

# ANNEX - A.

①  
39  
041-  
27-28

Daily Aaz

July 2010

**OFFICE OF THE COMMISSIONER, HAZARA  
DIVISION ABBOTTABAD**

**Vacancies**

Applications are invited for recruitment against the following vacancies in the office of the undersigned.

Sr	Nomenclature of Post	IPS	No of Posts	Qualification	Age
1	Junior Scale stenographer	12	01	i. Minimum 2 <sup>nd</sup> Class Bachelor Degree or equivalent qualification from a recognized University ii. Speed of 50 words per minute in short hand in English and 40 words per minutes in typing. iii. Knowledge of Computer in using MS words and Ms Excel	18 To 30
2	Computer Operator	12	02	i. Minimum 2 <sup>nd</sup> Class B.A/BSC/BIT/BCS ii. A minimum speed of 466 Key depressions per minutes for Punch/data entry/Verification/Up page	15 To 27

- The last date for submission of Applications is 15<sup>th</sup> July, 2010.
- only the candidates having domicile of Hazara Division can apply.
- The age limit will be considered in the light of relevant rules/ instructions issued by the government from time to time.
- The quota reserved for women, disabled, employees sons and minorities will be considered as per rules.
- The candidate applying for more than one post are required to apply separately for each post.
- Each candidate is required to apply with copies of the following document duly attested by a gazetted officer. Other wise, application would summarily be rejected:-
  - Computerized national Identity Card
  - Domicile Certificate
  - Three passport size photographs
  - Academic Certificates/Diplomas/Degrees etc
  - Experience Certificate (if any)
- The appointments shall be made on basis of written test/interview.
- The candidates already in service are required to apply through proper channel.
- No TA/DA shall be allowed.

**For Commissioner, Hazara Division  
Abbottabad**

INF(1)12170  
www.khyberpaktunkhwa.gov.pk

ICAD

M. Muneer  
TPT

23



OFFICE OF THE  
COMMISSIONER HAZARA DIVISION  
ABBOTTABAD

No. CHD/1/2-Estab: 4966

Dated Abbottabad the 3/6/2011

To Mr. Anwar Qureshi S/O Wali Muhammad Qureshi  
Lower Malikpora Chitkapolli H# LM 75/1 Mahalla  
Qazi Abbottabad.

Subject: COMPUTER PRACTICAL TEST

Memo:

Reference screening test held on May 20<sup>th</sup>, 2011.

You are hereby directed to appear in Commissioner's Main Office  
opposite to GPO, Abbottabad on June 8<sup>th</sup>, 2011 at 10.00 AM for Computer Practical  
Test.

*A. Qureshi*

*M. J.*  
Superintendent  
Board of Revenue  
Revenue & Estate Department  
Khyber Pakhtunkhwa

*M. J. Qureshi*  
Assistant to Commissioner (Rev/GA)  
Hazara Division Abbottabad



Regd IMMEDIATE /out Today

(3)

OFFICE OF THE  
COMMISSIONER HAZARA DIVISION  
ABBOTTABAD

No. CHD/1/2/ - Estab: 5569-71

Dated: Abbottabad the 21/ 6/ 2011

To: Mr. Awais Qureshi  
S/o Wali Muhammad  
R/o lower Malikpura Chitta pul, H#LM-75/1 Mahallah Gazi, ATD.

Subject: APPLICATION FOR APPOINTMENT AGAINST THE POST OF COMPUTER OPERATOR  
(BPS-12)

Memo:

Reference your application for the post mentioned above.

You are required to appear in the Office of the Commissioner Hazara Division, Abbottabad on  
25<sup>th</sup> June (Saturday) 2011 at 12.00 PM for interview.

1. No TA/DA will be allowed.
2. Entry without this call letter will not be allowed.

*A. H. Qureshi*  
**Superintendent**  
**Board of Revenue**  
**Revenue & Estate Department**  
**Khyber Pakhtunkhwa**

*[Signature]*  
**ASSISTANT TO COMMISSIONER (REV/GA)**  
**HAZARA DIVISION ABBOTTABAD**

(3)

The screening test for the post of Computer Operators 226  
(BPS-12) was conducted on 20-05-2011. There were  
(33 candidates) appeared, from them (19 candidates)  
succeeded. Result sheet is available at (Flag-A).

Afterward, a Computer practical test was conducted on  
08-06-2011. Five candidates were absent while (14 candidates)  
took part in the test. Subsequently (04 candidates) got  
success in the said test. The result sheet is available  
at (Flag-B).

As desired by the Commissioner Hazara Division that  
the interviews for final selection amongst these (04  
candidates) would be taken by the worthy Commissioner  
himself. Merit list available at (Flag-C).

The file is submitted for the purpose please.

Yr para 03-04/N for  
perusal please.

m/kk  
18/08/2011

a date convenient to your  
goodself may pl be  
fixed to interview the  
Candidates

M. Akmal

Superintendent  
Board of Revenue  
Revenue & Estate Department  
Hyderabad

W/CTD

M. Munees  
(14)

6

06.

As directed the date for interview for final selection of Computer operators has fixed as 25-6-2011 at 12.00 PM in the office of Commissioner Hazara Division Abbottabad. The DFA of call letter is submitted for perusal and signature please.

A/R

MZam

Amud

25-6-2011

Asst

21/6

07.

Call letters issued and office copy placed vide P/7. The file is re-submitted for further order please.

08.

As directed by your goodself, 25 instant has been fixed for interview, submitted for perusal approval pl.

Amud

24-6-2011

09.

M/CTD

MZam

21/6

Reviewed.

Amud

Superintendent Board of Revenue Revenue & Estate Department Khyber Pakhtunkhwa

S:#	CANDIDATE NAME	FATHER NAME	QUALIFICATION	ADDRESS
01	Mohammad Sajid	M. Sadiq	BBA(Hons)	Jhokan, Masarzia, P/o Jhokan, Tehsil & District Mansehra
02	Miss. Faiza Abbasi	Jan-e-Alam	BIT, MA(IR)	Sir Syed colony Mandian Abbottabad
03	Malik Furqan	M. Intizar	BBA(Finance)	Hno. 430 Link Road Aram Bagh Abbottabad
04	Awais Malik	Malik Aman	BCS	Mohalla Upper Garlet, Tehsil & P/O Balakot, District Mansehra, Shaheen Swets Kaghan Road Balakot
05	Umer Kehyam	Aurenzeb Khan	BS (CS)	Muree Road Kalapul, C/O Saeed shopkeeper Distt: Abbottabad.
06	M. Shakeel	Maqbol ur Rehman	BSC	Chitta Pul Lower Malik Pora, Hno.72/2, Mohalla Qazi Abbottabad
07	M. Waheed	M. Kaleem	Bsc	Magistrate Colony, Hno. V-2, Abbottabad
08	Mohammad Faisal	Mohammad Yousaf	MBA	C/o Awan General Store Near old Board Office, Arambag, Abbottabad.
09	M. Zia ul Haq	Sardar Manzoor	BS(CS)	H# 365/7, Khola Kehal Abbottabad
10	Syed Waqas	Syed Lal Hussain Shah	MCom	Banda Phugwarian, Tehsil & District Abbottabad
11	Shahid Gul	Zahid Ashraf	B.Com	Moh:Nizamabad, Masjid Quarter No.5 Upper Salhad, Abbottabad.
12	Fahad Gul	Qalandar Khan	Bcom	Hno. K-240/7 Mohallah Kunj Jadeed Abbottabad
13	Malik Afzal	Mir Afzal	BA	Muhallah Kholian, Dohga Chatri, Post Office Nawaha Shehr Distt: Abbottabad.
14	Abdul Rauf	Abdul Rashid	BSC	C/o Umer Restaurant Fowara Chowk Kunj Jadeed Abbottabad
15	Rashid Sultan	M. Sultan	MA(Economics)	Village Juster P/o Namli Maira District & Tehsil Abbottabad
16	Khurram Hussain	Mir Hussain	BA	House No.Lm-346/1 Banda Sappan Abbottabad.
17	Zahid Hussain Shah	Pir Mohammad Shah	Bcom	District and Tehsil Mansehra, P/O Chattar Plain Village Bhumla
18	Fahad Nadeem	Misri Khan	BCom	Upper Salhad Abbottabad
19	Sumna Ayaz	Ayaz Ahmed Qureshi	BA	Hno. 443, Mohalla Jalal baba Upper Malik Pora Abbottabad
20	Khan Gul Khan	Saleem Gul	MBA	Mohallah Sheikhul Bandi, District Abbottabad
21	Mohammad Faisal	Mohammad Aslam	BCom	C/o Faisal Motors and Property Dealers Spring Field Plaza Abbottabad
22	M.Imran Khan	Muhammad Ilyas	BCE	Muslim Abad, Distt: ,The: Abbottabad.
23	Zeeshan Rehman	Abdul Rehman	BSC	New Abadi Kunj Jadeed, Tehsil & District Abbottabad
24	Malik Usman Ali	Malik Pervez Akhtar	BSC	H.No.TC-729 Mohallah Nia, Nawanshehr The:Dist:Abbottabad.
25	Qazi Faisal Islam	Qazi Abdul Islam	BA	C/O PS to Commissioner Hazara Division, Abbottabad.

For enquiry

*Abdullah*  
 Superintendent  
 Board of Revenue  
 Revenue & Estate Department  
 Khyber Pakhtunkhwa

26	Dil Pazir	Pir Khan	BA	Mohallah Drair P.O. CHamiali , Abbottabad.
27	Muhammad Amjad	Mir Afzal	MA(IR)	H No.495/T village Sultan Pur Mohallah Mohammad Abad back of Sirtaj Mil Havelian, The: Distt: Abbottabad
28	Kashif Aslam	Aslm Waqar	MBA(HR)	K # 48 Kunj Jadeed Abbottabad
29	Kamran Saeed	Mohammad Saeed	Bcom	Mohallah Lohar Banda, Mansehra.
30	Yasir Naseer	Mohammad. Naseer	BCS(Hons).	Link Road, Near Umer Mosque, Narrian, Abbottabad
31	Mohammad Arsalan	Mohammad Yameen	BA	H.No.587 Lower Malikpura, Abbottabad.
32	Awais Qureshi	Wali Mohammad Qureshi	BA	Lower Malikpora Chitta Pul, H#LM-75/1, Mohalla Qazi, Abbottabad
33	Mr. Nouman Khan	Maroof Khan	BSC	Noor Colony, Near TIP Barrier Mohalla Ghousia Haripur
34	Akhtar Zaman	Haider Zaman	BA	Upper Malik pura, Mohallah Qull Khan Abbottabad.
35	Syed Mehmood-ul-Hassan Shah	Syed Abdur Raheem Shah	BA	Sir Syed Colony House No. 1, Street #1, Mandian Abbottabad
36	M. Amjid	M. Younis	BA	Mohalla Noormang , Tehsil & District Abbottabad
37	Shehzad Bashir Ahmad.	Bashir Ahmad	BA	Naya Mohalla, House No. TC/596 Nawansher, Abbottabad
38	M. Saad Sultan	M. Sultan	BA	H# UM-6, Mohalla Shimla Hill, upper Malik Pora, Abbottabad
39	Zahid naveed	Abdul Hakim Jilani	MBA(Finance)	Shimla Tuition Center, opposite Hira General Hospital Near Ghousia Mosque, Abbottabad
40	Ahmed Ali Qureshi	Abdul Hameed Qureshi	MA (Islamyat & Arabic)Auto card Diploma	Mohallah DHQ Hospital Colony Abbottabad.
41	Faisal-ul-Rehman	Fazal-ur-Rehman	BSC (% not Available)	Mohallah Khola Kehal, Abbottabad.
42	Khurram Mumtaz	M. Mumtaz	BSC (% not Available)	Mohalla Mahari, Village Kuthwal Post Office Nawansher, Tehsil & District Abbottabad
43	Gul Bibi	Sabir Ali	M.A Political Science	Mohalla Usman Gani Near Depot Road POF Havelian

*For enquiry*

*43 candidates applied for the post of Computer Operator.*

*Attested*

**Superintendent**  
Board of Revenue  
Revenue & Estate Department  
Khuzdar District

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**ATTENDANCE LIST OF THE CANDIDATES**

