

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



DIRECTOR GENERAL'S CIRCULAR NO. 10

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

I. NOTIFICATION

No. CP.3-3/2014-I. In pursuance of Finance Division (Regulation Wing) F. No. 1(3) R-I/2010/2014 dated 10-09-2014, on the recommendations of the Departmental Promotion Committee and with the approval of the competent authority; the following Superintendents (BPS-16), working in Directorate General, Pakistan Post Office, Islamabad are granted BPS-17 w.e.f. the dates mentioned against each:-

Sr. No.	Name of Officers	Date of grant of BPS-17
1.	Mr. Maqbool Hussain	14-05-2023
2.	Mr. Zaka Ullah	18-07-2023

2. In pursuance of the Finance Division O.M. No. 9 (47)R-I/2015-520/2018 dated 15-11-2018; the above named Superintendents, on grant of BS-17, are entitled to all benefits of BS-17 including perks / privileges, premature increment, rental ceiling / house rent allowance and medical allowance etc.

CP.3-3/2014-I

October 3, 2023

II. RE-ORGANIZATION IN PAKISTAN POST OFFICE DEPARTMENT.

In order to improve the efficiency and to make the supervision better, the Director General, Pakistan Post / Chairman PPSMB has been pleased to make following changes in the administrative hierarchy of Dte-General Pakistan Post.

1. The Dy. CAO (Rev) (BPS-18), ACAO (Rev) (BPS-18), AAO (MTRC) (BPS-17) and AAO (Rev) (BPS-17) are hereby placed under the administrative control of Dy. DG (Ops). The AAO (Rev) and AAO (MTRC) will route their files upward to Dy. DG (Ops) through ACAO (Rev). The ACAO (Rev) will move the files upward to Dy. DG (Ops) through Dy. CAO (Rev).

{No. Estt. 5-1/2019 (PT)

Dated: 02-10-2023}

PART-II
RULES AND REGULATIONS

NIL

PART-III
POSTAL AND EXPRESS SERVICES

III. 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 WELL AS CORPORATE CLIENTS

In continuation of this Directorate General notification of even No. dated 04-07-2023 on the subject cited above. The Pakistan Postal Services Management Board (PPSMB) in its 67th meeting held on 15-02-2023 has been pleased to revise the procedure of UMS-COD (Local and City to City) for regular / walk in customers as well as corporate clients, as per provision of section 16(3) of the Pakistan Postal Services Management Board Ordinance 2002. The new procedure will be applicable w.e.f. 15-10-2023.

2. According to decisions taken in the above-mentioned Board meeting, the booking charges of UMS-COD are collected at the time of booking while the UMO charges are collected from the recipient after delivery of article in addition to value of COD. This practice is not in line with the industry practice where sender pays all the charges while the recipient pays only the declared value of article. The Board has approved that all the time of booking, the sender should pay both charges i.e. booking charges of UMS and the fee of UMO. In case the UMS-COD is returned, the UMO charges will be considered as the article return charges.

The structure of UMS-COD tariff for **walk in customer** will be as under:-

Category of UMO of COD	Value Upto	COD Fee	UMO fee	Total
City to City (250gm)	Rs. 10,000/-	87	Rs. 175	262
	Rs. 10,001/- to Rs. 20,000/-	87	Rs.200	287
	Rs. 20,001/- to Rs. 50,000/-	87	Rs.225	312
	Rs. 50,001/- to Rs. 100,000/-	87	Rs.250	337
City to City (500 gm)	Rs. 10,000/-	122	Rs. 175	297
	Rs. 10,001/- to Rs. 20,000/-	122	Rs. 200	322
	Rs. 20,001/- to Rs. 50,000/-	122	Rs. 225	347
	Rs. 50,001/- to Rs. 100,000/-	122	Rs.250	372
Local (250gm)	Rs. 10,000/-	55	Rs.135	190
	Rs. 10,001/- to Rs. 20,000/-	55	Rs.160	215
	Rs. 20,001/- to Rs. 50,000/-	55	Rs. 185	240
	Rs. 50,001/- to Rs.	55	Rs. 210	265

	100,000/-			
Local (500gm)	Rs. 10,000/-	80	Rs. 135	215
	Rs. 10,001/- to Rs. 20,000/-	80	Rs.160	240
	Rs. 20,001/- to Rs. 50,000/-	80	Rs. 185	265
	Rs. 50,001/- to Rs. 100,000/-	80	Rs. 210	290
City to City (Every additional 500 gm) @ Rs. 35/-				
Local (Every additional 500 gm) @ Rs. 18/-				

