



NO.SO.ADMN.III(LG)1-36/2004 (P-I)
GOVERNMENT OF THE PUNJAB
LOCAL GOVERNMENT & COMMUNITY DEVELOPMENT
DEPARTMENT
(ADMN-III SECTION)

Dated Lahore, the 21st January, 2016


To

- 1) All the District Coordination Officers in the Punjab.
- 2) All the Administrators Tehsil / Town Municipal Administrations in the Punjab.

Subject:- (i) **UP-GRADATION OF THE POSTS OF JUNIOR CLERK, SENIOR CLERK, ASSISTANT / HEAD CLERK AND SUPERINTENDENT**
(ii) **TIME SCALE PROMOTION TO EMPLOYEES IN BS-05 TO BS-16**
(iii) **UP-GRADATION OF THE POST OF QASID FROM BS-02 TO BS-03 AND DAFTRI FROM BS-02 TO BS-04**

The undersigned is directed to forward herewith copies of Notification No.FD.PC-.39-14/77 (Pt.IV) (APCA/2008) (Provl.) dated 04.01.2016, No.FD.PC.39-14/77 (Pt.IV) (APCA/2008) (Provl.) dated 04.01.2016 and No.FD.PC.39-1/77(Pt.IV)APCA/2008 dated 01.01.2016 issued by the Section Officer (PC) and Deputy Secretary (PC), Finance Department addressed to all the Administrative Secretaries, Government of the Punjab and others, on the subject and to state that the competent authority has been pleased to adopt the above mentioned notifications *mutatis mutandis to the employees of Local Governments* including the Goods Exit Tax Clerk / Octroi Clerk and Senior Muharrar / Clerk on the same terms and conditions as mentioned in the above mentioned notifications.


2. The expenditure involved shall be met from the budgetary allocation of the concerned Local Government and no supplementary grant would be given on this account.


21-01-16
(MUHAMMAD AITZAZ ANJUM)
SECTION OFFICER (ADMN-III)

No. & Date Even:-

A copy is forwarded for information and necessary action to:-

- 1) The Accountant General, Punjab, Lahore.
- 2) The Provincial Director Local Fund Audit Punjab, Lahore.
- 3) All the Divisional Directors, Local fund Audit in the Punjab.
- 4) All the District Accounts Officers in the Punjab.
- 5) All the District Officers (Community Organization) in the Punjab with the direction to circulate this among all the Union Councils falling under their jurisdiction.
- 6) Qari Taj Muhammad, General Secretary, All Pakistan Local Government Workers Federation with reference to his representation No.007/16/APLGWF dated 05.01.2016.


21-01-16
(MUHAMMAD AITZAZ ANJUM)
SECTION OFFICER (ADMN-III)



NO.FD.PC.39-14/77(Pt.IV)(APCA/2008)(Provl.)
GOVERNMENT OF THE PUNJAB
FINANCE DEPARTMENT

Dated Lahore, the 4th January, 2016

From

Mr. Dr. Arshad Mahmood,
Finance Secretary.

To

1. All Administrative Secretaries to Government of the Punjab.
2. The Principal Secretary to Governor, Punjab, Lahore.
3. The Principal Secretary to Chief Minister, Punjab, Lahore.
4. The Military Secretary to Governor, Punjab, Lahore.
5. The Secretary, Punjab Provincial Assembly, Lahore.
6. The Secretary, Punjab Public Service Commission, Lahore.
7. All Heads of Attached Departments in the Punjab.
8. All Commissioners in the Punjab.
9. All District Coordination Officers in the Punjab.
10. The Chief Pilot, VIP Flight, Lahore.
11. The Provincial Director, Local Fund Audit, Punjab, Lahore.

Subject: UPGRADATION OF THE POSTS OF JUNIOR CLERK, SENIOR CLERK, ASSISTANT/HEAD CLERK AND SUPERINTENDENT

I am directed to state that the Governor of the Punjab has been pleased to upgrade the posts of Junior Clerk, Senior Clerk, Assistant/Head Clerk and Superintendent, in relaxation of ban on up-gradation of posts, with effect from 01.01.2016:

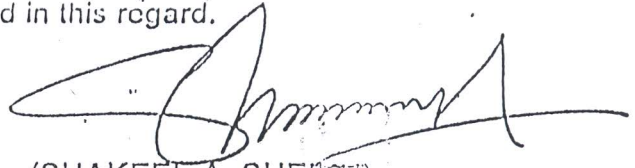
Sr. #	Name of the Post	Existing BS	Upgraded BS
1.	Superintendent	16	17
2.	Assistant/Head Clerk	14	16
3.	Senior Clerk	9	14
4.	Junior Clerk	7	11

The incumbents of the upgraded posts will also stand upgraded and their pay will be fixed at the stage next above their basic pay in their lower pay scales with immediate effect.