S.#	CANDIDATE NAME	FATHER NAME	QUALIFICATION	SIGNATURE
01	Mohammad Sajid	M. Sadiq	BBA(Hons)	<i>[Signature]</i> 13101-1857324-9
02	Miss. Faiza Abbasi	Jan-e-Alam	BIT, MA(IR)	<i>[Signature]</i> 13101-09402-11-6
03	Malik Furqan	M. Intizar	BBA(Finance)	Absent
04	Awais Malik	Malik Aman	BCS	<i>[Signature]</i> 1351-1326387-1
05	Umer Kehyam	Aurenzeb Khan	BS (CS)	<i>[Signature]</i> 13101-1005089-9
06	M. Shakeel	Maqbol ur Rehman	BSC	<i>[Signature]</i> 13101-2435611-7
07	M. Waheed	M. Kaleem	Bsc	M. waheed 13101-4249461-1
08	Mohammad Faisal	Mohammad Yousaf	MBA	<i>[Signature]</i> 13101-2582936-1
09	M. Zia ul Haq	Sardar Manzoor	BS(CS)	<i>[Signature]</i> 13101-625195-7
10	Syed Waqas	Syed Lal Hussain Shah	MCom	<i>[Signature]</i> 13101-8806885-9
11	Shahid Gul	Zahid Ashraf	B.Com	<i>[Signature]</i> 13101-3818945-7
12	Fahad Gul	Qalandar Khan	Bcom	<i>[Signature]</i> 13101-4080944
13	Malik Afzal	Mir Afzal	BA	<i>[Signature]</i> 13101-3791543-9
14	Abdul Rauf	Abdul Rashid	BSC	<i>[Signature]</i> 13101-6435455-1
15	Rashid Sultan	M. Sultan	MA(Economics)	Absent
16	Khurram Hussain	Mir Hussain	BA	13101-0868384-5 Khurram
17	Zahid Hussain Shah	Pir Mohammad Shah	Bcom	Absent
18	Fahad Nadeem	Misri Khan	BCom	Absent
19	Sumna Ayaz	Ayaz Ahmed Qureshi	BA	<i>[Signature]</i>
20	Khan Gul Khan	Saleem Gul	MBA	<i>[Signature]</i>
21	Mohammad Faisal	Mohammad Aslam	BCom	<i>[Signature]</i> 13101-6249571-3
22	M.Imran Khan	Mohammad Ilyas	BCE	<i>[Signature]</i> 13101-6679677-7
				<i>[Signature]</i> 13101-0691116-9

For Enquiry

Affected

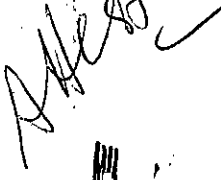
Superintendent  
Board of Revenue  
Revenue & Estate Department  
Pakhtunkhwa




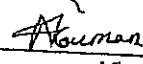
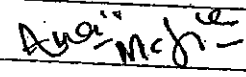
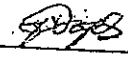
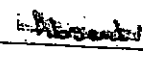

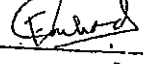
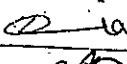
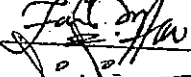
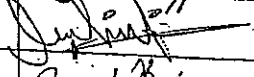
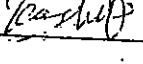
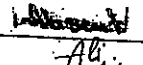
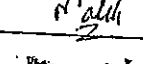
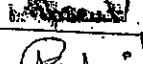
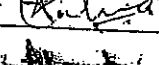

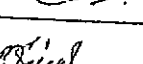

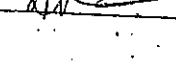
ATTENDANCE LIST OF THE CANDIDATES

23	Zeeshan Rehman	Abdul Rehman	BSC	
24	Malik Usman Ali	Malik Pervez Akhtar	BSC	Absent
25	Qazi Faisal Islam	Qazi Abdul Islam	BA	<sup>Malik</sup> 13101-4592284-3
26	Dil Pazir	Pir Khan	BA	Absent
27	Muhammad Amjad	Mir Afzal	MA(IR)	Absent
28	Kashif Aslam	Asim Waqar	MBA(HR)	Absent
29	Kamran Saeed	Mohammad Saeed	Bcom	<sup>Qasim</sup> 13101-3296905-7
30	Yasir Naseer	Mohammad Naseer	BCS(Hons)	13503-0271957-44
31	Mohammad Arsalan	Mohammad Yameen	BA	<sup>Qasim</sup> 13101-9172874-7
32	Awais Qureshi	Wali Mohammad Qureshi	BA	
33	Mr. Nouman Khan	Maroof Khan	BSC	13101-6413252-3
34	Akhtar Zaman	Haider Zaman	BA	13302-8720457.7
35	Syed Mehmood-ul-Hassan Shah	Syed Abdur Raheem Shah	BA	Absent
36	M. Amjid	M. Younis	BA	<sup>Amjid</sup> 13101-1428238
37	Shehzad Bashir Ahmad	Bashir Ahmad	BA	<sup>Amjid</sup> 13101-2132094
38	M. Saad Sultan	M. Sultan	BA	<sup>Amjid</sup> 13101-968640-3
39	Zahid naveed	Abdul Hakim Jilani	MBA(Finance)	<sup>Amjid</sup> 13101-560387-3
40	Ahmed Ali Qureshi	Abdul Hameed Qureshi	MA (Islamyat & Arabic) Auto card Diploma	13101-0972526-9
41	Faisal-ur- Rehman	Fazal-ur-Rehman	BSC	Absent
42	Khurram Mumtaz	M. Mumtaz	BSC (% not Available)	13101-6814167-8
43	Gul Bibi	Sabir Ali	BSC (% not Available) M.A Political Science	13101-4568742-3

For <sup>entry</sup> Only 43 candidates applied for written test.

  
 Superintendent  
 Board of Revenue  
 Revenue & Estate Department  
 Khayber Pakhtunkhwa

**COMPUTER PRACTICAL TEST DATED 08-06-2011****ATTENDANCE SHEET OF THE CANDIDATES**

S#	Candidate Name	Father Name	Signature
01	Awais Qureshi	Wali Muhammad	
02	Noman Khan	Maroof Khan	
03	Awais Mallk	Malik Aman	
04	Yasir Naseer	Muhammad Naseer	
05	Umer Kheyam	Auranzgeb	
06	Syed Waqas	Syed Lal Hussain Shah	
07	Fahad Gul	Qalandar Khan	
08	Zai-ul-Haq	Sardar Manzoor Ahmed	
09	Falza Abbasi	Jan-e- Alam	
10	Gul Bibi	Sabir Ali	
11	Kashif Aslam	Aslam Waqar	
12	Khurram Mumtaz	Muhammad Mumtaz	
13	Malik Usman Ali	Malik Perveez Ali	
14	Syed Mehmood-ul-Hassan	Syed Abdul Rahimi Shah	
15	Zahid Naveed	Abdul Makeem Jilani	
16	Faisal-ur-Rehamn	Fazal-ur-Rehman	
17	Muhammad Imran	Muhammad Ilyas	
18	Muhammad Fasil	Muhammad Aslam	
19	Muhammad Shakeel	Maqbool-ur-Rehman	

*For enquiry  
only 19 candidates  
attended Computer  
Practical Test*

Assistant to Commissioner (Rev/GA)  
Hazara Division Abbottabad

*Mj*  
Superintendent  
Board of Revenue  
Revenue & Estate Department  
Khyber Pakhtunkhwa

(13)

Annexure - "B"

Regd: Immediate out today

10



OFFICE OF THE  
COMMISSIONER HAZARA DIVISION  
ABBOTTABAD

No. CHD/1/2/ - Etab: 5568-71  
Dated Abbottabad the 21/6/2011

To: 1) Miss Faiza Abbasi D/o Jan-e-Alam  
2) Mr. Noman Khan & to Maroof Khan  
3) Mr. Zia-ul-Haq & to Sardar Manzoor Ahmed. 4) Mr. Awais Qureshi.

Subject: APPLICATION FOR APPOINTMENT AGAINST THE POST OF COMPUTER OPERATOR (BPS-12)

Memo:

Reference your application for the post mentioned above.

You are required to appear in the Office of the Commissioner Hazara Division, Abbottabad on 25<sup>th</sup> June (Saturday) 2011 at 12.00 PM for interview.

1. No TA/DA will be allowed.
2. Entry without this call letter will not be allowed.

*For enquiry*  
*Only 4 attended*  
*the interview*

*[Signature]*  
ASSISTANT TO COMMISSIONER (REV/GA)  
HAZARA DIVISION ABBOTTABAD

*[Signature]*  
**Superintendent**  
**Board of Revenue**  
**Revenue & Estate Department**  
**Khyber Pakhtunkhwa**



OFFICE OF THE  
COMMISSIONER HAZARA DIVISION  
ABBOTTABAD

No: CHD /Estb/ 1/2/49/16-17  
Dated 05/05/2023

To

**The Registrar,**  
Khyber Pakhtunkhwa Service Tribunal,  
Peshawar.

Subject: **SERVICE APPEAL NO. 712/2026 TITLED FAIZA ABBASI V/S SMBR**

I am directed to refer to the subject cited above and in compliance with the direction of the D.B dated: 27/04/2023 on the subject case, the requisite report alongwith copies of relevant record are submitted for further proceeding as desired, please.

**Enclosures: Report: 06 Pages**  
**Relevant Record: 116 Pages**

  
**Secretary to Commissioner**  
**Hazara Division Abbottabad**

**Endst: Even No & Date:**

Copy forwarded to PS to Commissioner, Hazara Division.  
Abbottabad.

  
**Secretary to Commissioner**  
**Hazara Division Abbottabad**

**SUBJECT: CASE TITLE FAIZA ABBASI V/S GOVERNMENT OF KHYBER  
PAKHTUNKHWA**

As directed the following relevant record has been checked minutely.

<b>Name of then Dealing Officers alongwith tenure:</b>	1. Matloob-ur-Rehman, Assistant to Commissioner (Rev/GA) (07/04/2011 to 27/09/2011). 2. Abdul Haleem, Assistant to Commissioner (Poll/Dev) with additional charge of Assistant to Commissioner (Rev/GA) (27/09/2011- 19/10/2011).
<b>Schedule of Test &amp; Interview</b>	Date of written test: 20/05/2011 (Matloob-ur-Rehman) Date of practical test: 08/06/2011 (Matloob-ur-Rehman) Date of Interview: 25/06/2011 (Matloob-ur-Rehman)

The detail of the relevant record is tabulated below:

**1. DETAILS OF FILES:**

Sr.	Title of File	Vol	Total Pages	Nos. of Pages misplaced	Remarks
1.	Appointment & Adjustment in Commissioner Office, Hazara Division Abbottabad Open on 12/01/2009 & Closed on 9/09/2010	I/2-VoL-I	139  4 page are without page numbering	Page# 324 to 381 Page# 334 to 362 Page# 380 to 391	
2	Appointment & Adjustment in Commissioner Office, Hazara Division Abbottabad Open on 09/09/2010 & closed on 20/07/2011	I/2-VoL-II	262  08 pages are without numbering	Page# 34 to 39  Page# 206 Page# 93 Page#355 to 360	209 to 212 are found Kacha Cover alongwith 03 original documents included in this file i.e. Merit List, Result sheet of practical test & merit list of qualified candidates in written test
3.	Appointment & Adjustment in Commissioner Office, Hazara Division Abbottabad Open on 21/07/2011 & Close on 07/02/2011	I/2-VoL-III	485  page# 464 to onward are without Numbering	Page#113 to 149  Page# 226 to 229	

*Amir*

4.	Promotion Cases open on 06/06/2015 & close on 09/02/2018	2/3 Vol-III	297 after 288 no page numbering marked	-	
5.	Promotion Cases open on 16/12/2020 & Close on 14/03/2022	VI	338	-	-

### Personal Files

Sr#	File Name		Number of Pages	Missing Pages	Remarks
1	Personal File Awais Qureshi	-	24	-	
2	Personal File Mst. Faiza Abbasi	-	25 07 out of 25 are without numbering		
3	Personal File of Mrs. Farah Naz		56 (11 out of 56 are without page numbering )	Page#1	

#### 2. ADVERTISEMENT:

The following posts were advertised in daily Aaj dated: July-2010.  
(Original Not available) **(Annex-A)**

Sr#	Nomenclature of Post	Number of Posts	Remarks
1.	Computer Operator (BPS-12)	02	
2.	JSS (BPS-12)	01	Later on the post of JSS was filled against the deceased son quota

#### 3. COPIES OF BUDGET BOOKS FOR THE YEAR 2010-11 & 2011-12 **(Annex-B).**

Relates of Account Officer

#### 4. DETAIL OF APPLICATIONS: **(Annex-C)**

- i. Record available total Number of Applications for the post of Computer Operator = 41 (the name of Shoaib Ali was not included in list of short listed candidates) while name of following candidates were included but application are found misplaced.  
1- Mr. Rashid Sultan 2- Mr. Shahzad Bashir Ahmad. Furthermore, applications of Mr. Faisal (S.No. 10 of the list) is placed in another file of JSS.
- ii. Application of Mst. Faiza Abbasi dated: 10/07/2010 is placed at Sr# 32 without enclosures & reference of advertisement.
- iii. Application of Awais Qureshi has not been found available in proper file but his academic documents are available duly numbered.

