



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

Dated Lahore, the 4<sup>th</sup> January, 2016

From

Mr. Dr. Arshad Mahmood,  
Finance Secretary.

[www.pmadit.com](http://www.pmadit.com)

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.

3. 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.



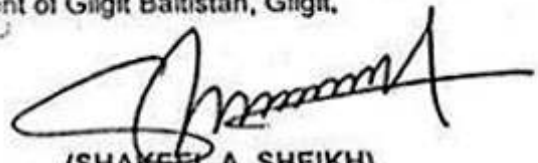
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2. The Finance Secretary, Government of Sindh, Karachi.
3. The Finance Secretary, Government of KPK, Peshawar.
4. The Finance Secretary, Government of Baluchistan, Quetta.
5. The Finance Secretary, Azad State of Jammu & Kashmir, Muzaffarabad.
6. The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

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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.

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6. The Finance Secretary, Government of Gilgit Baltistan, Gilgit.

  
(SHAKEEL A. SHEIKH)  
SECTION OFFICER (PC)

Faheem/