

SAVE TREES AND PROTECT ENVIRONMENT



NO.FD.PC.40-43/2017(B)  
**GOVERNMENT OF THE PUNJAB**  
**FINANCE DEPARTMENT**  
 Dated Lahore, the 14<sup>th</sup> December, 2018

From

Mr. Hamed Yaqoob Sheikh,  
 Finance Secretary.

To

1. All Administrative Secretaries to Government of the Punjab.
2. The Secretary to Governor, Punjab, Lahore.
3. The 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. The Registrar, Lahore High Court, Lahore.
8. All Heads of Attached Departments in the Punjab.
9. All Heads of Autonomous Bodies.
10. All Commissioners in the Punjab.
11. All Deputy Commissioners in the Punjab.
12. The Chief Pilot, VIP Flight, Lahore.
13. The Provincial Director, Local Fund Audit, Punjab, Lahore.
14. The Chief Inspector of Treasuries & Accounts, Punjab, Lahore.

Subject: **UP-GRADATION OF ACCOUNTS RELATED POSTS ON RECOMMENDATIONS OF THE COMMITTEE, HEAD BY THE ADDITIONAL CHIEF SECRETARY**

I am directed to state that the accounts related posts carry different nomenclatures, pay scales and prescribed qualifications as given in columns 'B' & 'C' below. The Governor of the Punjab has been pleased to restructure these posts with prescribed qualifications, pay scales and designations as given in Column 'D', 'E' & 'F' read with observations given under the table:

Sr. No.	Existing Nomenclature with BPS	Existing Prescribed Qualification	Revised Prescribed Qualification	Revised BPS	Revised Designation
A	B	C	D	E	F
1)	Accounts Clerk (BS-5, 7 & 11)/ Accountant-cum-Store Keeper (BS-8)	Matric, Intermediate	I.Com/D.Com or equivalent (2nd Division)	11	Junior Accountant
2)	Accounts Clerk/Junior Accountant (BS-11), Accountant (BS-10, 11, 12 & 14 / Accounts Assistant (BS-11)	B.A/B.Com	B.A/B.Com (2nd Division)	15	Accountant
3)	Senior Accountant (BS-14)	Graduation	B.A/B.Com (2nd Division) plus three years' experience as Accountant	16	Senior Accountant

4)	Accounts Officer	-	In case of promotion, B.A/B.Com (2nd Division) + three years' experience as Senior Accountant and <i>in case of fresh appointment prescribed qualification would be M.Com, MBA, etc.</i>	17	Accounts Officer
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- i) Where the post of Accounts Clerk has been up-graded to BS-15 due to being higher tier of Senior Clerk, it will be re-designated as Accountant and be separated from clerical cadre through amendment in the service rules.
- ii) Where the post of Accounts Clerk is filled by initial recruitment on the basis of B.A/B.Com, it will be up-graded/re-designated as Accountant (BS-15). Service rules will also be amended accordingly.
- iii) Where the post of Accounts Clerk is filled by initial recruitment on the basis of Matric, it will also be up-graded/re-designated as Junior Accountant (BS-11) **subject to enhancement of prescribed qualification as I.Com/D.Com or equivalent (2nd Division)** through amendment in the service rules.
- iv) Where the existing post of Accountant is higher tier of Senior Clerk with lesser qualification, it will also be up-graded to BS-15 **subject to enhancement of prescribed qualification as above** and be separated from clerical cadre through amendment in the service rules.
- v) Where the post of Accountant is filled by initial recruitment with Intermediate or Matric qualification, it will also be up-graded, if in lower scale and re-designated as Junior Accountant (BS-11) **subject to enhancement of prescribed qualification as above** and be separated from clerical cadre through amendment in the service rules.
- vi) Where only one tier is available, the incumbent of such posts would be allowed time scale promotion in higher scales as indicated above after each eight years. However, the fourth step would be admissible on possessing Graduation (2<sup>nd</sup> Division). Service rules will also be amended accordingly.
- vii) The Committee under Additional Chief Secretary, in its meeting held on 12.12.2017, has already recommended up-gradation of the post of Accountant in Primary & Secondary Healthcare Department from BS-8 to BS-14 and Senior Accountant from BS-10 to BS-15 with enhancement of qualification as B.Com (2nd Division) and separation from clerical cadre and in a meeting held on 07.02.2018, Accountants in TEVTA from BS-8 to BS-15 with enhancement of qualification as B.Com (2nd Division) and separation from clerical cadre. These would also be placed in the scales as per criteria given above.

2. 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 with immediate effect. No premature increment is admissible on up-gradation of posts in terms of policy of Punjab Government.

3. The expenditure incurred on the above up-gradation of posts shall be borne by the respective Administrative Departments/Attached Departments/Autonomous Bodies. No supplementary grant will be issued in this regard.



( AMAN ULLAH )  
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 Director General Audit, Lahore.
4. The Director General Works (Accounts), Lahore.
5. The Director General Works (Audit), Lahore.
6. The Director General Audit (District Governments), Punjab, Lahore.

( AMJAD ALAM )  
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.
7. All Officers of the Finance Department, Government of the Punjab.



( AMAN ULLAH )  
DEPUTY SECRETARY (PC)