*Handwritten signature*

- iv. Application of Mrs. Farah Naz is not available in this file but CV of Mrs. Farah Naz is available in her personal file.

**5. CALL LETTERS ISSUED FOR WRITTEN TESTS:**

(File ½ Vol-II Page# 250) **(Annex-D)**

It is pointed out that called letter addressed to all candidates instead of by name and without proper address of the candidate Call letter alongwith copy of dispatch register is attached as **(Annex-E)**

**6. QUESTION PAPER & ANSWER SHEETS:**

The relevant record has been checked and question paper & answer sheets are not found. Furthermore, merit list of qualified candidates in written tests held dated: 20/05/2011 has not been found with the signature of Mr. Matloob-ur-Rehman then ACR instead the same has been found in record having signature of Mr. Abdul Haleem.

**7. LISTS OF CANDIDATES APPEARED IN WRITTEN EXAM & PASSED CANDIDATES:**

List of shortlisted candidates is available in original placed at P/209-10 of File ½-Vol-II but unsigned. **(Annex-F)** Original Attendance Sheet is found misplaced while copy of the same is available at P/21 of the Enquiry Report. **(Annex-G)**

**8. DETAIL OF PRACTICAL TEST:**

- I. Call letters alongwith copy of dispatch register is attached as **(Annex-H)** Office copies of 19 Call Letter for practical tests and original attendance sheet are not found. Copy of unsigned attendance sheet is placed at Page No. 21 of inquiry file. **(Annex-I)**
- II. A practical test was conducted on 8/06/2011 , however, result sheet available in our record is duly signed Mr. Abdul Haleem instead of Mr. Matloob-ur-Rehman than ACR.

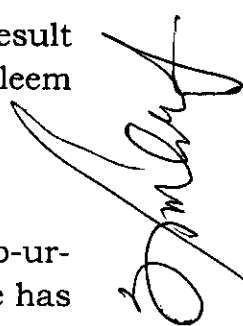
**9. DETAIL OF INTERVIEW:**

Original call letters for interview issued by the then ACR Mr. Matloob-ur-Rehman are found misplaced from record, however, copy of the same has been obtained from Inquiry File (copy of call letter alongwith copy of dispatch register is attached as **(Annex-J)**)

Process of interview was completed by the then ACR Mr. Abdul Haleem during his tenure.

**10. MINUTES OF THE DPSC MEETING:**

- a. Minutes of the DPSC Meeting held on:03/10/2011 vide which Mrs. Farah Naz & Mr. Awais Qureshi were appointed as Computer Operator BPS-12. **(Annex-K)**
- b. Minutes of the DPSC Meeting held on: 16/12/2011 vide which Mrs. Faiza Abbasi was appointed as Computer Operator BPS-12 & Imran was appointed as Junior Clerk (it is pertinent to mention here that as per record of this office both posts were not advertised) **(Annex-L)**



**GIST OF THE ABOVE RECORD:**

The following irregularities/malpractices are found:

1. The original record of the entire process prepared and completed by the Mr. Matloob-ur-Rehman has not been found in the record of this office.
2. Copy of dispatch register in respect of call letters issued for written test is placed as **Annex-M** and copy of dispatch register in respect of practical test and interview are placed as **Annex-N**.

**i.** The following documents prepared by Mr. Abdul Haleem have been found in record (**Annex-O**)

- a. Merit list of the candidates of the post of Computer Operator (BPS-12), in the office of the Commissioner, Hazara Division, Abbottabad.
- b. Computer Practical Result Sheet dated: 08/06/2011.
- c. Merit List of Qualified Candidates in Written Test dated: 20/05/2011 for the post of Computer Operator (BPS-12)
- d. Paper for Computer Practical Test. (**Annex-P**)

**ii.** The then DCO Abbottabad attended the DPSC as Member but Para-39 of the Note Sheet (File No. ½ Vol-II) (**Annex-Q**) transpired that the Committee should comprising of the following members:

- a. The Commissioner, Hazara Division.
- b. Assistant to Commissioner, Hazara Division.
- c. Representative of Board of Revenue.
- d. Letter No. ½-Estab:4055 dated: 05/05/2011 addressed to Assistant Secretary (Estab), Board of Revenue requested to attend the meeting held on 06/05/2011 (letter alongwith working paper are attached as (**Annex-R** )
- e. Later on, the then Commissioner, Hazara Division before DPSC meeting constituted new committee vide order No. ½-Estb:6668 dated: 22/07/2011 (Page# 219 file No. ½ Vol-III, in duplicate). (**Annex-S**)

**iii.** After the scrutiny of official record as well as other record, the following observations have been notice.

Sr.	RECORD PREPARED BY THE ACR MATLOOB-UR-REHMAN	RECORD PREPARED BY THE ACR MR. ABDUL HALEEM
1.	Number of posts advertised = 02	Number of posts filled =03
2.	Number of application available in record = 41 while attendance sheet placed at P/19 of the inquiry file reveals that 43 candidates appeared for written test.	



3.	<p><b>Practical Test</b> Original record not available however, copy of the same has been obtained from application filed by the petitioner in Court. According to which only 19 candidates appeared for practical test.</p>	<p>The result sheet of the practical test reveals that name of Gul Bibi has been substituted of Mrs Farah Naz included.</p>
4.	<p>Original record not available however, copy of the same has been obtained from application filed by the petitioner in Court. According to which only 04 candidates has been mentioned in final merit list.</p>	<p>The final merit list reveals that 05 Candidates have been mentioned with the addition of Mrs. Farah Naz.</p>
5.	<p>Call letters for written test, practical test and interview were issued by Mr Matloob ur Rehman (Copies of dispatch register and call letters already placed as <b>Annex-D,H,J</b></p>	<p>a. Minutes of the DPSC Meeting held on: 03/10/2011 vide which Mrs. Farah Naz &amp; Mr. Awais Qureshi were appointed as Computer Operator BPS-12. Already placed at <b>(Annex-K)</b> b. Minutes of the DPSC Meeting held on: 16/12/2011 vide which Mrs. Faiza Abbasi was appointed as Computer Operator BPS-12 &amp; Imran was appointed as Junior Clerk (it is pertinent to mention here that as per record of this office both posts were not advertised) <b>(Annex-L)</b></p>

- iv. It is also pointed out that the matter of Seniority was subjudice in the competent Court of Law. However, the promotion cases of the officials concerned had been processed by the Board of Revenue. The Board of Revenue was informed vide this office letter No. 5402-3 dated: 19/05/2020 (Page No. 70 File No. 1/2 Vol: VI **(Annex-T)**)
- v. The matter of misplaced record has already been inquired through Deputy Commissioner, Haripur. In the light of recommendations made by the Inquiry Officer, the Board of Revenue being competent Authority vide this office letter No. 5882-83 dated: 13/09/2017 (File No. 2/3 Vol-III, Page-245) **(Annex-U)** was approached to take necessary disciplinary action. During further process of the case, Miss. Farah Naz filed an appeal before W/Senior Member, Board of Revenue (P/225) **(Annex-V)** regarding Seniority. The same was received in this office for comments vide letter placed at P/224. **(Annex-W)**

*Handwritten signature*

vi. Reference this office letter placed at P/241 (**Annex-X**) of the  
aforementioned file, this office again asked the Board of Revenue that  
comments on the appeal will be communicated as & when the Board  
of Revenue take further step in accordance with inquiry report.

Reply of the Board of Revenue is not available in our record, however,  
a copy of the same is placed as (**Annex-Y**), Reference Para-103 to  
107/N reply of the Board of Revenue submitted to the then  
W/Commissioner, Hazara Division with the recommendations that no  
further action is required in respect of Mrs. Farah Naz. (**Annex-Z**),

vii. It is pertinent to mention here that two posts of Computer  
Operator were advertised but later on, third one alongwith one post of  
Junior Clerk were included in next DPSC without advertisement.

VIII. Copies of appointment orders (**Annex-Z-1**)

*Handwritten notes:*  
108AL  
5/15/2023  
AC (Political)  
DMS

DN 1 (10) - DN

ANNEX-B

2/DN  
Vol. I

# OFFICE FILE

Office of the Commissioner,  
Hazara Division, Abbottabad.

2009-10

Mosey  
on 30.6.2011

SUBJECT: <b>Common Budget Estimate</b>
FILE NO: <b>1/10-DN</b>

NC21009 (006)  
REVENUE & ESTATE DEPARTMENT

38

011205 TAX MANAGEMENT (CUSTOMS, INCOME TAX, EXCISE ETC)

FUNCTIONAL CUM OBJECT CLASSIFICATION AND PARTICULARS OF THE SCHEME	NUMBER OF POSTS 2009-2010	BUDGET ESTIMATES 2009-2010	REVISION 2009-2010
	R <sub>1</sub>	R <sub>2</sub>	R <sub>3</sub>
<b>01 GENERAL PUBLIC SERVICE</b>			
<b>011 EXECUTIVE &amp; LEGISLATIVE ORGANS, FINANCIAL</b>			
<b>0112 FINANCIAL AND FISCAL AFFAIRS</b>			
<b>011205 TAX MANAGEMENT (CUSTOMS, INCOME TAX, EXCISE ETC)</b>			
<b>AD4333 (Commissioner Hazard Division)</b>			
<b>A01 TOTAL EMPLOYEES RELATED EXPENSES</b>		<b>7,010,300</b>	<b>7,010,300</b>
<b>A011 TOTAL PAY</b>	<b>61</b>	<b>6,388,100</b>	<b>6,388,100</b>
<b>A011-1 TOTAL PAY OF OFFICERS</b>	<b>6</b>	<b>1,382,800</b>	<b>1,382,800</b>
<b>A01101 Total Basic Pay Of Officer</b>	<b>4</b>	<b>1,169,800</b>	<b>1,169,800</b>
<b>C073 Commissioner (DPS-20)</b>	<b>1</b>	<b>420,000</b>	<b>420,000</b>
<b>Additional Commissioner (DPS-19)</b>	<b>1</b>	<b>375,800</b>	<b>375,800</b>
<b>Assistant To Commissioner (DPS-17)</b>	<b>2</b>	<b>330,000</b>	<b>330,000</b>
<b>P073 Private Secretary (DPS-16)</b>	<b>1</b>	<b>112,000</b>	<b>112,000</b>
<b>S166 Superintendent (DPS-16)</b>	<b>1</b>	<b>112,000</b>	<b>112,000</b>
<b>A01103 Special Pay</b>		<b>20,000</b>	<b>20,000</b>
<b>A011-2 TOTAL PAY OF OTHER STAFF</b>	<b>55</b>	<b>1,998,300</b>	<b>1,998,300</b>
<b>A01151 Total Basic Pay Other Staff</b>	<b>55</b>	<b>1,998,300</b>	<b>1,998,300</b>
<b>S061 Senior Scale Stenographer (DPS-15)</b>	<b>2</b>	<b>236,200</b>	<b>236,200</b>
<b>A017 Assistant (DPS-14)</b>	<b>10</b>	<b>868,000</b>	<b>868,000</b>
<b>Head Clerk (DPS-14)</b>		<b>182,000</b>	<b>182,000</b>
<b>Reader (DPS-14)</b>		<b>95,500</b>	<b>95,500</b>
<b>J04 Junior Scale Stenographer (DPS-12)</b>	<b>2</b>	<b>170,000</b>	<b>170,000</b>
<b>J03 Junior Clerk (DPS-07)</b>	<b>10</b>	<b>636,600</b>	<b>636,600</b>
<b>I12 Driver (DPS-01)</b>	<b>3</b>	<b>285,200</b>	<b>285,200</b>
<b>S07 Chowkidar (DPS-01)</b>	<b>3</b>	<b>260,000</b>	<b>260,000</b>
<b>M07 Mail (DPS-01)</b>	<b>3</b>	<b>260,000</b>	<b>260,000</b>
<b>M05 Nalb Qasid (DPS-01)</b>	<b>3</b>	<b>850,800</b>	<b>850,800</b>
<b>Sweeper (DPS-01)</b>	<b>3</b>	<b>154,000</b>	<b>154,000</b>
<b>TOTAL ALLOWANCES</b>		<b>1,642,200</b>	<b>1,642,200</b>

