

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



**DIRECTOR GENERAL'S CIRCULAR NO. 08**

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

**I. TRANSFER / POSTING OF OFFICERS IN BPS-17 (ACCOUNTS CADRE)**  
**UNDER PAKISTAN POST OFFICE DEPARTMENT.**

Consequent upon promotion from the post of Junior Accountant (BPS-16) to the post of Assistant Accounts Officer (BPS-17) vide this office Notification No. CP. 3-2/2023 dated 10-08-2023 as well as in the interest of service; the Director General, Pakistan Post Office Department has been pleased to order transfer / posting of following officers of Accounts Cadre with immediate effect and until further orders:

<b>Sl. No.</b>	<b>Name of officers</b>	<b>Post Held</b>	<b>Post Against which posted upon promotion as Asstt. Accounts Officer (BPS-17)</b>
1.	Mr. Babar Mehmood	Junior Accountant (BPS-16), Gujranwala GPO.	Asstt. Accounts Officer, Hyderabad GPO against vacant post.
2.	Mr. Faisal Jarar	Junior Accountant (BPS-16), Kasur GPO.	Assistant Accounts Officer, Islamabad GPO against vacant post.
3.	Mr. Maqsood Khan	Junior Accountant (BPS-16), Mardan GPO	Assistant Accounts Officer, IAC-II, Dte-General PPO, Islamabad against vacant post.
4.	Mr. Hafeez Ahmed	Jr. Accountant (BPS-16), Haripur GPO	Assistant Accounts Officer, AJK Circle, Muzaffarabad against vacant post.

2. The above mentioned officers will be on probation for a period of one (01) year from the date they will actually assume the charge of the post. 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.

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

{No. S.6-6/90-XI (P-I)  
Dated: 23-08-2023}

## **II. NOTIFICATION**

**No. CP. 3-2/2023.** On the recommendation of the Departmental Promotion Committee (D.P.C) in its meeting held on 12-07-2023 and with approval of the Chairman / Director General, Pakistan Post (competent authority), the following Junior Accountants (BPS-16) are promoted to the post of Assistant Accounts Officer (BPS-17) (Accounts Cadre) (other than DA, PPOD, Lahore) on regular basis with immediate effect:-

### **(i) Against one-third Quota (1/3<sup>rd</sup>)**

<b>S #</b>	<b>Name of Officer</b>	<b>Remarks</b>
<b>1.</b>	Mr. Baber Mehmood	Promoted On Regular basis
<b>2.</b>	Mr. Faisal Jarrar	-do-

### **(ii) Against two-third Quota (2/3<sup>rd</sup>)**

<b>S#</b>	<b>Name of officer</b>	<b>Remarks</b>
<b>1.</b>	Mr. Maqsood Khan	Promoted On Regular basis
<b>2.</b>	Mr. Hafeez Ahmed	-do-
<b>3.</b>	Mr. Tauseef Ahmed	Promoted on regular basis w.e.f. 31-08-2023 i.e. the date of occurrence of vacancy due to retirement of Mr. Muhammad Ishaq, Assistant Accounts Officer.

2. The above-named officers appointed on regular basis will be on probation for a period of one (1) year from the date they actually assume the charge of the post of Assistant Accounts Officer (BPS-17). This period may be further extended by another one year if considered necessary by the competent authority in terms of Rule 21 (i) (2) and (4) of the Civil Servant (Appointment, Promotion and Transfer) Rules, 1973.

**CP. 3-2/2023**

August 10<sup>th</sup>, 2023

### **III. 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 General, Pakistan Post Office, Islamabad

- i. The post of Dy. Director (Law) (BPS-18) Dte-General, Islamabad is hereby utilized as Dy. Director (D&D) (BPS-18) under Director (Admn). The Cash Branch will route files to Director (Admn) through Dy. Director (D&D) (BPS-18).
- ii. The post of Assistant Director (D&D) (BPS-17) Dte-General, Islamabad is hereby utilized as Assistant Director (Law) (BPS-17) under Director (Law). The Lit-II Branch will route files to Director (Law) through Assistant Director (Law) (BPS-17).
- iii. The post of Assistant Director (QS) (BPS-17) Dte-General, Islamabad is hereby utilized as Assistant Director (IP) (BPS-17) under ADDG (IP & Cong). The IP Branch will route files to ADDG (IP&Cong) through Assistant Director (IP) (BPS-17).

