

GOVERNMENT OF PAKISTAN
CABINET SECRETARIAT
ESTABLISHMENT DIVISION

No.8/2/2005-R-I

Islamabad, the 21st February, 2011.

OFFICE MEMORANDUM

Subject: - RE-DESIGNATION OF THE POSTS OF KEY PUNCH VERIFYING OPERATOR AS DATA ENTRY OPERATOR AND UPGRADATION FROM BS-10 BS-12.

The undersigned is directed to refer to the Finance Division's (Regulation Wing)'s O.M.No.F.1(10)/R-I/2010-1166 dated the 13th December, 2010 on the above subject and to state that the justifications in respect of the re-designation of the posts of Key Punch Verifying Operator as Data Entry Operator and up-gradation of the posts of Data Entry Operator from BS-10 to BS-12 are as under:-

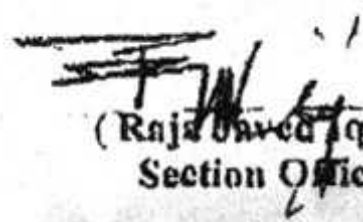
- (i) With the introduction of latest computers, the work of key punching has become obsolete and data entry has taken its place.
- (ii) Different Ministries/Divisions/Departments are employing Data Entry Operators in difference pay scales thus giving rise to the requests from other Ministries/Divisions to upgrade their posts of DEO.
- (iii) The promotion posts of Data Entry Operators (BS-12) were Data Processing Assistant/Data Processing Supervisor/Data Control Supervisor (BS-14) which have been upgraded BS-16 in the Pakistan Computer Bureau and others Ministries/Divisions/Departments.

2. In view of the position stated at para-1 above, the case does not call for any management study by the M.S.Wing of this Division. Even otherwise, the posts of DEO do not belong to any occupational group/service.

3. The following information/documents in respect of the Pakistan Computer Bureau are attached:-

- (i) Statement showing the number of sanctioned posts of DEO (BS-10) and filled/vacant posts.
- (ii) Statement showing the length of service at the credit of the incumbents of the posts of DEO (BS-10).
- (iii) Recruitment Rules for the posts of Data Entry Operator.

4. As regards financial implication in respect of the upgradation of the posts of Data Entry Operator (BS-10) to (BS-12) in the Pakistan Computer Bureau, the same may obtained from the Ministry of Information Technology/Pakistan Computer Bureau. Further, the requisite information in respect of other organizations employing Data Entry Operators, if required, may be obtained by the Finance Division directly from the concerned Ministries/Divisions/Departments.


(Raja Waved Qbal)
Section Officer

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Finance Division (Regulation Wing),
(Rao Ali Ahmed Khan,
Section Officer (R-I),
Islamabad.

47 MAY 2011

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Islamabad, the 20th May, 2011.

No.F.1(30)/R-I/2010-234

OFFICE MEMORANDUM

Subject: RE-DESIGNATION OF THE POST OF KEY PUNCH VERIFYING OPERATOR AS DATA ENTRY OPERATOR AND UPGRADATION FROM BS-10 TO BS-12.

The undersigned is directed to refer to the subject noted above and to state that in order to standardize the Pay Scales of the Data Entry Operators in the Government Departments in light of the policy guidelines for the up-gradation/re-designation of the posts in light of para-2 (a) of the Establishment Division's O.M.No.8/36/2000-R-I dated 20-01-2001, the Finance Division agrees to the observations/recommendations of the Establishment Division's as contained in their O.M.No.8/2/2005-R-I dated 3rd December, 2010, and decides that:-

- a) The posts of Key Punch Operator/Key Punch Verifying Operator, where-ever existing, may be re-designated as Data Entry Operator.
- b) The posts of Data Entry Operator may be upgraded from BPS-10 to BPS-12 in all Government Departments. In the Ministries/Divisions/ Departments which have the posts of Data Entry Operator in a basic pay scale higher than BPS-12, the said posts may be down-graded to BPS-12 as and when the present incumbents of the posts leave the said posts.
- c) The qualification for appointment to the upgraded post of Data Entry Operator (BPS-12) may be prescribed as Bachelor's Degree in Physics/Mathematics/Statistics/Economics with a minimum speed of 10,000 key depressions per hour for data entry, in the Recruitment Rules to be amended/framed with the concurrence of Establishment Division.

(Fazal Hussain)
Section Officer
Tele: 9962716

All Ministries/Divisions/Departments:

Copy also forwarded for information to:

1. President's Secretariat (Public), Islamabad.
2. President's Secretariat (Personal), Islamabad.
3. Prime Minister's Secretariat (Internal), Islamabad.
4. Prime Minister's Secretariat (Public), Islamabad.
5. National Assembly Secretariat, Islamabad.
6. Senate Secretariat, Islamabad.
7. Election Commission of Pakistan, Islamabad.
8. Supreme Court of Pakistan, Islamabad.
9. Federal Shariat Court, Islamabad.
10. AGPR, Islamabad/Lahore/Peshawar/Karachi/Quetta.
11. Pakistan Mint, Lahore.
12. Auditor General of Pakistan, Islamabad.
13. Federal Public Service Commission, F-5/1, Agha Khan Road, Islamabad.
14. Capital Development Authority, Islamabad.
15. Cost Accounts Organization, Islamabad.
16. Military Accountant General, Rawalpindi.
17. Central Directorate of National Savings, Islamabad.
18. Chief Accounts Officer, M/O Foreign Affairs, Islamabad.
19. Financial Adviser and Chief Accounts Officer, Pakistan Railways, Lahore.
20. All Financial Advisers/Deputy Financial Advisers attached to Ministries/Divisions etc and all officers of Finance Division.
21. Secretariat Training Institute, Islamabad.
22. Federal Tax Ombudsman's Secretariat, Islamabad.
23. DG Post Offices, Islamabad.
24. Office of the Chief Commissioner, Islamabad.
25. Secretary, Wafiq Mohtasib (Ombudsman)'s Secretariat, Islamabad.
26. Pakistan Atomic Energy Commission, Islamabad.
27. All Chief Secretaries/Finance Secretaries of the Government of Punjab/Sindh/ KPK/Baluchistan & Azad State of Jammu & Kashmir.
28. Directorate General of Inspection & Training, Customs & Central Excise, 8th Floor, New Custom House, Karachi.
29. National Re-Construction Bureau, Prime Minister's Secretariat, Islamabad.
30. National Accountability Bureau, Islamabad.
31. Intelligence Bureau, Islamabad.
32. Member (Finance), KRL, P.C.Box.No.1384, Islamabad.
33. Controller General of Accounts, Islamabad.


(Fazel Hussain)
Section Officer