

Government of Pakistan  
Finance Division  
(Regulation Wing)

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F.No. 9(63)R-I/2016-167

Islamabad, the 31<sup>st</sup> March, 2021

**OFFICE MEMORANDUM**

**SUBJECT: GRANT OF TIME SCALE TO PRIVATE SECRETARY (BPS-17)  
IN FEDERAL MINISTRIES/DIVISIONS/DEPARTMENTS**

The undersigned is directed to state that Prime Minister has been pleased to approve following revised conditions/criteria for grant of Time Scale to Private Secretary (BS-17) with immediate effect:

- i. A Private Secretary (BS-17) will be granted time scale BS-18 after putting in 5 years service in BS-17. The Private Secretary (time scale BS-18) will further be granted time scale BS-19 on completion of 12 years service in BS-17 and above. However, on grant of BS-19 time scale nomenclature of the post will be Senior Private Secretary.
  - ii. In the light of approved revised conditions, benefit of Establishment Division's O.M. No. 1/9/80-R-2 dated 02.06.1983 will not be admissible to Private Secretary(BS-17) for grant of Time Scale BS-18 and BS-19.
2. Finance Division's O.M. No. 19(55)Legal-II/2010-1055 dated 23.12.2011 shall stand amended to the extent of Private Secretary.

  
(Saadia Kanwal)  
Section Officer (R-2)  
Ph:9245846

**All Ministries/Divisions**

With the request to circulate it to their Attached Departments, Sub-ordinate Offices and all other organizations working under their administrative control which have adopted Finance Division's O.M. No. 19(55)Legal-II/2010-1055 dated 23-12-2011.

**Accountant General of Pakistan Revenues**

With the request to fix pay for those cases only which fulfill approved/revised conditions.

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Webmaster with the request to up-load on Finance Division's Website.