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**GOVERNMENT OF KHYBER PAKHTUNKHWA**  
**FINANCE DEPARTMENT**  
**(REGULATION WING)**

NO. FD (PRC) 1-1/2012

Dated Peshawar the: 01-01-2013

To:

1. All Administrative Secretaries to Govt: of Khyber Pakhtunkhwa
2. The Senior Member, Board of Revenue, Khyber Pakhtunkhwa.
3. The Secretary to Governor, Khyber Pakhtunkhwa
4. The Principal Secretary to Chief Minister, Khyber Pakhtunkhwa
5. The Secretary, Provincial Assembly, Khyber Pakhtunkhwa
6. All Heads of Attached Departments in Khyber Pakhtunkhwa.
7. All District Coordination Officers in Khyber Pakhtunkhwa.
8. All Political Agents / District & Sessions Judges in Khyber Pakhtunkhwa
9. The Registrar, Peshawar High Court, Peshawar
10. The Chairman, Public Service Commission, Khyber Pakhtunkhwa
11. The Chairman, Services Tribunal, Khyber Pakhtunkhwa
12. All Divisional Commissioners in Khyber Pakhtunkhwa.

Subject:

APPOINTMENT OF AN OFFICER OF LOWER GRADE TO A  
POST OF HIGHER GRADE AND GRANT OF PAY OF THE  
HIGHER POST.

Dear Sir,

In continuation of this Department's circular letter of even number dated 17-08-2012 on the subject noted above and to state that certain Departments have approached this Department for the grant of benefits of higher post to the incumbent appointed from a lower post, but while examining the cases a question has arisen as how to ascertain / examine the eligibility under the conditions of para-i(ii) of this Department's circular letter No.FD (PRC) 1-1/2012 dated 17-08-2012.

2. The case has been examined in consultation with Finance Division, Islamabad and clarification with regard to para-i(ii) of the Finance Department's circular letter No.FD (PRC) 1-1/2012 dated 17-08-2012 is as under:-

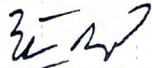
"In cases of officers who are appointed to higher post by the competent authority and who discharge the duties of a higher post in their service / cadre, they would be allowed pay of the higher post only if they fulfill the prescribed conditions of promotion to the higher post as laid down in the Recruitment Rules and satisfactory completion of mandatory training (where so prescribed)".

3. I am therefore, directed to request that before forwarding any case to the Finance Department the above provision should invariably be examined by the concerned department and the following documents / information should also be furnished to this Department for proper disposal of the cases on merit:-

- i. Approval of the competent authority & notification.
- ii. Charge assumption report of higher post.
- iii. Charge relinquishment report of lower post.
- iv. Service statement duly attested by Accountant General / DDO etc.

- v. Completion certificate of mandatory training, where required.
- vi. Seniority list duly attested by concerned Administrative Department.
- vii. Specific conditions / requirements if any which necessitated the appointment of officer / official on higher post.
- viii. Reference of Recruitment Rules or copy of relevant recruitment rules applicable to the higher pay scale / post.

Yours Faithfully,

  
(MUHAMMAD IMTIAZ AYUB)  
Additional Secretary (Regulation)

Endst: No .FD (PRC) 1-1 /2012,

Dated Peshawar the 1<sup>st</sup> Jan, 2013

A Copy is forwarded for information to the:-


1. Accountant General, Khyber Pakhtunkhwa, Peshawar.
2. Secretaries to Government of Punjab, Sindh & Balochistan, Finance Department.
3. All Autonomous / Semi Autonomous Bodies in Khyber Pakhtunkhwa.

  
(MASOOD KHAN)  
Deputy Secretary (Reg-II)

Endst: No & Date even.

A copy for information is forwarded to:-

1. The Director, Treasuries & Accounts, Khyber Pakhtunkhwa.
2. All the District Comptroller of Accounts in Khyber Pakhtunkhwa.
3. The Director, Local Fund Audit, Khyber Pakhtunkhwa, Peshawar.
4. The Director, FMIU, Finance Department.
5. The Treasury Officer, Peshawar.
6. All the District & Agency Accounts Officers, Khyber Pakhtunkhwa / FATA.
7. All the Section Officers / Budget Officers in Finance Department, Khyber Pakhtunkhwa, Peshawar.
8. The Private Secretary to Minister Finance, Khyber Pakhtunkhwa.
9. The Private Secretary to Secretary / P.As to Special Secretary, Additional Secretaries / Deputy Secretaries in Finance Department.

