

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

No. 1(55)SS(IJP-1)/08

Islamabad, the 23rd February, 2009

1. Chief Collector (Customs), North/South, Lahore/Karachi.
2. All Directors General, Regional Tax Offices (RTOs).
3. All Directors General Large Taxpayers Unit (LTU).
4. All Collectors of Customs (MCCs).
5. All Directors General (Customs).
6. All Directors General (Income Tax)
7. The Chief Coordinator, Computer Wing (DT), Islamabad.
8. The Chief Coordinator, Computerization & Programming (Cus, ST & FE), Karachi.

Subject: COMPLETION OF CODAL FORMALITIES ON PART OF FBR EMPLOYEES APPLYING FOR IJP.

Kindly refer to the subject noted above.

2. HRM Wing is currently conducting IJP interviews across the country to afford a final opportunity to the left over officers. Before processing the cases to seek approval of the Competent Authority it is obligatory upon us to ensure that the IJP interviewees complete/fulfill their codal formalities with the Admin Wing of the FBR. Approval of the Worthy Chairman will not be solicited unless the concerned officers update their record. This has been provided in Circular NO.1 which governs the grant and continuance of the Special allowance. For the guidance of our officers it is again clarified that following records need to be updated/ completed before an IJP case is to be processed for approval of the competent authority.

1. The Performance Evaluation Reports (PERs)
2. Declaration of assets
3. Acknowledgement in respect of Code of Conduct

3. I am further directed to accentuate that delay and slackness in completing the documentation on part of our officers adversely reflect on our efforts at expeditious disposal of IJP cases.

4. It is therefore requested that the officers are advised to accord due importance to this obligation.

(Muhammad Masood Ahmad)
Second Secretary (HRM)