

Government of Pakistan
Finance Division
(Regulations Wing)

F.No.19(55)Legal-II/2010-1055

Islamabad, the 23rd December, 2011

OFFICE MEMORANDUM

Subject: UPGRADATION OF THE POSTS OF STENOGRAPHER AND PRIVATE SECRETARY

The undersigned is directed to say that consequent upon approval of the Prime Minister of Pakistan, the posts of Private Secretaries, Stenographers and Stenotypists have been upgraded with immediate effect subject to fulfillment of the conditions mentioned against each:-

| Sr # | Name of the Post | Existing BS | Upgraded BS | Conditions |
|------|-------------------|-------------|-------------|---|
| 1 | Private Secretary | 17 | | Will continue to remain in BS-17 and will be granted BS-18 after putting in 5 years satisfactory service instead of 7 years. The Private Secretaries in BS-18 will further be granted BS-19 after putting in 12 years service in BS-17 and above taking benefit of Establishment Division's O.M.No.1/9/80-R-II, dated 2-6-1983. However, on grant of BS-19 nomenclature of the post will be Senior Private Secretary. The existing Private Secretaries in BS-17 will be granted BS-18 on one time basis, irrespective of their length of service in BS-17. |
| 2 | Stenographer | 15 | 16 | With enhancement of qualification for initial appointment from Intermediate to Graduation. |
| 3 | Stenotypist | 12 | 14 | With enhancement of qualification for initial appointment from Matriculation to Intermediate. |

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.


2. The Establishment Division will amend the recruitment rules of the above said posts, accordingly.


(Muhammad Azam Awan)
Section Officer (R-I)

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


(Muhammad Azam Arvan)
Section Officer (R-1)