  
(SHAUKAT ULLAH)  
Section Officer (SR-1)



**GOVERNMENT OF KHYBER PAKHTUNKHWA**  
**FINANCE DEPARTMENT**  
**(REGULATION WING)**

NO. FD (PRC) 1-1/2012

Dated Peshawar the: 17-08-2012

To:

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10. The Chairman, Public Service Commission, Khyber Pakhtunkhwa
11. The Chairman, Services Tribunal, Khyber Pakhtunkhwa.

Subject: APPOINTMENT OF AN OFFICER OF LOWER GRADE TO A POST OF HIGHER GRADE AND GRANT OF PAY OF THE HIGHER POST.

Dear Sir,

In pursuance to the Finance Division's Office Memorandum No.F.8(4)R-2/97-1204/09 dated 24-02-2009, the Government of Khyber Pakhtunkhwa has decided that pay of the higher post will be admissible to civil servants during the period of appointment on higher post subject to the following conditions:-

- i. The officer has been appointed on the higher post by the authority competent to make appointment on that post.
- ii. The officer is fully qualified in every respect to be appointed to that higher post.
- iii. The officer discharges all the duties and responsibilities of the higher post independently and severed all connections with his lower post.
- iv. The pay of the higher post will be fixed presumptively w.e.f the date the officer assumes charge of the higher post and it will include the increments of the pay scale of the higher post for the period of higher post appointment on that post. In such cases premature increment shall not be admissible. However, the officer will be entitled to the arrears of pay and allowances from the date he assumes the charge of the higher post.
- v. On relinquishment of charge of the higher post or on transfer or on regular promotion to that higher post, the pay will be re-fixed with reference to original scale of pay of the post, held by the officer and increments carried (if any) on higher post will count for increments in his original scale as per provisions of FR-26.

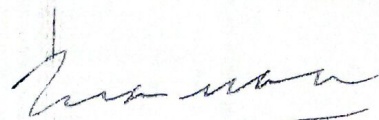
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- vi. The pay of the higher post shall not be accounted for the calculation of emoluments towards the pension.
- vii. The Pay of the higher post will be given only with the concurrence of Finance Department.

2. All Administrative Departments are advised that only those cases may be referred to Finance Department which are covered under sub-paras (i) to (iii) of para-1 above and pay of the concerned officers may be fixed / re-fixed in terms of sub-para (iv) to (vi) of para-1 above after obtaining prior concurrence of the Finance Department.

3. The above orders will be admissible w.e.f 16-12-2009.

Yours Faithfully,



(ROOH ULLAH)


Add: Secretary (Regulation)

Endst: No .FD(PRC) 1-1 /2012,

Dated Peshawar the 17<sup>th</sup> August, 2012

A Copy is forwarded for information to the:-

1. Accountant General, Khyber Pakhtunkhwa, Peshawar.
2. Secretaries to Government of Punjab, Sindh & Balochistan, Finance Department.
3. All Autonomous / Semi Autonomous Bodies in Khyber Pakhtunkhwa.




(MASOOD KHAN)  
Deputy Secretary (Reg-II)

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5. The Treasury Officer, Peshawar.
6. All the Senior District Accounts Officers, Khyber Pakhtunkhwa.
7. All the District & Agency Accounts Officers, Khyber Pakhtunkhwa.
8. All the Section Officers / Budget Officers in Finance Department, Khyber Pakhtunkhwa, Peshawar.
9. The Private Secretary to Minister Finance, Khyber Pakhtunkhwa.
10. The Private Secretary to Secretary / P.As to Special Secretary, Additional Secretaries / Deputy Secretaries in Finance Department.



(SHAUKAT ULLAH)  
Section Officer (SR-1)

*Collect*  
17/8/2012