*W.D.*  
Budget Officer-VI  
Govt. of N.W.F.P.  
Finance Department

234

11  
REVENUE & ESTATE DEPARTMENT

011205 TAX MANAGEMENT (CUSTOMS, INCOME TAX, EXCISE ETC)

FUNCTIONAL-CUM OBJECT CLASSIFICATION & PARTICULARS OF THE SCHEME	NUMBER OF POSTS 2010-2011	NUMBER OF POSTS 2011-2012	AMOUNT TO BE SPENT DURING THE YEAR 2011-2012	
			Budget Estimates 2010-2011	NON RECURRING RECURRING

			Rs	Rs	Rs
01	GENERAL PUBLIC SERVICE				
011	EXECUTIVE & LEGISLATIVE ORGANS, FINANCIAL				
0112	FINANCIAL AND FISCAL AFFAIRS				
011205	TAX MANAGEMENT (CUSTOMS, INCOME TAX, EXCISE ETC)				
AD4333	Commissioner Hazara Division				
	Continuance of Posts for the office of Commissioner Hazara Division				
J024	Junior Scale (BPS-12)	2		172,100	
J013	Junior Clerk (BPS-07)	10		580,000	
D112	Driver (BPS-04)	5		280,400	
S162	Sweeper (BPS-01)	3		151,300	
N005	Naib Qasid (BPS-01)	14		690,000	
M010	Mali (BPS-01)	3		151,300	
C057	Chowkidar (BPS-01)	3		151,300	
A012	TOTAL ALLOWANCES			3,306,300	
A012-1	REGULAR ALLOWANCES			2,862,800	
A01201	Senior Post Allowance			17,800	
A01202	House Rent Allowance			1,000,000	
A01205	Dearness Allowance			165,900	
A01207	Washing Allowance			7,300	
A01208	Dress Allowance			8,600	
A01209	Special Additional Allowance			60,800	
A0120E	Housing Subsidy Allowance			84,400	
A01217	Medical Allowance			400,000	
A01224	Entertainment Allowance			17,800	
A01228	Orderly Allowance			48,600	
A01239	Special allowance			129,600	
A01241	001 Utility allowance for electricity		Special Allowance	129,600	
A01244	Adhoc relief			64,800	
	001 Adhoc Relief			728,700	
	002 Adhoc Relief 2009			128,500	
A01262	Special Relief Allowance			600,200	
				128,500	

237

10  
REVENUE & ESTATE DEPARTMENT

01205 TAX MANAGEMENT (CUSTOMS, INCOME TAX, EXCISE ETC)

FUNCTIONAL-CUM OBJECT  
CLASSIFICATION & PARTICULARS  
OF THE SCHEME

NUMBER  
OF POSTS  
2010-2011

NUMBER  
OF POSTS  
2011-2012

AMOUNT TO BE SPENT DURING  
Budget  
Estimates  
2010-2011

THE YEAR 2011-2012

RECURRING NON  
RECURRING

				Rs	Rs	Rs
01	GENERAL PUBLIC SERVICE					
011	EXECUTIVE & LEGISLATIVE ORGANS, FINANCIAL					
0112	FINANCIAL AND FISCAL AFFAIRS					
011205	TAX MANAGEMENT (CUSTOMS, INCOME TAX, EXCISE ETC)					
				<u>77</u>		
AD433	Commissioner Hazara Division					
	Continuance of Posts for the office of Commissioner Hazara Division					
A01	TOTAL EMPLOYEES RELATED EXPENSES.			2,151,000		
A011	TOTAL PAY	61		5,844,700		
A011-1	TOTAL PAY OF OFFICER	6		2,125,400		
A01101	Basic Pay Of Officer	6		2,082,200		
C073	Commissioner (BPS-20)	1		550,000		
A011	Additional Commissioner (BPS-19)	1		490,000		
R075	Assistant To Commissioner (BPS-17)	2		593,200		
S166	Superintendent (BPS-16)	1		224,500		
P075	Private Secretary (BPS-16)	1		224,500		
A01103	Special Pay			27,000		
A01105	Qualification Pay			16,200		
A011-2	TOTAL PAY OF OTHER STAFF	55		3,719,300		
A01151	Basic Pay Other Staff	55		3,719,300		
S061	Senior Scale Stenographer (BPS-15)	2		380,000		
R090	Reader/Naib Tehsildar (BPS-14)	1		89,400		
A057	Assistant (BPS-14)	10		894,500		
H111	Head Vernicular Clerk (Revenue) (BPS-14)	1		89,500		
R010	Reader (BPS-14)	1		89,500		

ANNEX - 3.

DN 2 (10) - DN

2/DN  
Vol. I

Budget  
2010

# OFFICE FILE

Office of the Commissioner,  
Hazara Division, Abbottabad.

*(Signature)*  
on 30.6.2011

SUBJECT	<del>General Budget</del> Estimate
FILE NO	1/10 - DN

# ANNEX - B.

Budget 2011-12

File No: 2/DN

Vol. No: 11

W.e.f 01.07.2011

## OFFICE OF THE COMMISSIONER



HAZARA DIVISION  
ABBOTTABAD

SUBJECT: Budget for Salary and

Non Salary w/o

Commissioner Hazara Division Abbottabad



NC21009 (006)  
REVENUE & ESTATE DEPARTMENT

011205 TAX MANAGEMENT (CUSTOMS, INCOME TAX, EXCISE ETC)

FUNCTIONAL CUM OBJECT CLASSIFICATION  
AND PARTICULARS OF THE SCHEME

NUMBER OF  
POSTS  
2011-2012

BUDGET  
ESTIMATES  
2011-2012

RELEASED  
2011-2012

		Rs	Rs	Rs
01	GENERAL PUBLIC SERVICE			
011	EXECUTIVE & LEGISLATIVE ORGANS, FINANCIAL			
0112	FINANCIAL AND FISCAL AFFAIRS			
011205	TAX MANAGEMENT (CUSTOMS, INCOME TAX, EXCISE ETC)			
AD4333	Commissioner Hazara Division			
A01	TOTAL EMPLOYEES RELATED EXPENSES		14,391,300	14,391,300
A011	TOTAL PAY	82	6,141,400	6,141,400
A011-1	TOTAL PAY OF OFFICERS		1,770,800	1,770,800
A01101	Total Basic Pay Of Officers		1,727,700	1,727,700
C073	Commissioner (BPS-20)	1	371,000	371,000
A011	Additional Commissioner (BPS-19)	1	371,000	371,000
A073	Assistant To Commissioner (BPS-17)	2	403,300	403,300
A007	Accounts Officer (BPS-16)	1	66,700	66,700
I036	Inspector of Stamp (BPS-16)	1	171,900	171,900
P073	Private Secretary (BPS-16)	1	171,900	171,900
S166	Superintendent (BPS-16)	1	171,900	171,900
01103	Special Pay		27,000	27,000
01105	Qualification Pay		16,100	16,100
III-3	TOTAL PAY OF OTHER STAFF	72	4,370,600	4,370,600
II151	Total Basic Pay Other Staff	72	4,370,600	4,370,600
661	Senior Scale Stenographer (BPS-15)	2	322,700	322,700
057	Assistant (BPS-14)	10	690,000	690,000
012	Head Clerk (BPS-14)	1	70,800	70,800
11	Head Vernicular Clerk (Revenue) (BPS-14)	1	70,800	70,800
10	Reader (BPS-14)	1	111,900	111,900
90	Reader/Naib Tehsildar (BPS-14)	1	70,800	70,800
82	Computer Operator (BPS-12)	3	341,900	341,900
73	Junior Scale Stenographer (BPS-12)	2	131,200	131,200
63	Senior Clerk (BPS-09)	4	448,700	448,700

Budget Officer  
Govt of Khy. Pak.

NC21009 (006)  
REVENUE & ESTATE DEPARTMENT

1205 TAX MANAGEMENT (CUSTOMS, INCOME TAX, EXCISE ETC)

FUNCTIONAL CUM OBJECT CLASSIFICATION PARTICULARS OF THE SCHEME	NUMBER OF POSTS 2011-2012	BUDGET	RELEASED
		ESTIMATES 2011-2012	2011-2012
01 GENERAL PUBLIC SERVICE			
011 EXECUTIVE & LEGISLATIVE ORGANS, FINANCIAL			
0112 FINANCIAL AND FISCAL AFFAIRS			
011205 TAX MANAGEMENT (CUSTOMS, INCOME TAX, EXCISE ETC)			
AD4333 Commissioner Hazara Division			
013 Junior Clerk (BPS-07)	10	621,700	621,700
D12 Driver (BPS-04)	5	266,200	266,200
W001 Waiter (BPS-04)	2	75,000	75,000
Q004 Qasid (BPS-02)	1	38,400	38,400
C057 Chowkidar (BPS-01)	3	112,100	112,100
C095 Cook (BPS-01)	1	37,400	37,400
M010 Mali (BPS-01)	5	182,100	182,100
N005 Nalb Qasid (BPS-01)	13	596,900	596,900
S162 Sweeper (BPS-01)	5	182,000	182,000
012 TOTAL ALLOWANCES		8,142,900	8,142,900
012-1 TOTAL REGULAR ALLOWANCES		7,821,900	7,821,900
01201 Senior Post Allowance		17,800	17,800
01202 House Rent Allowance		806,100	806,100
01205 Dearness Allowance		195,000	195,000
01207 Washing Allowance		5,800	5,800
01208 Dress Allowance		5,600	5,600
01209 Special Additional Allowance		82,900	82,900
0120E Housing Subsidy Allowance		408,800	408,800
0120P Adhoc Relief 2009			
0120X Adhoc Allowance - 2010			
01217 Medical Allowance		3,114,500	3,114,500
01224 Entertainment Allowance		1,097,200	1,097,200
01228 Orderly Allowance		1,200	1,200
01239 Special allowance		48,600	48,600
001 Special Allowance		62,800	62,800
01241 Utility allowance for electricity		62,800	62,800
01244 Adhoc relief		29,900	29,900
001 Adhoc Relief		1,186,600	1,186,600
01262 Special Relief Allowance		1,186,600	1,186,600
		829,100	829,100
012-2 TOTAL OTHER ALLOWANCES (EXCLUDING TA)		258,000	258,000
01271 Overtime Allowance		30,000	30,000

Budget Officer (Tax)  
Govt. of Khyber Pakhtunkhwa  
Finance Department  
Finance Department

ANNEX C



To,

The Commissioner Hazara Division  
O/O the Commissioner Hazara

Subject: APPLICATION FOR THE POST OF COMPUTER OPERATOR

Honorable Sir,

I have come to know through an advertisement in daily "AAJ" dated 7<sup>th</sup> July, 2010 that few above posts mentioned posts are lying vacant under your kind control.

I am young energetic, and hardworking and I hope if given a chance will prove to be asset for the organization.

My educational documents along with other supporting documents are attached along with the application proven my justification.

I hope I will be given a chance to prove my skills.

Thanking in anticipation.

Yours truly,

FARHAD GUL

House No. K-240/7 Mohallah  
Kunj Jadeed Abbottabad  
Cell No: 0314-5016407

01-01-2010  
25-08-1986

- 24

3

2

10/07/2010  
27

To,

The Commissioner Hazara Division  
O/O the Commissioner Hazara

Subject: APPLICATION FOR THE POST OF COMPUTER OPERATOR

Honorable Sir,

I have come to know through an advertisement in daily "AAJ" dated 7<sup>th</sup> July, 2010 that few above posts mentioned posts are lying vacant under your kind control.

I am young energetic, and hardworking and I hope if given a chance will prove to be asset for the organization.

My educational documents along with other supporting documents are attached along with the application proven my justification.

I hope I will be given a chance to prove my skills.

Thanking in anticipation.

Yours truly,

ABDUL RAUF

C/o Umer Restaurant Fowara  
Chowk Kunj Jadeed Abbottabad  
Cell No: 0333-5051018

01-01-2010  
03-01-1985  
-----  
- 24 Years

To,

The Commissioner Hazara Division  
O/O the Commissioner Hazara

Subject: APPLICATION FOR THE POST OF COMPUTER OPERATOR

Honorable Sir,

I have come to know through an advertisement in daily "AAJ" dated 7<sup>th</sup> July, 2010 that few above posts mentioned posts are lying vacant under your kind control.

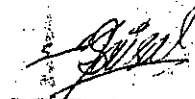
I am young energetic, and hardworking and I hope if given a chance will prove to be asset for the organization.

My educational documents along with other supporting documents, are attached along with the application proven my justification.

I hope I will be given a chance to prove my skills.

Thanking in anticipation.

Yours truly,



MUHAMMAD FAISAL

C/o Faisal Motors and  
Property Dealers Spring Field  
Plaza Abbottabad  
Cell No: 0313-5862123

01-01-2010  
01-01-1987

— 23 years

To,

The Commissioner,  
Hazara.

Subject: Appointment as K.P.O.