{No. Estt. 5-1/2019 (PT)  
Dated: 16-08-2023}

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

**IV. AMENDMENT IN THE RULE OF SECURITY DEPOSIT IN CASES OF FRANCHISE POST OFFICE**

After termination of the function of Saving Bank by Pakistan Post Office Department and in the present scenario the Director General, Pakistan Post Office Department has been pleased to modify the revised policy of Franchise Post Offices circulated vide this office letter No. Estt. 4-3/2006 (PT) date 11-06-2008 as under:

“In para 4 (a) (b) of the policy, the sentence *“the security deposit in shape of Post Office Saving Bank Account or Defence Savings Certificate”* may be amended as *“the security deposit in shape of Bank Draft, Pay orders & Bank Guaranty like securities deposits etc”*

2. The above amendment will take effect on every relevant clause of the above mentioned policy where the term Post Office Saving Bank Account on Defence Savings Certificate has been used.
3. This issues with the approval of Director General.

{No. Estt. 4-4/2020  
Dated: 04-08-2023 }

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

**V. REVISION OF TARIFF (FEE) OF URGENT MAIL SERVICE (UMS) (LOCAL AND CITY TO CITY) AND URGENT MAIL SERVICE-CASH ON DELIVERY (UMS-COD) (LOCAL AND CITY TO CITY) FOR REGULAR / WALK-IN CUSTOMERS AS WEILL AS CORPORATE CLIENTS**

With reference to your office letter No. 360-PPO-EMTTS-17-07-2023/01, dated 17-07-2023 on the subject cited above, it is clarified that there is no incentive on booking of Urgent Mail Service (UMS) for Regular / Walk In customers.

2. You are therefore, requested to kindly update the system accordingly.

{No. EP. 1-31/2007(V)  
Dated: 04-08-2023 }

**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**

NIL

**PART-VI  
GENERAL**

**VI. TRANSFER / POSTING IN THE CADRE OF ASSISTANT (BPS-15) IN THE DTE-GENERAL, PAKISTAN POST OFFICE, ISLAMABAD**

The competent authority has been pleased to order following transfer / posting in the cadre of Assistant (BPS-15) in the interest of service with immediate effect and till further orders:-

S.#	NAME OF OFFICIALS	POST HELD	POST AGAINST WHICH POSTED
1.	Ms. Sobia Kiran	Assistant (Waiting for posting)	Assistant (Board) Branch against vacant post
2.	Mr. Rizwan Ahmed	Assistant (Waiting for posting)	Assistant (P-II) Branch against vacant post
3.	Sheikh Abdul Rehman Abid	Assistant (Waiting for posting)	Assistant (P-I) Branch against vacant post
4.	Mr. Muhammad Usman	Assistant (Waiting for posting)	Assistant (ER) Branch vice against vacant post
5.	Mrs. Razia Parveen	Assistant (Waiting for posting)	Assistant (T&T) Branch against vacant post
6.	Mr. Muhammad Junaid Tanveer	Assistant (Waiting for posting)	Assistant (IM) Branch against vacant post
7.	Ms. Saba Amjad	Assistant (Waiting for posting)	Assistant (Proc) Branch against vacant post
8.	Ms. Nazia Rasool	Assistant (Waiting for posting)	Assistant (SP) Branch against vacant post
9.	Mr. Muhammad Irfan Kareem	Assistant (Waiting for posting)	Assistant (IP) Branch against vacant post
10.	Mr. Muhammad Khalil	Assistant (Waiting for posting)	Assistant (Confidential) Branch against vacant post
11.	Mrs. Mehreen Khan	Assistant (Waiting for posting)	Assistant (E.M) Branch against vacant post
12.	Mr. Umair Afzal	Assistant (Dev) Branch	Assistant (Wel) vice Mr. Muhammad Riaz Khan transferred
13.	Mr. Muhammad Riaz Khan	Assistant (Wel)	Assistant (PR) Branch against vacant post
14.	Mr. Minhaj-ud-Din	Assistant (Waiting for posting)	Assistant (PA&P) Branch vice Mr. Javed Iqbal-II transferred
15.	Mr. Javed Iqbal-II	Assistant (PA&P)	Assistant (Savings) Branch against vacant post
16.	Mr. Faisal Aziz	Assistant (Waiting for posting)	Assistant (DFPOs) Branch against vacant post
17.	Ms. Fatima Mughal	Assistant (Waiting for posting)	Assistant (MR) Branch against vacant post.

2. The above officials are directed to join their new assignment immediately.

{No. P.II.7-1/2021  
Dated: 18-08-2023}