

**GOVERNMENT OF PAKISTAN
REVENUE DIVISION
FEDERAL BOARD OF REVENUE**

Islamabad, the 23rd June, 2017

**NOTIFICATION
(DELEGATION OF ADMINISTRATIVE POWERS)**

In supersession of Board's Notification No. 1(29)/2011-MIR-II dated 08.06.2017, Secretary Revenue Division/Chairman FBR has been pleased to revise the administrative powers to be exercised by the officers of FBR (HQ), Islamabad and Heads of its field formations with immediate effect and until further orders as under:-

S.#	Name of Power	Powers to be Exercised by					Remarks
		Secretary Revenue Division/Chairman FBR	Member (Admn) FBR	Chief (Mgt-IR) / Chief (Mgt-Customs) FBR	Chief Commissioner/ Chief Collector/ Directors General, Head of the Deptt. of the concerned office/ organization not below BS-20	Commissioner/ Collector/ Director of the concerned office/ organization not below BS-19	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1	Transfer and posting of officers/ officials	BS 20-22	BS 17-19	BS 1-16 in consultation with Chief (IR-OPS)	-	-	Member (Admn) will exercise the powers of transfer/ posting of officers (BS-17-19) of IRS and PCS in consultation with Member (IR-Operations) and Member (Customs) with the approval of Chairman, FBR and in line with Board's Notification No. 6(96)S(BIC)/2014-15 dated 29.07.2015.
2	Notification of IJP/Special Allowance after approval of Member (HRM)	-	-	BS 1-22	-	-	-
3	Retirement/ LPR/Pension	BS 20-22	BS 17-19	i. BS 7-16 of FBR (HQ) by Chief (Mgt-IR) ii. BS-16 of field formation by Chief (Mgt IR) /Chief (Mgt-Cus)	BS 1-15 of field formation	-	-
4	Encashment of leave in lieu of LPR	BS 20-22	BS 17-19	i. BS 7-16 of FBR (HQ) by	BS 1-15 of field formation	-	-

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				Chief (Mgt-IR) ii. BS-16 of field formation by Chief (Mgt-IR) /Chief (Mgt-Cus)			
5	House Building/ Motor Car/ Motor Cycle Advance/ GP fund advance/ Final GP fund on Retirement/ Priority for House Building/ Motor Car/ Motorcycle Advance for FBR (HQ)	BS 21-22	BS 17-20	BS 7-16 of FBR (HQ) by Chief (Mgt-IR)	BS 1-16 of field formations*	-	*Power with regards to BS 1-16 of field formations is to be exercised by an officer not below BS-21.
6	House Building/ Motor Car/Motor Cycle Advance/GP fund Advance/Final GP fund on Retirement/ Priority for House Building/ Motor Car/ Motorcycle Advance for field formations	BS 21-22	BS 17-20	-	BS 1-16	-	-
7	Approval for obtaining Gratis Passport	BS 21-22	BS 17-20	BS 1-16	-	-	-
8	NOC for obtaining/ renewal of Ordinary Passport for FBR (HQ)	BS 21-22	BS 17-20	BS 7-16	-	-	-
9	NOC for obtaining/ renewal of Ordinary Passport for field formations	BS 21-22	BS-20	-	BS 16-19	BS 1-15	Copy of the NOC granted along with copy of Passport in respect of officers of BS 16-19 will be forwarded to the Board for record
10	Earned leave for field	BS 20-22	BS 17-19	BS 1-16	-	-	-