Sir,

With due respect it is stated that I have come to know through advertisement in daily Aag, that the post of key Punch Operator is laying vacant under your kind control. I offer my services for one of the said posts. My bio data is as under.

Name: **Khan Gul Khan.**

Father Name: **Saleem Gul.**

D.O.B: **02-03-1986.**

Qualification: **MBA.**

Address: **Mohallah Sheikh ul bandi ,district Abbottabad .**

My testimonial is attached with Application. I shall try my best and do my work honestly to satisfy any superiors. I shall be highly obliged if I appointed.

Yours Faithfully,

Khan Gul Khan.

S/O: Saleem Gul.

Date: 15-07-2010.

61-01-2010  
02-03-1986

24 years

Khan Gul  
15/7/10



To

The Commissioner

Hazara Divisio Abbottabad

Subject : For Job of Computer operator

Respected Sir,

It is submitted that the post of computer operator is empty in your office, I want to apply for this. My bio-data and document record is attached with application.

Your's Faithfully,

Kamran Saeed

S/o Muhammad Saeed

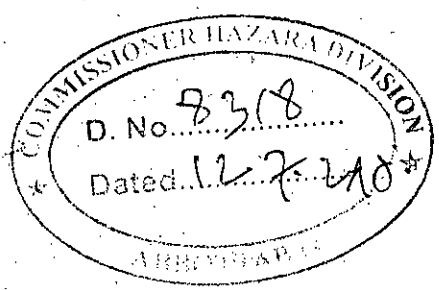
AE  
Process

Yd.  
ACR  
9/7/2010

1hp  
10-7-2010

2010  
1985

22



(7)



To

The Commissioner,  
Hazara Division, Abbottabad.

Subject

APPLICATION FOR THE POST COMPUTER OPERATOR

Sir

With due respect it is submitted that I have come to know through Daily AAJ, dated 7.7.2010 that a post of above mentioned post is lying vacant under the control of your god-self.

I beg to offer my services for the above post carrying with following

Bio-data:-

- |   |                |  |
|---|----------------|--|
| 1 | Name:          | Shehzad Bashir Ahmad                                     |
| 2 | Father's Name  | Bashir Ahmad   |
| 3 | Date of Birth  | 09.08.1985   |
| 4 | Domicile       | Abbottabad   |
| 5 | Qualification  | B.A  |
| 6 | Postal Address | Naya Mohallah, House No.TC/596<br>Nawansher, Abbottabad. |

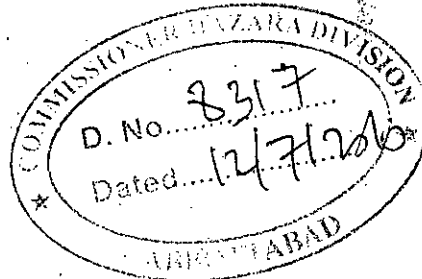
Keeping in view of above facts I assure you sir, if I am selected for the above post I shall perform my duties to the entire satisfaction of my superiors. I shall be very thankful for this act of kindness.

Yours Obediently

*Shehzad Bashir*  
(SHEHZAD BASHIR AHMAD)

Dated 9.7.2010

*AE*  
*Process.*  
*Jd.*  
*ACR*  
*9/7/2010*





The Commissioner Hazara Division,  
Abbottabd.



8

Subject: APPLICATION FOR APPOINTMENT AGAINST THE POST OF  
COMPUTER OPERATOR (BS-12)

Respected Sir,

ACK.  
1/11/10  
8-7-2010

In response to your advertisement published in the daily "Aaj" dated  
07/07/2010, I offer my services for the subject post with the following particulars:

Name : Syed Mehmood-ul-Hassan Shah  
Father's Name : Syed Abdur Raheem Shah  
Date of birth : 02/05/1983  
NIC No. : 13101-1428238-1  
Domicile : Abbottabad (NWFP)  
Qualification : B.A  
Diploma : Diploma in I.T  
Address : Sir Syed Colony House # 1, Street # 1  
Mandian Abbottabad.

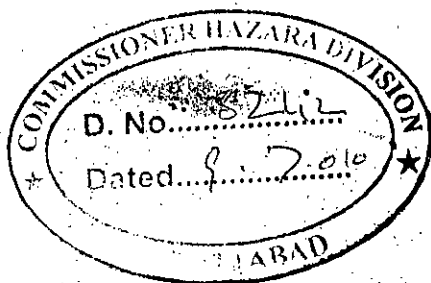
Necessary testimonials are enclosed with the request that I may  
very kindly be given a chance to serve in your office please.

Thanking you in anticipation.

Your's obediently

Dated: 08/07/2010

Syed Mehmood-ul-Hassan Shah



Yasir Naseer

Address: Line Road Near Umar Masjid  
Narrian Abbottabad.

(8)

(9)  
1

Personal Information:

Date of Birth: Dec-19-1984 Domicile: Abbottabad  
Phone No: +92-346-9526695 Email: Yasi\_awan2006@yahoo.com  
CNIC #: 13101-9172874-7

**Objective** To Make Maximum Worth For The Organization And For Myself To Break New Horizons  
And To Seek Knowledge.

Qualifications:

Degree	University	Year
--------	------------	------

BCS(Hons)	Allama Iqbal Open University	2009
B.A	Hazara Universty	2006
F.S.C	BISE Abbottabad	2003
SSC	BISE Abbottabad	2001

Computer skills:

Microsoft Office

Word, Excel, Power point, AutoCAD,

Diploma in Language

IELTS

Work Experience:

Working as internee in EDO office Abbottabad

The Commissioners,  
Hazara Division  
Abbottabad.

Subject: POST OF COMPUTER OPERATOR

Respected Sir,

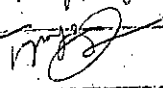
With due respect it is stated that I have come to

know through a newspaper's advertisement Daily "AAT" that some posts of computer operators are lying

vacant under your kind control I offer my services as a

for the same. My Bio-data is attached herewith

I will be thankful to you for this kindness

Yours sincerely,  
  
Sahib Ali

S/O Muhammad Sarwar

Lower Nasseran near

Masjid Al-Rehman

Nawar Shekhs, Abbottabad

cell # 0321-9834142

10

10

The Commissioner  
Hazara Division  
Abbottabad



11

Subject: Prayer for Appointment as Computer Operator

Respected Sir,

With due reverence and profound veneration, I beg to appraise that, I have come to know through press that you need the service of Computer Operator in your office, I beg to offer myself for one the name.

Necessary Particulars regarding my educational qualification & Experience are as under.

- |                  |                             |
|------------------|-----------------------------|
| 1 :- NAME        | KASHIF ASLAM                |
| 2 :- FATHER NAME | ASLAM INABAR                |
| 3 :- EDUCATION   | MBA (HR)                    |
| ④ Certificate    | Computer Diploma Course ICT |
| 4 :- Address     | K#48 Kunj Jadeed Abbottabad |
| 5 :- Domicile    | Abbottabad - Pakistan       |
| 6 :- Religion    | <u>CHRISTIANITY</u>         |

Under these circumstances, I pray your honour to please consider me for the post applied for. I pray your honour that I shall no longer be unlearned in discharging my duties.

I have the honour to be Sir,

Your Most Obedient Servant

Kashif Aslam S/o Aslam Waqar  
Smile

(12)

(12)

To,

The Commissioner Hazara Division,  
Abbottabad.

Subject: APPLICATION FOR THE POST OF COMPUTER OPERATOR.

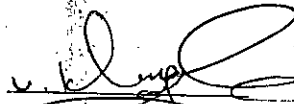
Sir,

With due respect it is stated that I came to know through Newspaper that some posts of **Computer Operator** are lying vacant under your kind control. I am also offering my services for one of the same.

My detailed CV is attached with my application, I hope that you will look upon my application sympathetically and give me chance to serve under your kind control.

Thanks,

Yours Obediently,



Umer Kheyam,  
Muree Road Kalapul ,  
C/o Saeed Shopkeeper Abbottabad.  
Phone# 0992-332028  
0321-5708489

ACL

CHD  
12/7/10

Estb

ACL  
12/7/10

13

13

To

The Commissioner,  
Hazara Division-Abbottabad

Subject: APPLICATION FOR THE POST OF COMPUTER OPERATOR

R/Sir,

With due respect it is stated that I have come to know through a reliable source that some of the posts of Computer Operator, is lying vacant under your kind control. I offer my services for the one of the same. My academic documents are attached herewith for ready reference. I assure you sir, that if am given a chance for the post applied for; I shall try my best to satisfy my superiors.

Thanking you in anticipation

Your's obediently

*Qazi Faisal Islam*

Qazi Faisal Islam S/O  
Qazi Abdus Salam C/O PS to  
Commissioner Hazara  
Abbottabad

14

14

To

The Commissioner,  
Hazara Division, Abbottabad.

Subject

APPLICATION FOR THE POST COMPUTER OPERATOR

Sir

With due respect it is submitted that I have come to know through Daily AAJ, dated 7.7.2010 that a post of above mentioned post is lying vacant under the control of your god-self.

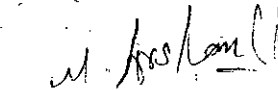
I beg to offer my services for the above post carrying with following

Bio-data:-

1	Name:	Muhammad Arsalan
2	Father's Name	Muhammad Yameen
3	Date of Birth	06.06.1988
4	Domicile	Abbottabad
5	Qualification	B.A.
6	Postal Address	H.No.587 Lower Malikpura Abbottabad.

Keeping in view of above facts I assure you sir, if I am selected for the above post I shall perform my duties to the entire satisfaction of my superiors. I shall be very thankful for this act of kindness.

Yours Obediently



(MUHAMMAD ARSALAN)

Dated 14.7.2010

15



To:

Commissioner Hazara Div  
Abbottabad

Subj: APPLICATION FOR EMPLOYMENT IN COMMISSIONER OFFICE  
AS COMPUTER OPERATOR.

Respected Sir,

With due respect that I have come to know through reliable sources that there are some vacancies of subject post are laying vacant under your kind command. I offer my services for the one of same. My qualification and other data given below for your kind perusal please:

- |    |                            |   |   |
|----|----------------------------|---|---|
| a. | Name                       | - | Malik Afzal   |
| b. | Father Name                | - | Mir Afzal   |
| c. | Academic Qualification     | - | BA  |
| d. | Home Dist                  | - | Abbottabad  |
| e. | Professional Qualification | - | D.I.T. (One Year), Six Months<br>Course of Office Automation.<br>Four month course of Hard<br>ware, Three month Typing. |
| f. | NIC No.                    | - | 13101-3791543-5.  |
| g. | Tel No.                    | - | 0323-9802692  |

2. In view of above it is requested that kindly give me a chance to serve under your kind command I assure you Sir that I will work with honesty and prosperity.

3. I am working as a Computer Operator in MES OE (A) Attd since Apr 2009 to date.

3. I shall pray for your long life.

**Experiences:-**

- a. One year Experience as a "Computer Operator" in Dream Land Motel Pvt Ltd
- b. Two Year Experience as a "Computer Operator" in Govt High School Kuthwal.
- c. Now working as a "Computer Operator" in MES OE (Army) Abbottabad since Apr 2009 Todate.

Your faithfully



Malik Afzal  
S/O  
Mir Afzal



(۶)

حزب گلشن واحد، تزاره در تیران پور و پور  
حزب والی ✓

در خدمت لواء و لواء

محدث کور لاء - تمام در عمارت جلالت

را اذک کو بندیشہ کے لئے انوار تزار و لاء کے لئے ایک زیر عمارت  
تمام لواء کے تحت ایک اور لواء کے لئے ایک  
میں لقمہ داکو ششہ کو لڑنے میں ایک لواء اور لواء  
لا لاء کے لئے لواء کے لئے لواء کے لئے لواء

آئیے با آرا میراد عثمان علا

The Commissioner,

Harra Division Abbottabad.



(7)

Respected Sir.

Subject: Application for the post Computer Operator.

Through Newspaper I have come to know that there are some posts of Computer Operators are lying vacant under your kind supervision.

I offer my self against one of the same.

I think I am the best eligible candidate for above mentioned post.

I am very much optimistic that you will consider my application sympathetically.

Tranter

Looking forward

Muhammed Arif S/O

Mir Afzal

My all documents are attached with Application

Dated: 13-07-10

(18)

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To

Commissioner Hazara Division  
Abbottabad.

Subject:- APPLICTION FOR COMPUTER OPERATOR

Dear Sir,

With reference to your advertisement in Daily "Ajj" for Computer. I being 14 Year Graduation in Computer Science want to apply for the above mention Post. I have necessary qualification and experience to compete for the same.