The structure of UMS-COD tariff for **corporate customer** will be as under:-

Category of UMO of COD	Value Upto	COD Fee	UMO fee	Total
City to City (250 gm)	Rs. 10,000/-	45	Rs.175	220
	Rs. 10,001/- to Rs. 20,000/-	45	Rs.200	245
	Rs. 20,001/- to Rs. 50,000/-	45	Rs.225	270
	Rs. 50,001/- to Rs. 100,000/-	45	Rs.250	295
City to City (500 gm)	Rs. 10,000/-	62	Rs. 175	237
	Rs. 10,001/- to Rs. 20,000/-	62	Rs. 200	262
	Rs. 20,001/- to Rs. 50,000/-	62	Rs. 225	287
	Rs. 50,001/- to Rs. 100,000/-	62	Rs. 250	312
Local (250 gm)	Rs.10,000/-	27	Rs. 135	162
	Rs. 10,001/- to Rs. 20,000/-	27	Rs. 160	187
	Rs. 20,001/- to Rs. 50,000/-	27	Rs.185	212
	Rs. 50,001/- to Rs. 100,000/-	27	Rs. 120	237
Local (500gm)	Rs. 10,000/-	35	Rs.135	170
	Rs. 10,001/- to Rs. 20,000/-	35	Rs. 160	195
	Rs. 20,001/- to Rs. 50,000/-	35	Rs. 185	220

	Rs. 50,001/- to Rs. 100,000/-	35	Rs. 210	245
City to City (Every additional 500gm) @ Rs. 18/-				
Local (Every additional 500 gm) @ Rs. 10/-				

3. All the tariff are inclusive of GST and the same may be calculated according to below mentioned formula:-

UMS-COD rate for City to City is Rs. 87/- for weight upto 250gms the GST @ prescribed by respective provincial government will be calculated as under:-

For example:-

Province	UMS-COD rate upto 250gm	GST %	Formula	GST	Postage
Islamabad	87	16	$87 \times 16 / 116$	12	75
Punjab	87	16	$87 \times 16 / 116$	12	75
Balochistan	87	15	$87 \times 15 / 115$	11	76
Khyber Pakhtunkhwa	87	15	$87 \times 15 / 115$	11	76
Sindh	87	13	$87 \times 13 / 113$	10	77

4. All the dues will be collected at the time of booking of UMS-COD article. The recipient will pay only the declared value of UMS-COD. The GST will be applied on UMS-COD fee only.

5. You are therefore, requested to kindly ensure circulation of the new procedure of UMS-COD to booking offices working under your jurisdictions immediately.

{No. EP. 1-31/2007 (V)
Dated: 02-10-2023}

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

Subject: CHART OF ACCOUNTS (CORRECTION SLIP No. 623)

In pursuance of Finance Division (C.F Wing) OM No. F.1 (32) CF01/2022-23/900 dated 18-07-2023, the Controller General of Accounts, Islamabad has issued correction slip No. 623 vide letter No. 308/CGA/AC-I/A-Object/2022 dated 12.09.2023 (Copy enclosed), wherein the existing detailed Head of Accounts “Solarization of Public Sector Buildings” is re-classified with minor object and is opened /allocated in the Chart of Accounts under “A-Expenditure” as detailed below:-

Major Object	A09 - Expenditure on Acquiring of Physical Assets
Minor Object	A096 - Purchase of Plant & Machinery
Detailed Object (New)	A09606 - Solarization of Public Sector Buildings

2. The existing detailed object “A03999-Solarization of Public Sector Buildings” opened vide CS No. 619 will be treated as blocked as per new classification by Finance Division vide letter referred to above. It is therefore, requested that necessary addition may please be made in the chart of Accounts accordingly.

