

MOST IMMEDIATE

**GOVERNMENT OF PAKISTAN
REVENUE DIVISION
FEDERAL BOARD OF REVENUE
(ADMINISTRATION/HR)**

C. No.10(9)MC-IV)/2026

Islamabad, the 10th September, 2026

From: Munir Ahmad
Second Secretary (M/HR.C-IV)

To: 1. All Chief Collectors / Director Generals of Customs Field Formations
2. All Collectors / Directors of Customs Field Formations

SUBJECT: UPDATION OF HRIS DATA INSTRUCTIONS REGARDING.

I am directed to refer to Board's letter No.5(2)S(HRIS)/2022/11878-R dated 28.01.2026 read with reminder dated 16.03.2026 on the subject cited above and to state that the Competent Authority has taken serious notice of the non-updation of HRIS data by the field offices despite repeated instructions issued by the Board.

2. In this regard, I am further directed to say that all field formations shall ensure that their data should be updated in the HRIS data **TODAY**, positively. All user IDs and passwords of HRIS have already been provided to the concerned ADC's/DCs (HQ), who are presently responsible for its updation.

3. Furthermore, the DC/DD (Hqs) may kindly be directed to ensure timely updation of database in HRIS. In order to verify the authenticity of data, working strength available in HRIS in respect of all employees within your administrative control be reconciled with payroll of your office. Discrepancy, (if any), may kindly be communicated to the Board.

4. The concerned DC/DD (Hqs) shall forward a Certificate, duly countersigned by the respective Head of field formation to the effect that, the data of all employees of the respective office is updated in the HRIS system as per SOPs circulated by the Board.

5. The respective DC/DD (Hqs) shall personally be responsible to ensure updation of data of all employees (BS-1 to 15). Any deviation or negligence in this regard would be seriously viewed against the non-compliant officer(s) and may result in disciplinary action.

6. In case of any difficulty or requirement of technical assistance during the updating process, the following officers of the board can be contacted: -

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| 1. | Mr. Muhammad Qasim Alvi | = | 051-9222278 |
| | Second Secretary (SSM/Automation) | = | 03005140032 |
| 2. | Mr. Ghalib Shah, | = | 051-9203354 |
| | MIS officer (Automation) | | |

7. All Heads of field formations are requested to kindly ensure implementation of above instructions in letter and spirit. The requisite Certificate in this regard should reach the Board **TODAY**, positively

(Munir Ahmad) 10/09/2026
Second Secretary (M/HR.C-IV)

Copy to:

- i). Chief (M/HR-Customs), FBR.
- ii). Secretary(M/HR-IV), FBR.
- iii). Mr. Muhammad Qasim Alvi, Second Secretary(SSM/Automation).