My detailed CV is attached. Hoping for positive response.

Thanks,

M. Imran khan



To,

The Commissioner,  
Hazara Division, Abbottabad.

Subject: APPLICATION FOR THE POST OF COMPUTER OPERATOR

Respected Sir,

With due profound veneration, it is submitted that I have come to know through advertisement in news paper that some posts of above mentioned subject are lying vacant under your kind control. I beg to offer my candidature for one of the same.

My particulars are as under:-

Name : Khurram Hussain  
F/Name : Mir Hussain  
Domicile : Abbottabad (NWFP)  
NIC # : 13101-0868384-5  
Qualification : B.A from Peshawar University.  
Computer Skills: I have done the following computer programme:-  
1. MS - DOS  
2. MS-Windows-98  
3. MS-Window - XP  
4. MS-Excel  
5. MS-Power Point  
6. MS-Word

I have also done six months hard ware and networking course.

Postal Address: House No.LM-346/1 Banda Sappan Abbottabad.

In view of forgoing I request you to please consider my this application with great sympathetically, I assure if I have been given a chance to serve as Computer Operator I shall prove my self for worthy of the same and I will perform my duties to the entire satisfaction of my superiors.

Your's obediently,

Khurram

(KHURRAM HUSSAIN)

21

Commissioner Hazard  
Division Abbottabad.

Subject: Application for Computer Operator

Respected Sirs:

With due respect, I would like to say that I know through reliable source some post of Computer Operator are the vacant under your good control. As a candidate, I offer myself one of them. As regard my qualification and experience. All document attached my application.

I shall be very thankful to you

Yours truly

DIL-PAZIR  
S/o PIR KHAN

Dilpa  
Zun  
W

EXAMINATIONS  
AR

All

To,

The Commissioner Hazara Division  
Abbottabad.

Subject: Application for the Post of Computer Operator

Respected Sir,

It is stated that I have come to know through reliable source that the posts of Computer Operator are lying vacant under your kind supervision.

I am graduate of Computer Sciences and have three years experience in International NGO's as well as in Semi Govt Departments.

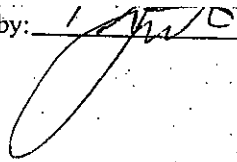
I offer my services for the aforementioned positions and hope you will consider me for this position

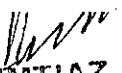

My complete bio data is mentioned in the attached C.V

Awais Malik  
Balakot.

Mohallah Upper Garlat, Tehsil and  
PO Balakot District Mansehra or  
Shaheen Sweets Razhan Road  
Balakot.

RE  
Revenue  
Branch

Checked by: 

  
IMTIAZ AHMAD  
M.A. B.Ed. T.B.P.S 17  
G.H.S Balakot, Mansehra  
Cumulative grade point average: \*\*\*\*  
  
Controller of Examinations



To,  
The Commissioner Hazara  
Abbottabad

APPLICATION FOR THE POST OF Computer Operator Bs 12.

Sir,  
With due respect I beg to say that reference to your advertisement the following post of above mention are vacant. Kindly grant me chance for said post.  
Thanks.

Applicant  
Rashid

BIODATA

Name: Rashid Sultan  
Father Name: Muhammad Sultan  
Date of Birth: 16.02.1984  
NICL #: 13101-9819622-9  
Domicile: NWFP  
Sex: Male

Mailing Address: Village Juster P/o Namli Maira District and Tehsil Abbottabad

Qualification

Matric	2000
FSc	2002
BSc	2004
MA (Economic)	2009

Extra qualification

- 1 \* Typing 40 WPM
- 2 \* Short hand 80 WPM
- 3 \* Computer Six month Diploma

Experience

Two year experience in NHA & now P/S in the court of Sd Abbottabad

Date 12/2/10

signature Rashid

Forwarded to Commi Hazara  
Muhammad Gulshan  
Abbottabad

23

24

To

The Commissioner  
Hazara Division  
Abbottabad.

Subject: APPLICATION FOR THE VACANT POST OF  
COMPUTER OPERATOR.

*Respected Sir,*

I have come to know thorough advertised approved in newspaper Daily Ajj. I beg to offer my self for the said post. My C.V. is enclosed.

Your are requested to kindly consider me for the said post. I assure you "Sir" that I will perform my duties to the entire satisfaction of my superiors.

Thanks

*Yours Obediently,*

  
Khurram Mumtaz



DISTRICT REVENUE OFFICER  
ABBOTTABAD

Abbottabad.

Banaras Stationery Mart  
Kutchery Road Abbottabad



The Commissioner Hazara Division,  
Abbotabad.

Subject: Request for appointment as a Computer Operator.

R/sir,


it is respectfully submitted that I have come to know through your advertisement published in the newspaper that some posts cited in the subject are lying vacant under your kind control. I beg to offer my services for one of the same. My particular and bio-data is given below:-

- |                   |                 |
|-------------------|-----------------|
| 1. Name.          | Zeeshan Rehman. |
| 2. Fathers name.  | Abdul Rehman.   |
| 3. Date of birth. | 21-08-1987.     |
| 4. Domicile.      | Abbotabad.      |
| 5. Education.     | BSc.            |

Commissioner Hazara  
Strongly Recommended  
for further consideration  
Pl.  
INAYATULLAH KHAN JADOON  
MPA  
12/7/10

I am jobless and have no other source of income. Please give me a chance to serve under your kind control.

Thanking you in anticipation.

 yours obediently,

(Zeeshan Rehman) s/o Abdul Rehman  
s/o New Abadi Kunj Jaded, Tehsil and District Abbotabad.

Cell no = 0333-5039441  
0333-5000136.

To,

Commissioner Hazara Division  
Abbottabad.

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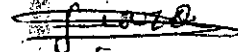
Subject: APPLICATION FOR COMPUTER OPERATOR

Dear Sir/Madam,

With reference to your advertisement in Daily "Ajj" for Computer Operator. I being 16 Years Graduation in Business Administration want to apply for the above mention post. I have necessary qualification and experience to compete for the same.

My detailed CV is attached. Hoping for positive response.

Thanks,



Ozaif Malik  
Cell # 0334-8950597

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TO

The Commissioner Hazara Division,  
Abbottabad.

Subject: For the post of  
"Computer Operator (BPS-12)"

Sir,

I have known about  
the vacancy published in  
"AAJ" Newspaper dated 7 July,  
2010. I did my graduation  
in Computer Science. So  
I offer my services  
for the post of  
Computer Operator (BPS-12)

I will wait  
for your positive response.

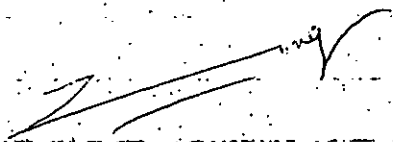
Yours obediently,

M. Zia-Ul-Haq  
Address: H.No. 305/7,  
Khala Kehal,  
Abbottabad.

PH # 0992-340141

Cell # 03225742337

Dated: 12 July, 2010





To

The Commissioner of Hazara

SUBJECT:

APPLICATION FOR COMPUTER OPERATOR

Respected Sir,

It is hereby stated that some posts of Computer operator are laying vacant under kind control.

I offer myself for one of this post.

My Qualification is as under:

- 1. Matric (Science) from BISE AH.
- 2. FSC (pre-Med) from BISE AH.
- 3. BA (Stats, Econ) from Hazara University.
- 4. CIT (Six Months I.T Course) Vocational Technical College.

All photo copies of Documents attached with Application.

Yours Faithfully  
M. Saad Sultan

~~Signature~~

TO

SUBJECT: APPLICATION FOR THE POST OF *Computer Operator*

RESPECTED SIR:

With due respect it is stated that I came to know from

That there are some posts of *Computer Operator* vacant

under your kind control .I offer my services for one of them. My Bio-data is as:

➤ Name	:	FAHAD NADEEM
➤ Father's Name	:	Misri Khan
➤ Date of Birth	:	31 March 1988
➤ Age	:	22 years
➤ CN.I.C No.	:	13101-9968661-1
➤ Domicile	:	Abbottabad (N.W.F.P)
➤ Nationality	:	Pakistani
➤ Religion	:	Islam
➤ Marital Status	:	Single
➤ Mobile #	:	+92-313-5809972, +92-321-9838499
➤ E-mail Address	:	<u>khizerhayat_2003@yahoo.com</u>
➤ Address	:	Upper Salhad Abbottabad N.W.F.P
➤ Education	:	B Com

I am expecting that I will be given a chance to work under your kind control .I will work hard and prove my abilities to my superior.

I am assuring you that I will fulfill all the tasks given to me , when I get absorbed under your kind control.

I shall be very thankful to you for this act of kindness.

Dated: *14/07/2010*

Yours truly  
Fahad Nadeem  
S/O Misri Khan  
Upper Salhad Abbottabad  
Mob # +92-313-5809972

Commissioner Hazara Division  
Abbottabad

Subject: APPLICATION FOR COMPUTER OPERATOR

Dear Sir,

With reference to your advertisement  
in Daily "Ajj" for Computer operator.  
I being attached with my C.V  
I assure you Sirs if I am given  
a chance for the post applied for,  
I shall try my best to satisfy  
my superiors.

Thanks,  
~~Arif~~  
Muhammad Arif  
Cell # 0346-5308233

To:

The Commissioner,  
Hazara Division, Abbottabad.

Subject: REQUEST FOR APPOINTMENT AS K.P.O. (BPS-12)

Respected Sir,

I submit the following few lines for your kind and favorable consideration please:-

1. That I have done BIT from the AIOU, Islamabad during the year 2004.
2. That I did my Masters in International Relations during the year 2006.
3. That I have worked in the office of the DCO, Abbottabad as NIP Internee under your kind control.
4. That I have been working as Junior Clerk (BPS-07) in the office of the Commissioner Hazara since 30.06.2009.

My above qualification and experience encourage me to request your kind honour that I may very kindly be appointed against the post of KPO (BPS-12) being having sufficient experience of the office work as well as in the computer.

Thanking you in anticipation,

Yours obediently,

*Faiza Abbasi*  
**FAIZA ABBASI**

Junior Clerk, Estab: Branch  
CHD's Office Abbottabad

10/17/2010

32

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(31)

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To  
The Honourable,  
Commissioner Hazara Division,  
Abbottabad.

Subject: REQUEST FOR APPOINTMENT AGAINST VACANT  
POST OF COMPUTER OPERATOR (BPS 12)

Sir,

With due respect it is stated that I have come to know through  
your advertisement in daily newspaper, that there are some posts of  
"Computer Operators" are lying vacant under your kind control. My bio data  
is as under: -

Name	:	Sumna Ayaz
Father's Name	:	Ayaz Ahmed
Qualification	:	B.A (2 <sup>nd</sup> Division) Diploma in Information Technology.

I, hope, that my application will be considered sympathetically  
and I will be given a chance to serve under your kind command.

Thanking you in anticipation.

*Commissioner Hazara  
Please look in to  
matter and see may I  
be considered for  
appointment of  
sir.*

*Sardar Mahtab Ahmed Khan  
Member  
National Assembly of Pakistan  
12/7/10*

Yours Obediently  
*Sumna Ayaz*  
SUMNA AYAZ  
D/o Ayaz Ahmed Qureshi  
R/o House No. 443  
Mohallah Jalal Baba,  
Upper Malikpura Abbottabad  
m. 0344.9445840



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To,  
The Commissioner,  
Hazara Division Abbottabad.

Subject: APPLICATION FOR THE POST OF COMPUTER OPERATOR  
(BPS-12).

Sir,

It is stated that I have come to know by your advertisement in Newspaper, that some posts are laying vacant under your kind control .I put myself for the above mention post. My documents, experience certificates and C.V are attached with this Application.

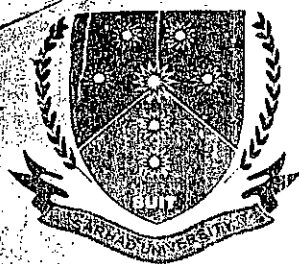
Yours obediently,

*Zahid*

Zahid Naveed s/o Abdul Hakeem Jilani  
Shimlions Tuition Center Abbottabad,  
Opp: Hira General Hospital near Ghosia Masjid  
Link road Abbottabad.  
Cell No.0346-9577439

Dated: 14-07-2010

1  
SEP  
11 10:00 AM



# Sarhad University

OF SCIENCE & INFORMATION TECHNOLOGY, PESHAWAR

Serial Number SUIT-09-PRO-3858

Date Issued: October 27, 2009


## Provisional Certificate

This is to certify that Mr./ Ms. Muhammad Sajid  
son / daughter of Mr. Muhammad Sadiq  
registration number SUIT-05-02-21046

is a regular student of the Sarhad University of Science and Information Technology,  
Peshawar Since Spring 2005 till date.

