



NO.FD.PC.14-38/78(Pt.V)  
GOVERNMENT OF THE PUNJAB  
FINANCE DEPARTMENT

Dated Lahore, the 12<sup>th</sup> February, 2013

From

Mr. Tariq Bajwa,  
Finance Secretary.

To

1. All Administrative Secretaries to Government of the Punjab.
2. The Principal Secretary to Governor, Punjab, Lahore.
3. The Principal Secretary to Chief Minister, Punjab, Lahore.
4. The Military Secretary to Governor, Punjab, Lahore.
5. The Secretary, Punjab Provincial Assembly, Lahore.
6. The Secretary, Punjab Public Service Commission, Lahore.
7. All Heads of Attached Departments in the Punjab.
8. All Commissioners in the Punjab.
9. All District Coordination Officers in the Punjab.
10. The Chief Pilot, VIP Flight, Lahore.
11. The Provincial Director, Local Fund Audit, Punjab, Lahore.

Subject:

**UPGRADATION OF THE POSTS OF STENOGRAPHER, SENIOR SCALE STENOGRAPHER, PERSONAL ASSISTANT AND PRIVATE SECRETARY**

I am directed to state that the Governor of the Punjab has been pleased to upgrade the posts of Stenographer, Senior Scale Stenographer, Personal Assistant and Private Secretary, in relaxation of ban on upgradation of posts, w.e.f. 23.12.2011:

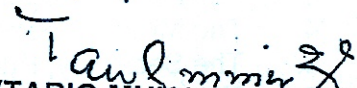
| Sr. # | Name of the Post          | Existing BS | Upgraded BS | Conditions   |
|-------|---------------------------|-------------|-------------|--|
| 1.    | Private Secretary         | 16          | 17          | On upgradation of the post of Private Secretary, the special pay attached with the post will continue to be admissible on the existing rates. The same will be merged/discontinued on promotion/shifting from the post of Private Secretary. |
| 2.    | Personal Assistant        | 15          | 16          | On upgradation of the post of Personal Assistant, the special pay attached with the post will continue to be admissible on the existing rates to make difference amongst the cadres of Senior Scale Stenographer and Personal Assistant.     |
| 3.    | Senior Scale Stenographer | 15          | 16          | -  |
| 4.    | Stenographer              | 12          | 14          | -  |

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 w.e.f. 23.12.2011.



2. The expenditure incurred on the above upgradation of posts shall be borne by the respective Administrative Departments/Autonomous Bodies/District Governments. No supplementary grant will be issued in this regard.

3. There would be no change in pay scales of the incumbents holding selection grades in the capacity of Stenographer, Senior Scale Stenographer/Personal Assistant and Private Secretary.

  
(TARIQ MUHAMMAD MIRZA)  
DEPUTY SECRETARY (PC)

**NO. & DATE EVEN:**

A copy is forwarded for information and necessary action to:

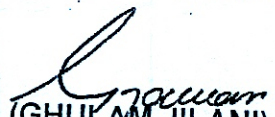
1. The Accountant General Punjab, Lahore.
2. All the District Accounts Officers in the Punjab.
3. The Treasury Officer, Lahore.
4. The Director General Audit, Lahore.
5. The Director General Works (Accounts), Lahore.
6. The Director General Works (Audit), Lahore.
7. The Director General Audit (District Governments), Punjab, Lahore.

(GHULAM JILANI)  
SECTION OFFICER (PC)

**NO. & DATE EVEN:**

A copy is forwarded for information and necessary action to:

1. The Finance Secretary, Government of Pakistan, Islamabad.
2. The Finance Secretary, Government of Sindh, Karachi.
3. The Finance Secretary, Government of KPK, Peshawar.
4. The Finance Secretary, Government of Baluchistan, Quetta.
5. The Finance Secretary, Azad State of Jammu & Kashmir, Muzaffarabad.
6. The Finance Secretary, Government of Gilgit Baltistan, Gilgit.

  
(GHULAM JILANI)  
SECTION OFFICER (PC)