2. There will be no change in pay of those Superintendents who were granted time scale BS-17 vide this Department's notification No.FD.PC.14-19/2014 dated 04.03 2015. However, they will be entitled to allowances as admissible to other officers in BS-17 as per prevailing instructions.

The review of required qualification and skills for the new entrants, rationalization of different cadres and amendment in the requisite service rules shall be discussed subsequently by the Cabinet Committee, constituted by the Chief Minister for improving the administrative and governance structure.

4. The expenditure incurred on the above up-gradation of posts shall be borne by the respective Administrative Departments/Autonomous Bodies/District Governments. No supplementary grant will be issued in this regard.



(SHAKEEL A. SHEIKH)
SECTION OFFICER (PC)

NO. & DATE EVEN:

A copy is forwarded for information and necessary action to:

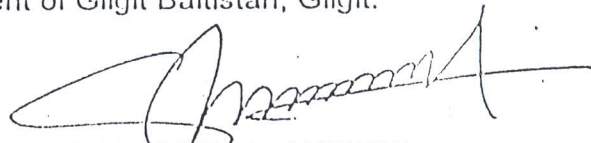
1. The Accountant General Punjab, Lahore.
2. All the District Accounts Officers in the Punjab.
3. The Treasury Officer, Lahore.
4. The Director General Audit, Lahore.
5. The Director General Works (Accounts), Lahore.
6. The Director General Works (Audit), Lahore.
7. The Director General Audit (District Governments), Punjab, Lahore.

(SHAKEEL A. SHEIKH)
SECTION OFFICER (PC)

NO. & DATE EVEN:

A copy is forwarded for information and necessary action to:

1. The Finance Secretary, Government of Pakistan, Islamabad.
2. The Finance Secretary, Government of Sindh, Karachi.
3. The Finance Secretary, Government of KPK, Peshawar.
4. The Finance Secretary, Government of Baluchistan, Quetta.
5. The Finance Secretary, Azad State of Jammu & Kashmir, Muzaffarabad.
6. The Finance Secretary, Government of Gilgit Baltistan, Gilgit.



(SHAKEEL A. SHEIKH)
SECTION OFFICER (PC)



NO.FD.PC.39-14/77(Pl.IV)(APCA/2003)(Provi.)
GOVERNMENT OF THE PUNJAB
FINANCE DEPARTMENT

Dated Lahore, the 4th January, 2016

From

Dr. Arshad Mahmood,
Finance Secretary.

To.

1. All Administrative Secretaries to Government of the Punjab.
2. The Principal Secretary to Governor, Punjab, Lahore.
3. The Principal Secretary to Chief Minister, Punjab, Lahore.
4. The Military Secretary to Governor, Punjab, Lahore.
5. The Secretary, Punjab Provincial Assembly, Lahore.
6. The Secretary, Punjab Public Service Commission, Lahore.
7. All Heads of Attached Departments in the Punjab.
8. All Commissioners in the Punjab.
9. All District Coordination Officers in the Punjab.
10. All District & Sessions Judges in the Punjab.
11. The Chief Pilot, VIP Flight, Lahore.
12. The Registrar, Lahore High Court, Lahore.
13. The Provincial Director, Local Fund Audit, Punjab, Lahore.

Subject: TIME SCALE PROMOTION TO EMPLOYEES IN BS-5 TO BS-16

I am directed to state that the Governor of the Punjab has been pleased to up-grade all technical / non-technical employees holding posts in from BS-5 to BS-16 which are isolated/stagnant (i.e., having no promotion prospects), and have 10 years' service to their credit in the respective pay scale, to next pay scale with effect from 01.01.2016. The incumbents shall further be promoted to next pay scale after earning each 10-years of service.

2. All the Departments/Attached Departments are requested to take further necessary action to implement the above policy and will strictly observe prescribed procedure for promotion of these employees, i.e., through D.P.C. for ascertaining of service record. However, the immediate up-gradation is without any condition of D.P.C.
3. The above employees are not entitled to premature increment either on up-gradation w.e.f. 01.01.2016 or time scale promotion after each 10 years.