Mr./ Ms. Muhammad Sajid has completed all the requirements for the  
award of Bachelor of Business Administration - Honours degree with a  
CGPA of 2.99 on a scale of 4.00. He/she has already been issued a transcript  
and degree will be awarded him in due course of time on the request of student.

Mr./ Ms. Muhammad Sajid bears good moral character and his/ her  
conduct during his/ her stay at the University from April 2005 to September 2009  
has been Very Good

  
Salman Faiz Solehria  
Director - Distance Education

# 36-B, Chinar Road, University Town, Peshawar-Pakistan  
Tel : +92-91-5846508-9, 5846516-8, Fax : +92-91-5841460

Ref - Acad (PB)

34



To,  
THE COMMISSIONER  
HAZARA DIVISION  
ABBOTTABAD

Subject: APPLICATION FOR THE POST OF COMPUTER OPERATOR (BPS 12)

Respected Sir,

That I have come to know through the newspapers (AAJ) that there are some vacancies of computer operator are vacant under your kind control. I want to offer my services for one of the same.

As regard of my qualification and other particular are as under.

1-Name	SYED WAQAS
2-F/ Name	SYED LAL HUSSAIN SHAH
3-DATE OF BIRTH	16January, 1986
4-QUALIFICATION	M.COM

Experiences:

One years experience as a Computer Operator  
Two Months working as internee with ABL  
Two Months working as internee with NBP

Address:

Banda Phugwarian  
Tehsil & District,  
Abbottabad

In the above it is therefore, requested to please give me a chance for the above mentioned post and obliged.

Thanking you in anticipation.

Dated: 15 / 07 / 2010

Document attached.

Yours Obediently  
( SYED WAQAS )



To

The Commission

Haryana District Administration

Subject: [Illegible]

Respected Sir,

With due respect it is to state

[Faded handwritten text, likely the main body of the letter]

Yours faithfully,

[Illegible signature]

Date: 10.1.2010

36

38

ADA No 148312

Roll No 61535

BOARD OF INTERMEDIATE & SECONDARY EDUCATION



Abbottabad N.W.F.P. - Pakistan  
SECONDARY SCHOOL EXAMINATION CERTIFICATE  
SESSION ANNUAL 2004

This is to certify that MUHAMMAD WAHEED  
Son/Daughter of MUHAMMAD KALIM

A candidate from GOVT. HIGH SCHOOL NO.3 ABBOTTABAD  
has passed the Secondary School Certificate Examination of the Board of  
Intermediate and Secondary Education, Abbottabad held in March 2004 as a  
Regular/Private Candidate. He/She obtained 616 marks out of 850 and has been  
placed in Grade A Representing EXCELLENT.

The candidate passed in the following subjects.

- |           |           |             |               |
|-----------|-----------|-------------|---------------|
| 1.ENGLISH | 2.URDU    | 3.ISLAMIYAT | 4.PAK STUDIES |
| 5.MATHS   | 6.PHYSICS | 7.CHEMISTRY | 8.BIOLOGY     |

Date of Birth according to admission form is FIFTEENTH MARCH.

One Thousand Nine Hundred and EIGHTY-EIGHT ( 15-03-1988 )

Asstt. Secretary

This certificate is issued without alteration or erasure.

Secretary

88/13  
Probation Office  
District Courts Abbottabad



39

37

To

Commissioner Hazara Division  
Abbottabad.

Subject:- APPLICTION FOR COMPUTER OPERATOR

Dear Sir,

With reference to your advertisement in Daily "Ajj" for Computer operator. I being 14 Year Graduation in Computer Science want to apply for the above mention Post. I have necessary qualification and experience to compete for the same.

My detailed CV is attached. Hoping for positive response.

Thanks,

Mr. Nouman khan

S/o Maroof Khan

38

40

17/01/2007



**Malik Furqan**  
 House# 430 Link Road  
 Aram Bagh Abbottabad  
 NIC # 13101-6147215-5  
 Mobile # +92(313)5858149 0334-3437377  
 Phone # +92992-336672  
 E mail: sweet\_furqan@yahoo.com

<b>Objective</b>	To seek a position in the reputable organization, to enhance my professional knowledge & skills and contribute to the success of Dynamic organization.
<b>Education</b>	<p><b>BBA (Finance)</b> COMSATS Institute of Information Technology Abbottabad.</p> <p><b>Major Subjects</b></p> <ol style="list-style-type: none"> <li>1 Financial Statement analysis</li> <li>2 Human resource Management.</li> <li>3 Marketing.</li> <li>4 Credit Management.</li> <li>5 Management.</li> <li>6 Project management</li> </ol>

39

Through  
Commander

Phone No. 0992-9310021  
Fax No. 0992-9310023

41

From: The Deputy Inspector General of Police,  
Hazara Region, Abbottabad.

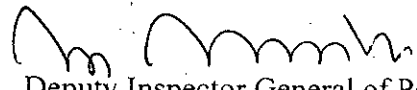
To: The Commissioner,  
Hazara Division Abbottabad.

No. 8633 /E, dated Abbottabad, the 14-7-2010.

Subject: APPLICATION FOR THE POST OF COMPUTER OPERATOR IN BPS-12

Memorandum:

Enclosed please find herewith an application in respect of JC Miss Gul Bibi of this office for the subject cited post and favorable consideration.

  
Deputy Inspector General of Police,  
Hazara Region Abbottabad.



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To

The Commissioner  
Hazara Division,  
Abbottabad.

**SUBJECT:- APPLICATION FOR JOB.**

Respected Sir,

With regards it is stated that I have come to know through some reliable sources that some posts of office (computer & File) works are lying vacant under your kind administrative control. I officer myself for one them. My curriculum Vitae is as under.

- 1. Name: Akhtar Zaman.
- 2. F/Name: Haider Zaman.
- 3. DOB: 23-03-1983.
- 4. Domicile: Abbottabad.
- 5. Edu.Qual: B.A from Hazara University Mansehra.
- 6. Computer skills:- well versant in MS Office.
- 7. M/Address:- Upper Malikpura , Mohallah Qulli Khan,  
Abbott bad.

I, therefore request your kind honor to kindly allow me chance of services in your office, I will offer you my best performance.

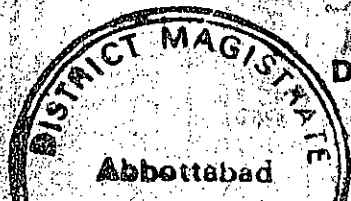
Copies of necessary documents enclosed herewith also..

Yours Obediently

(AKHTAR ZAMAN)  
S/o Haider Zaman  
Upper Malikpura,  
Moh Qulli Khan, Abbott bad.

Lecturer in Eng  
Govt Degree Coll  
Battagram

District Magistrate Abbottabad



MAGISTRATE ABBOTTABAD  
DISTRICT MAGISTRATE

(4)  
The Commissioner  
Hazana Division,  
Abbottabad.

Subject: For The Post of Computer Operator.

Dear Sir,

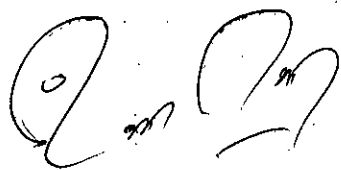
With humble request I state  
that I came to know through newspaper  
daily "Aaj" dated 07-07-2020 that the vacancy  
of computer operator is vacant in your  
steem office. So I am applying for  
the above mentioned post with required  
qualification and experience. kindly consider  
me for this post.

I shall be very thank ful to you

Yours Sincerely  
Faisal-ur-Rehman  
S/o Faisal-ur-Rehman  
Qualif: BSC

MA (Economic)  
result awaited)  
MBN ist.

Cell No: 0332-8980603



date: 13-07-2020

To

The Commissioner Hazara Division  
Office of the Commissioner Hazara

Subject: APPLICATION FOR THE POST OF COMPUTER OPERATOR

Honorable Sir,

I have come to know through an advertisement in daily "AAJ" dated 7<sup>th</sup> July, 2010 that few above posts mentioned posts are lying vacant under your kind control.

I am young energetic, and hardworking and I hope if given a chance will prove to be asset for the organization.

My educational documents along with other supporting documents are attached along with the application proven my justification.

I hope I will be given a chance to prove my skills.

Thanking in anticipation.

Yours truly,

*Muhammad Faisal*

MUHAMMAD FAISAL

C/o Awan General store Near  
Old Board Office Arambag  
ABBOTTABAD.  
Cell No: 0313-5828383

SG. No. 95004

Board of Intermediate & Secondary Education  
ABBOTTABAD

DETAILED MARKS CERTIFICATE  
Secondary School Certificate Examination  
(SCIENCE GROUP)

Session 200 2 (Annual/Supplementary)



43

Name Awas Qureshi

Father's Name Wali Muhammad Roll No. 8381

Qureshi

SUBJECT	Marks Allotted	MARKS OBTAINED	
		In Figure	In Words
1. English	150	93	Five hundred and forty only.
2. Urdu	150	55	
3. Islamiyat Comp:	75	44	
4. Pakistan Studies	75	47	
5. Mathematics	100	90	
6. Physics	100	66	
7. Chemistry	100	52	
8. Computer Science	100	53	
<b>Total</b>	<b>850</b>	<b>540-B</b>	

This Certificate is issued errors and omission excepted.

Prepared by: [Signature]

Checked by: \_\_\_\_\_

Date 200 \_\_\_\_\_

Controller of Examinations  
Board of Intermediate & Secondary Education  
Abbottabad

29 JUN 2002

[Signature]  
LECTURER  
Government Graduate  
College, Abbottabad  
Ex. No. 447/2002

Mob: 0331-5749210  
Distt: Mansehra P.O Baffa  
Village Guli Bagh

4.1

## FARAH NAZ

---

**Objective** To work in an organization offering carrier advancement and growth  
Opportunities with a work environment conducive for exploring my technical  
As well as administrative capabilities.

---

### Highlights of Experience

Experience in Record keeping, Field work, Monitoring & Evaluation, social Mobilization, community Development, Awareness Raising, Data collection, verification & analysis, Volunteerism and Damage assessment & distribution of relief items.

---

**Period** 1<sup>st</sup> March, 2010 to TILL DATE  
**Position:** HUMAN Resource Development officer  
**Organization:** Sarhad Rural Support Program  
**Duty Station:** District Battagram

**Duties:**

- Conduction of trainings like CMST( Community management skill trainings of three days)
  - LMST (leadership management skill training of seven days)
  - Advance Activist Trainings of ten days
  - Selection of Venue
  - Arrangement of resource person
  - Arrangement of Manager Conference for the community activists
  - Arrangement of NRM trainings like Community Livestock Extension workers Agriculture extension workers
  - Arrangement of Exposure visits for female activists.
  - Preparation of reports.
- 

### Organization Background

2<sup>nd</sup> November 2007 to till February 2010  
Sarhad Rural Support Programe (SRSP)

Sarhad rural Support program is Organization Working for the Betterment of the Rural areas of NWFP.its working Base upon Participatory Approach to bridge

**Female social organizer (FSO)**

**JOB Responsibilities**

Mobilization for Reconstruction & Rehabilitation  
Report Writing.  
Identification of vulnerable and facilitation.  
Assessment and distribution.  
NFRs and Case Studies.  
Vulnerable profiles.  
Preparation of village profile.

Assistant to Commissioner, (Rcv/GA)  
Hazara Division Abbottabad

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The line  
Departments with  
Community.

Situation analysis of target areas.  
Record keeping at office and community level.  
Formation of community organization and also maintaining.  
Record. Data collection of helpless and disable people.

## Organization Background

Sarhad rural  
Support program is  
Organization  
Betterment of the  
Rural areas of  
NWFP.its working  
Base upon  
Participatory  
Approach to bridge  
The line  
Departments with

### Hygiene promotion officer (SRSP)

#### JOB Responsibilities

Social Mobilization and hygiene education.  
Motivating rural community on social organization.  
Capacity building of community in women & children  
health. Report writing.  
Detail survey of damage schools in E/Q effected areas of  
Mansehra. working on child education by involving them in  
Different contexts.  
Formation of community organization and also maintaining and  
Updating its information system.

Identification and Data collection of Person with Disabilities (PWDs).  
Mobilize communities how to support and treat Disables.  
Prepare profile of Person with Disabilities.  
Implementation of Rehabilitation and Development activities like  
Provision of equipments and services.  
Monitoring Person with Disability's progress in their daily lives.  
Prepare case studies of Person with Disability.  
Assists disable people and their families to assess their own needs and progress.  
Assist the Social Organizers in social mobilization process i.e. in the  
Formation of Community Organizations and Village Organizations and  
PHAST Trainings. Prepare field reports on daily basis.  
Monitoring and follow up of COs and VOs.  
Brief and motivate the community for achieving self reliance and  
Empowerment and developing collective vision in the community group.

