

Government of Pakistan
Finance Division
(Regulations Wing)

F. No. 1(10)R-I/2010-47/2014

Islamabad, the 20th February, 2014

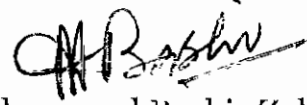
OFFICE MEMORANDUM

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

The undersigned is directed to refer to the Finance Division's O.M. No. 1(10)R-I/2010-234 dated 12-05-2011 (copy attached) on the above noted subject and to state that line-2 of para-1(b) of the said Office Memorandum may be amended as under:-

For "BPS 10 to BPS-12".

Read "BPS-09 & 10 to BPS-12".

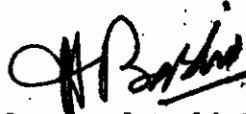


(Muhammad Bashir Zahid)
Accounts Officer (R-I)
Tele: 9245843

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, 4th 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 Bashir Zaidi)
Accounts Officer(R-I)
Tele: 9245843

Government of Pakistan
Finance Division
(Regulations Section)

No.F.1(10)/R-1/2010-234

Islamabad, the 12th May, 2011.

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:

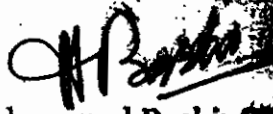
- a) The posts of Key Punch Operator/Key Punch Verifying Operator, where-ever existing, may be re-designated as Data Entry Operator.
- b) **The posts of Data Entry Operator** may be upgraded from BPS-10 to BPS-12 in all Government Departments. In the Ministries/Divisions/ Departments which have the posts 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: 9262716

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, 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 Bashir
Accounts Officer (K-1)
Tele: 9245843