



NO.FD.PC.40-43/2017(D)  
**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 STORE KEEPING RELATED POSTS ON RECOMMENDATIONS OF THE COMMITTEE, HEAD BY THE ADDITIONAL CHIEF SECRETARY

I am directed to state that the store keeping 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)	Junior/Assistant Store Keeper & Assistant General Store Keeper (BS-5, 6 & 7)	Matric (2nd Division) + 25 wpm typing speed	As in column 'C'	7	Junior Store Keeper
2)	Store Keeper, Technical Store Keeper, Cashier/Store Keeper, Accountant-cum-Store Keeper, Care-Taker-cum-Store Keeper, General Store	Matric (2nd Division), Intermediate, D.Com	Intermediate (2nd Division) + 25 wpm typing speed	11	Store Keeper

	Keeper, Type Store Keeper (BS-5, 6, 7, 8 & 9)				
3)	Senior Store Keeper, Store Supervisor (BS-6, 8, 9, 10, 14)	Promotion post	Intermediate (2nd Division) plus three years' experience as Store Keeper	14	Senior Store Keeper
4)	Store Officer	Graduation	Intermediate (2nd Division) plus three years' experience as Senior Store Keeper and <i>in case of fresh appointment prescribed qualification would be Graduation (2nd Division) with three years' experience</i>	16	Store Officer

- i) Where prescribed qualification for the post of Store Keeper is Matric, it would be re-designated as Junior Store Keeper (BS-7) through amendment in the service rules and in case the incumbent of such post is holding higher pay scale that would be personal to him.
- ii) Where the prescribed qualification for the post of Store Keeper is Intermediate (2nd Division) + 25 wpm typing speed, it would be re-designated as Store Keeper (BS-11) through amendment in the service rules and in case the incumbent of such post is drawing higher pay scale that would be personal to him.
- ii) Where the post of Senior Store Keeper is filled by promotion from amongst Junior/Assistant Store Keeper, the rules would be got amended for provision of promotion against the post of Store Keeper instead of Senior Store Keeper.
- iii) Where only one tier is available, the incumbent of such posts would be allowed time scale promotion after each 8 years as detailed 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)