Islamabad	Superintendent (Estate Management) (BS-17), Dte-General PPOD, Islamabad against vacant post by terminating existing arrangement.
15	Mr. Hassan Atif	Superintendent (BS-17) (Comp), Dte-General PPOD, Islamabad	Superintendent (Philately) (BS-16), Dte-General PPOD, Islamabad against vacant post.

2. Usual charge reports should be submitted to all concerned.

P (I) 6-2/2004-III

Dated. 09 December 2024

NOTIFICATION

No. CP. 5-10/2003-XVII. On the recommendation of Departmental Promotion Committee in its meeting held on 04-12-2024 and with the approval of the competent authority viz Deputy Director General (Admn) Dte-General, Pakistan Post, Islamabad, the following Assistants (BS-15) are promoted to the post of Superintendent (BPS-16) in the Directorate General, Pakistan Post Office, Islamabad on regular / Temporary basis with immediate effect as mentioned below against each:-

S. No	Name of officials	Remarks
1	Ms. Bushra Haleem	Promoted as Superintendent (BS-16) on regular basis w.e.f. the date she actually assumes the charge of the post of Superintendent (BS-16)
2	Mr. Liaqat Ali	Promoted to the post of Superintendent (BS-16) on temporary basis. The officer is liable to be reverted to his lower post on joining of regular incumbent back.
3	Mr. Muhammad Hussain	Promoted to the post of Superintendent (BS-16) on temporary basis. The officer is liable to be reverted to his lower post on joining of regular incumbent back.
4	Ms. Okasha Akhtar	Promoted to the post of Superintendent (BS-16) on temporary basis. The officer is liable to be reverted to his lower post on joining of regular incumbent back.
5	Ms. Aneela Mukhtar	Promoted to the post of Superintendent (BS-16) on temporary basis. The officer is liable to be reverted to his lower post on joining of regular incumbent back.
6	Mr. Umair Afzal	Promoted to the post of Superintendent (BS-16) on temporary basis. The officer is liable to be reverted to his lower post on joining of regular incumbent back.
7	Ms. Rukhsana Iqbal	Promoted to the post of Superintendent (BS-16) on temporary basis. The officer is liable to be reverted to his lower post on joining of regular incumbent back.
8	Mr. Aqib Mehmood	Promoted to the post of Superintendent (BS-16) on temporary basis. The officer is liable to be reverted to his lower post on joining of regular incumbent back.
9	Mr. Waqas Ahmed	Promoted to the post of Superintendent (BS-16) on temporary basis. The officer is liable to be reverted to his lower post on joining of regular incumbent back.
10	Mr. Muhammad Riaz Khan	Promoted to the post of Superintendent (BS-16) on temporary basis. The officer is liable to be reverted to his lower post on joining of regular incumbent back.

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).

CP.5-10/2003-XVII.

Dated 06 December 2024

SUBJECT: - POSTING/TRANSFER OF BS.17 OFFICERS UNDER THE PAKISTAN POST OFFICE DEPARTMENT.

The Director General, Pakistan Post has been pleased to order transfer and posting of following officers in BPS-17 (Postal Group) with immediate effect and until further order:-

SI No.	NAME OF OFFICERS	POST HELD	POST AGAINST WHICH POSTED
1	Ms. Rida Ejaz	Probationary Officer	Principal Postal Training Center, Peshawar against a vacant post by terminating existing arrangement if any.
2	Ms. Aneeqa Zafar	Probationary Officer	DSPS Jhelum against a vacant post by terminating the existing arrangement if any
3	Ms. Iqra Latif Chaudhary	Probationary Officer	DSPS Chakwal against a vacant post by terminating the existing arrangement if any
4	Ms. Abeera Ijaz	Probationary Officer	DSPS Attock against a vacant post by terminating the existing arrangement if any
5	Ms. Rabbia Ijaz	Probationary Officer	DSPS Gujranwala against a vacant post by terminating the existing arrangement if any
6	Ms. Hina Mehmood	Probationary Officer	DSPS (East) Lahore against re-utilize post.
7	Ms. Mehak Batool	Probationary Officer	Dy. Controller (EP) Rawalpindi against re-utilized post.
8	Mr. Ali Afzal	Probationary Officer	Chief Postmaster Saddar GPO, Karachi against a vacant post by terminating the existing arrangement if any
9	Mr. Waqar Sarwar Abbasi	Probationary Officer	DSPS Mansehra against a vacant post by terminating the existing arrangement if any
10	Mr. Awais Raza Brohi	Probationary Officer	DSPS (Central) Karachi against a vacant post by terminating the existing arrangement if any
11	Mr. Abdus Samad	Probationary Officer	DSPS Jamshoro against a vacant post by terminating the existing arrangement if any
12	Ms. Arijah Batool	Probationary Officer	DSPS (West) against a vacant post by terminating the existing arrangement if any
13	Mr. Ashir Saeed	Probationary Officer	DSPS Gilgit against a vacant post by terminating the existing arrangement if any
14	Mr. Amna Khalid	Probationary Officer	DS MST "R" Division, Rawalpindi vice Ms. Aiman Ibrar transferred
15	Mr. Rida Waqar Ahmed	Probationary Officer	DSPS Lahore Division vice Mr. Muhammad Saleem transferred
16	Mr. Aiman Ibrar	DS MST "R" Division, Rawalpindi	APMG (FS), Central Punjab Circle, Lahore against Re-utilized post against a vacant post by terminating the existing arrangement if any
17	Ms. Palwasha Jabeen	APMG (Development) Circle office, Lahore	APMG (Marketing), Khyber Pakhtunkhwa Circle, Peshawar against a vacant post by terminating the existing arrangement if any
18	Mr. Muhammad Saleem	DSPS, Lahore Division	APMG (Dev), Central Punjab Circle, Lahore vice Ms. Palwasha Jabeen transferred

2. The Director General welcomes and felicitates the probationary officers on joining the Pakistan Post Office Department.

3. The probationary officers will take charge of the posts after completion of training. Usual charge reports should be submitted to all concerned.

PART-II

SUBJECT: - ALTERATION OF NAME IN SERVICE RECORD.

The competent authority viz: Postmaster General has been pleased to order alteration in the name of Mr. Shakeel Khan, Clerk Rawalpindi GPO as “Muhammad Shakeel Kham” under Rule No. 726 of Post Office Manual Vol-II.

2. The relevant record may please be corrected accordingly

Staff/11-Misc-Rawalpindi GPO/2021
Dated. 17-12-2024.

PART-III

Nil

PART-IV

Nil

PART-V

Nil

PART-VI

Nil