3. This issues with the approval of Chief Accounts Officer, Pakistan Post. Encl (As above).

B.1-3/2023 (CoA)
19th October 20



GOVERNMENT OF PAKISTAN
OFFICE OF THE CONTROLLER GENERAL OF ACCOUNTS
 CGA Complex, FBC Building, Sector G-5/2
 ISLAMABAD
 www.cga.gov.pk

CHART OF ACCOUNTS
Correction Slip No. 623

In pursuance of Finance Division, (C.F) Wing, Islamabad office letter No. F.1(32) CF-I/2022-23/900 dated 18-07-2023, the exiting detailed Head of Account "Solarization of Public Sector Buildings" is re-classified with minor and major object and *opened/allotted* under "A- Expenditure" in the Chart of Accounts:

Major Object	A09	Expenditure on Acquiring of Physical Assets
Minor Object	A096	Purchase of Plant & Machinery
Detailed Object (New)	A09606	Solarization of Public Sector Buildings

2. The existing detailed object "A03999-Solarization of Public Sector Buildings" opened vide CS No. 619 will be treated as blocked as per new classification by Finance Division vide letter mentioned above.

(ARSALAN MATLOOB)
 Accounts Officer (Accounts-i)
 Dated: 12.09.2023

No. 308/CGA/AC-I/A-Object/2022

Distribution

- Mr. Abdul Kaleem, Section Officer (CF-I), CF Wing, Finance Division, Islamabad w.r.t above mentioned letter.
- Mr. Shahid Muhammad, Team Lead FI, FABS Directorate, AGPR Complex, Islamabad with request to upload the Correction Slip in SAP system under intimation to this office.
- The Auditor General of Pakistan, Audit House, Constitution Avenue, Islamabad.
- State Bank of Pakistan, (A.D Accounts Deptt), I.I. Chundrigar Road, Karachi.
- The Director (Budget Computerization), Finance Division (Budget Wing), Islamabad.
- The Chief Accounts Officer, Finance Division, Islamabad.

- 1- AGPR, Islamabad. 2- AG Punjab, Lahore 3- AG Sindh, Karachi
 4- AG Khyber Pakhtunkhwa, Peshawar 5- AG Baluchistan, Quetta 6- AG AJ&K Muzaffarabad
 7- Accountant General Gilgit-Baltistan, Gilgit 8- DG Accounts Works, Lahore.

AGPR, sub-offices

- 1- Karachi 2- Lahore 3- Peshawar 4- Quetta 5- Gilgit

Finance Departments

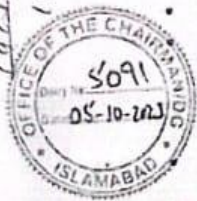
- 1- Govt. of Punjab, Lahore. 2- Govt. of Sindh, Karachi 3- Govt. of Khyber Pakhtunkhwa Peshawar.
 4- Govt. of Baluchistan, Quetta. 5- Govt. of AJ&K, Muzaffarabad. 6- Govt. of Gilgit Baltistan.

Self-Accounting Entities

- 1- The Member Finance, Pakistan Railways, Islamabad 2- The CAO, Foreign Affairs, Islamabad
 3- DG National Savings, Islamabad. 4- DG Pakistan Post Office Department, Islamabad
 5- DA, PPOD, Lahore 6- The CAO, GSP, Quetta 7- The Director (B&A), Pak. PWD, Islamabad
 8- The CAO, Pakistan Mint, Lahore. 9- Military Accountant General, Rawalpindi

By No. 10.60...CF.1/20
 Dated: 13-9-23

12/5/2023
 10/9/2023



Handwritten notes:
 R. H. P. P.
 07.12.23
 AAO

Handwritten notes:
 Add/DG(CAF)
 AC No (B)

Handwritten notes:
 8.6.7.23
 AAO

PART-V

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 DEPARTMENTAL 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).(Practical) with the aid of Books.	
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 (Practical) with the aid of Books.	

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

3. The last date for receipt of applications form the intending candidates by the Heads of Circles has been fixed as 8th November, 2023. No application will be entertained by the Heads of Circle after the target date. The departmental officials working in BPS-09 to BPS-15 who have rendered 5 years continuous service on regular basis in the department are eligible to appear in Part-I examination. They should submit their applications through proper channel to the Head of Circle concerned on the prescribed form alongwith receipt in original in from 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 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 fulfill the conditions of eligibility for admission to Part-I examination after careful scrutiny of their applications which may be carefully preserved and need not be sent to this office Roll Numbers to eligible candidate 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 application 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
120	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 a list showing SI. No Name of Candidate (those who have exemptions, 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 entertain able.

CP. 4-2/2020
24th October 2023

PART-VI
GENERAL

NIL