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	formations (more than 120 days)						
11	Earned Leave for field formations (upto 120 days)	BS 21-22	-	-	i) For BS 1-18 by the respective Commissioners/ Collectors/ Directors ii) For BS 19-20 by the respective Chief Commissioners/ Chief Collectors / Directors General	-	-
12	Earned Leave - FBR (HQ)	BS 20-22	BS 17-19	BS 7-16	-	-	-
13	Extra Ordinary Leave (without pay)	BS 20-22	BS 17-19	BS 1-16	-	-	-
14	Study Leave	BS 20-22	BS 17-19	BS 1-16	-	-	-
15	Ex-Pakistan Leave - General	BS 20-22	BS 17-19 (FBR (HQ))	BS 1-16 (FBR (HQ))	BS 17-19 (upto 15 days) Field formations*	BS 1-16 (upto 15 days) Field formation**	* Leave more than 15 days in case of BS 17-19 officers of field formations will require approval of Member (Admn) FBR ** Leave more than 15 days in case of BS 1-16 officials of field formations will require approval of Chief (Mgt-IR)/ Chief (Mgt-Customs) FBR. Copy of the leave granted upto 15 days along with NOC to proceed abroad in respect of officers of BS 1-19 will be forwarded to the Board for record.
16	Ex-Pakistan Leave for Hajj/ Umrah for FBR (HQ)	BS 21-22	BS 17-20	BS 7-16	-	-	-
17	Ex-Pakistan Leave for Hajj/ Umrah for field formations	BS 21-22	BS-20	-	BS 16-19	BS 1-15	Copy of the orders in respect of officers of BS 16-19 to be furnished to FBR
18	Lump sum payment equal to leave pay up to 365 days in case of in service death or permanent incapacitation for further	BS 20-22	BS 17-19	BS 1-16	-	-	-

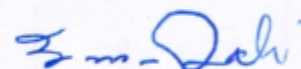
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	service by a Medical Board.						
19	Recreation Leave for FBR (HQ)	BS 21-22	BS 17-20	BS 7-16	-	-	-
20	Recreation Leave for field formations	BS 21-22	BS-20	-	BS 16-19	BS 1-15	Copy of the orders in respect of officers of BS 16-19 to be furnished to FBR
21	Maternity Leave for FBR (HQ)	BS 21-22	BS 17-20	BS 7-16	-	-	-
22	Maternity Leave for field formations	BS 21-22	BS-20	-	BS 16-19	BS 1-15	Copy of the orders in respect of officers of BS 16-19 to be furnished to FBR
23	Special Leave	BS 20-22	BS 17-19	BS 1-16	-	-	-
24	Disability Leave	BS 20-22	BS 17-19	BS 1-16	-	-	-

2. Powers mentioned at serial nos. 1, 2, 3, 4, 5, 7, 8, 12, 13, 14, 15, 16, 18, 19, 21, 23, 24 with regards to BS 1-6 officials of FBR (HQ) are to be exercised as per previous practice in accordance with Board's letter dated 08.04.2015.

3. The exercise of above powers will be subject to the following conditions;
- Grant of leave should not be at the cost of office work.
 - Clearance from Federal Board of Revenue in case substitute is required.
 - Grant of leave should be subject to availability of sufficient working strength against sanctioned strength and it should be discouraged in the last quarter of financial year and last 15 days of each quarter.
 - The grant of leave will not hurt the revenue collection.

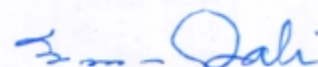
4. This supersedes all previous instructions on the subject to the extent of the powers as enumerated above.


(Ihsan Ullah)
Secretary (MIR-II)

The Manager,
Printing Corporation of Pakistan Press,
Karachi.
1(29)/2011-MIR-II (Pt)

Copy to:-

- SA to Chairman, Federal Board of Revenue
- The Accountant General, Pakistan Revenue, Islamabad
- All Members, FBR, Islamabad
- All Chief Commissioners/Chief Collectors/Directors General
- All Collectors/Directors
- Chief (Mgt.)/Chief (Mgt. Cus)/Chief (Admn), FBR, Islamabad
- All Secretaries/Second Secretaries of Mgt. Wing, FBR, Islamabad
- Secretary (Exp.Bud) FBR/DDO, FBR, Islamabad
- Web Master/Second Secretary (Automation), FBR, Islamabad


(Ihsan Ullah)
Secretary (MIR-II)