NO. & DATE EVEN:

A copy is forwarded for information and necessary action to:

1. The Accountant General Punjab, Lahore.
2. All the District Accounts Officers in the Punjab.
3. The Treasury Officer, Lahore.
4. The Director General Audit, Lahore.
5. The Director General Works (Accounts), Lahore.
6. The Director General Works (Audit), Lahore.
7. The Director General Audit (District Governments), Punjab, Lahore.


(SHAKEEL A. SHEIKH)
SECTION OFFICER (PC)

NO. & DATE EVEN:

A copy is forwarded for information and necessary action to:

1. The Finance Secretary, Government of Pakistan, Islamabad.
2. The Finance Secretary, Government of Sindh, Karachi.
3. The Finance Secretary, Government of KPK, Peshawar.
4. The Finance Secretary, Government of Balochistan, Quetta.
5. The Finance Secretary, Azad State of Jammu & Kashmir, Muzaffarabad.
6. The Finance Secretary, Government of Gilgit Baltistan, Gilgit.


(SHAKEEL A. SHEIKH)
SECTION OFFICER (PC)

Fahcem/



NO.FD.PC.39-14/77(Pl.IV)APCA/2008
GOVERNMENT OF THE PUNJAB
FINANCE DEPARTMENT

PA to DS (Admin)
Disty No. 23

Dated: 4/1/16

Dated Lahore, the 1st January, 2016

From

Dr. Arshad Mahmood,
Finance Secretary.

To

1. All Administrative Secretaries to Government of the Punjab.
2. The Principal Secretary to Governor, Punjab, Lahore.
3. The Principal Secretary to Chief Minister, Punjab, Lahore.
4. The Military Secretary to Governor, Punjab, Lahore.
5. The Secretary, Punjab Provincial Assembly, Lahore.
6. The Secretary, Punjab Public Service Commission, Lahore.
7. All Heads of Attached Departments in the Punjab.
8. All Commissioners in the Punjab.
9. All District Coordination Officers in the Punjab.
10. The Chief Pilot, VIP Flight, Lahore.
11. The Provincial Director, Local Fund Audit, Punjab, Lahore.

Subject:

UP-GRADATION OF THE POST OF QASID FROM BS-2 TO 3 AND
DAFRI FROM BS-2 TO BS-4

I am directed to state that the Governor of the Punjab has been pleased to upgrade the posts of Qasid from BS-2 to BS-3 and Daftri from BS-2 to BS-4, in relaxation of ban on up-gradation of posts, with immediate effect.

2. The expenditure incurred on the above up-gradation of posts shall be borne by the respective Administrative Departments/Autonomous Bodies/District Governments within existing budgetary provision for the financial year 2015-2016. No supplementary grant will be issued in this regard.

Tariq Muhammad Mirza
(TARIQ MUHAMMAD MIRZA)
DEPUTY SECRETARY (PC)

NO. & DATE EVEN:

A copy is forwarded for information and necessary action to:

1. The Accountant General Punjab, Lahore.
2. All the District Accounts Officers in the Punjab.
3. The Treasury Officer, Lahore.
4. The Director General Audit, Lahore.
5. The Director General Works (Accounts), Lahore.
6. The Director General Works (Audit), Lahore.
7. The Director General Audit (District Governments), Punjab, Lahore.

(TARIQ MUHAMMAD MIRZA)
DEPUTY SECRETARY (PC)

Disty No. 54
Date: 4/1/16
Govt of Punjab,
Finance Department

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*Pipalpur
Chandpur
Mirza*

5/1

5/4

P.A/A. S. (ADMIN)
Dy. No. 23
Dated: 4/1/16

(HSA)

NO. & DATE EVEN:

A copy is forwarded for information and necessary action to:

1. The Finance Secretary, Government of Pakistan, Islamabad.
2. The Finance Secretary, Government of Sindh, Karachi.
3. The Finance Secretary, Government of KPK, Peshawar.
4. The Finance Secretary, Government of Baluchistan, Quetta.
5. The Finance Secretary, Azad State of Jammu & Kashmir, Muzaffarabad.
6. The Finance Secretary, Government of Gilgit Baltistan, Gilgit.

Tariq Muhammad
(TARIQ MUHAMMAD URZA)
DEPUTY SECRETARY (PC)