---

## Organization Background

Department of  
Education,  
Mansehra

1<sup>st</sup> Sep 2007 to Nov 2007  
Department of Education, Mansehra

### Field monitors officer (UNICEF)

#### JOB Responsibilities

Doing work on EMIS Report Writing.

4  
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## Personal Information

Father Name: Muhammad Ismail  
Date of Birth: 20<sup>th</sup> Mar 1986  
Domicile: Mansehra  
Religion: Islam  
Marital Status: single  
Postal Address: Distt Mansehra Post office Baffa Village Guli bagh.

## Education

SSC Abbottabad board  
F.A Abbottabad board  
B.Com Islamabad  
M.BA AIOU

## Languages

English Hindko  
Urdu Pashto

## Trainings & Workshops

Three days training on Para-Counseling Skills

Organized by Pakistan Poverty Alleviation Fund (PPAF)  
At Islamabad. (Jan 21<sup>st</sup> to Jan 23<sup>rd</sup> 2008).

Twenty Two days training on Community Based  
Rehabilitation organized by Pakistan Poverty Alleviation  
Fund (PPAF). (Feb 04<sup>th</sup> to Feb 26<sup>th</sup> 2008).

Five days training on Social Model of Disability  
And Community Based Rehabilitation organized by  
Pakistan Poverty Alleviation Fund (PPAF)  
At Islamabad. (April 11<sup>th</sup> to April 15<sup>th</sup> 2008).

One day training on Identification Tool organized by  
Pakistan Poverty Alleviation Fund (PPAF) at Islamabad.

Assistant to Commissioner (Rev/GA)  
Hazara Division Abbottabad

Computer

Skills

I work on different projects during my studies.

Game I developed a JAVA mobile game using java language.

I have done the Dot Net course(C#.Net, ASP, XML, introduction

To SQL and Crystal reports) from the ELITE software

House Abbotabad.

Basic Computer application, MS office, Dos etc.

Internet.

**SOCIAL SKILLS**

Candidate fully aware the locality; Language, Cultural values

And traditional approach of the people of Pakistan.

Have a good presentation and communication skills

Have a good interpersonal communication, convincing and

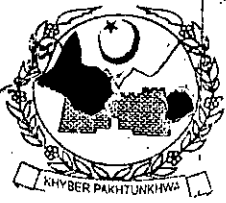
negotiating skills.

**Reference:**

available on demand

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43 Candidates  
Shortlisted

AA 1 EX- DD  
OFFICE OF THE  
COMMISSIONER HAZARA DIVISION  
ABBOTTABAD

No. CHD/1/2/ - Estab: 4138  
Dated Abbottabad the 9/5/2011

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To: All Candidates

Subject: APPLICATION FOR APPOINTMENT AGAINST THE POST OF COMPUTER OPERATOR (BPS-12)

Memo: Reference your application for the post mentioned above.

You are required to appear in Jalal Baba Auditorium, Abbottabad on 20<sup>th</sup> May (Friday) 2011 at 10.00AM for written test please.

1. No written material (pen, pencils, scales and answer sheet etc) will be provided by this office.
2. No TA/DA will be allowed.
3. Test will be based on English skills and General knowledge.
4. Entry without this call letter will not be allowed.

  
ASSISTANT TO COMMISSIONER (REV/GAT)  
HAZARA DIVISION ABBOTTABAD

**LIST OF SHORTLISTED CANDIDATES APPLIED FOR THE POST OF  
COMPUTER OPERATOR (BS-12)**

S.#	CANDIDATE NAME	FATHER NAME	QUALIFICATION	ADDRESS
01	Mohammad Sajid	M. Sadiq	BBA(Hons)	Jhokan, Masarzia, P/o Jhokan, Tehsil & District Mansehra
02	Miss. Faiza Abbasi	Jan-e-Alam	BIT, MA(IR)	Sir Syed colony Mandian Abbottabad
03	Malik Furqan	M. Intizar	BBA(Finance)	Hno. 430 Link Road Aram Bagh Abbottabad
04	Awadis Malik	Malik Aman	BCS	Mohalla Upper Garlet, Tehsil & P/O Balakot, District Mansehra, Shaheen Swets Kaghan Road Balakot
05	Umer Kehyam	Aurenzeb Khan	BS (CS)	Muree Road Kalapul, C/O Saeed shopkeeper Distt: Abbottabad.
06	M. Shakeel	Maqbol ur Rehman	BSC	Chitta Pul Lower Malik Pora, Hno.72/2, Mohalla Qazi Abbottabad
07	M. Waheed	M. Kaleem	Bsc	Magistrate Colony, Hno. V-2, Abbottabad
08	Mohammad Faisal	Mohammad Yousaf	MBA	C/o Awan General Store Near old Board Office, Arambag, Abbottabad.
09	M. Zia ul Haq	Sardar Manzoor	BS(CS)	H# 365/7, Khola Kehal Abbottabad
10	Syed Waqas	Syed Lal Hussain Shah	MCom	Banda Phugwarian, Tehsil & District Abbottabad
11	Shahid Gul	Zahid Ashraf	B.Com	Moh:Nizamabad, Masjid Quarter No.5 Upper Salhad, Abbottabad.
12	Fahad Gul	Qalandar Khan	Bcom	Hno. K-240/7 Mohallah Kunj Jadeed Abbottabad
13	Malik Afzal	Mir Afzal	BA	Muhallah Kholian, Dohga Chatri, Post Office Nawaha Shehr Distt: Abbottabad.
14	Abdul Rauf	Abdul Rashid	BSC	C/o Umer Restaurant Fowara Chowk Kunj Jadeed Abbottabad
15	Rashid Sultan	M. Sultan	MA(Economics)	Village Juster P/o Namli Maira District & Tehsil Abbottabad
16	Khurram Hussain	Mir Hussain	BA	House No. Lm-346/1 Banda Sappan Abbottabad.
17	Zahid Hussain Shah	Pir Mohammad Shah	Bcom	District and Tehsil Mansehra, P/O Chattar Plain Village Bhumla
18	Fahad Nadeem	Misri Khan	BCom	Upper Salhad Abbottabad
19	Sumna Ayaz	Ayaz Ahmed Qureshi	BA	Hno. 443, Mohalla Jalal baba Upper Malik Pora Abbottabad
20	Khan Gul Khan	Saleem Gul	MBA	Mohallah Sheikhul Bandi, District Abbottabad
21	Mohammad Faisal	Mohammad Aslam	BCom	C/o Faisal Motors and Property Dealers Spring Field Plaza Abbottabad
22	M. Imran Khan	Muhammad Ilyas	BCE	Muslim Abad, Distt: The: Abbottabad.
23	Zeeshan Rehman	Abdul Rehman	BSC	New Abadi Kunj Jadeed, Tehsil & District Abbottabad
24	Malik Usman Ali	Malik Pervez Akhtar	BSC	H.No.TC-729 Mohallah Nia, Nawanshehr The: Dist: Abbottabad.

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**LIST OF SHORTLISTED CANDIDATES APPLIED FOR THE POST OF  
COMPUTER OPERATOR (BS-12)**

25	Qazi Faisal Islam	Qazi Abdul Islam	BA	C/O PS to Commissioner Hazara Division, Abbottabad.
26	Dil Pazir	Pir Khan	BA	Mohallah Drair P.O. CHamiali, Abbottabad.
27	Muhammad Amjad	Mir Afzal	MA(IR)	H No.495/T village Sultan Pur MohallahMohammad Abad back of Sirtaj Mil Havelian, The: Distt: Abbottabad
28	Kashif Aslam	Asim Waqar	MBA(HR)	K # 48 Kunj Jadeed Abbottabad
29	Kamran Saeed	Mohammad Saeed	Bcom	Mohallah Lohar Banda, Mansehra.
30	Yasir Naseer	Mohammad Naseer	BCS(Hons)	Link Road, Near Umer Mosque, Narrian, Abbottabad
31	Mohammad Arsalan	Mohammad Yameen	BA	H.No.587 Lower Malikpura, Abbottabad.
32	Awais Qureshi	Wali Mohammad Qureshi	BA	Lower Malikpora Chitta Pul, H#LM-75/1, Mohalla Qazi, Abbottabad
33	Mr. Nouman Khan	Maroof Khan	BSC	Noor Colony, Near TIP Barrier Mohalla Ghousia Haripur
34	Akhtar Zaman	Haider Zaman	BA	Upper Malik pura, Mohallah Qulli Khan Abbottabad.
35	Syed Mehmood-ul-Hassan Shah	Syed Abdur Raheem Shah	BA	Sir Syed Colony House No. 1, Street #1, Mandian Abbottabad
36	M. Amjid	M. Younis	BA	Mohalla Noormang, Tehsil & District Abbottabad
37	Shehzad Bashir Ahmad	Bashir Ahmad	BA	Naya Mohalla, House No. TC/596 Nawansher, Abbottabad
38	M. Saad Sultan	M. Sultan	BA	H# UM-6, Mohalla Shimla Hill, upper Malik Pora, Abbottabad
39	Zahid naveed	Abdul Hakim Jilani	MBA(Finance)	Shimla Tuition Center, opposite Hira General Hospital Near Ghousia Mosque, Abbottabad
40	Ozaif Malik	Malik M. Aslam	BBA(Hons) Finance (% not Available)	H# 1665, Mohalla Sikandar Khan, Tanchi Chowk Abbottabad
41	Khurram Mumtaz	M. Mumtaz	BSC (% not Available)	Mohalla Mahari, Village Kuthwal Post Office Nawansher, Tehsil & District Abbottabad
42	Faisal-ul-Rehman	Fazal-ur-Rehman	BSC (% not Available)	Mohallah Khola Kehal, Abbottabad.
43	Fanah Naz			
44	Gul Bibi	Sabir Ali		Mohalla Usman Ghani POF Havelian

# ANNEX 9

15

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## COMPUTER PRACTICAL TEST DATED 08-06-2011

### ATTENDANCE SHEET OF THE CANDIDATES

S#	Candidate Name	Father Name	Signature
01	Awais Qureshi	Wali Muhammad	
02	Noman Khan	Maroof Khan	
03	Awais Malik	Malik Aman	
04	Yasir Naseer	Muhammad Naseer	
05	Umer Kheyam	Auranzgeb	<del>Absent</del>
06	Syed Waqas	Syed Lal Hussain Shah	<del>Absent</del>
07	Fahad Gul	Qalandar Khan	
08	Zai-ul-Haq	Sardar Manzoor Ahmed	
09	Falza Abbasi	Jan-e- Alam	
10	Gul Bibi	Sabir Ali	
11	Kashif Aslam	Aslam Waqar	
12	Khurram Mumtaz	Muhammad Mumtaz	<del>Absent</del>
13	Malik Usman Ali	Malik Perveez Ali	
14	Syed Mehmood-ul-Hassan	Syed Abdul Rahim Shah	<del>Absent</del>
15	Zahid Naveed	Abdul Makeem Jilani	
16	Faisal-ur-Rehamn	Fazal-ur-Rehman	<del>Absent</del>
17	Muhammad Imran	Muhammad Ilyas	
18	Muhammad Fasil	Muhammad Aslam	
19	Muhammad Shakeel	Maqbool-ur-Rehman	

For enquiry  
only 19 candidates  
attended Computer  
Practical Test.

Assistant to Commissioner (Rev/GA)  
Hazara Division Abbottabad

4132 1/APP Reader :- M. Nawaz Khan Ex. Giordawar Circle Khanpur District Haripur Appellant  
DOR Haripur.

APPEAL Against the order of DOR and Haripur

4133 1/APP Reader :- Shahzada Khan Ex Patwari Halqa Khanpur.  
(Reg) DOR Haripur

4134- 5/2 Estab:- Secretary Establishment Performance Evaluation Reports M. Ali Ex-ACO (B)  
4135 DCO (B)

(Reg) PS to CHD  
4136 5/2<sup>Est</sup> Secretary Establishment Performance Evaluation Reports  
4137 4 DCO (M) PS to CHD. Mr. Faridoon Khan.

✓ 4138 1/2 Estab:- CHD office Application for Appointment Against the Post of Computer Operator (BPS/12)

(All candidates)  
Written test  
43 candidates  
Sheet listed.

NOTICE (1) For loss or damage articles, unless t  
(2) - The spe insurance which v the Post Office under of an insur described under t

Monsieur

4

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DIO (M)

Director Land Records KPK

Monthly Progress Report

DOR (M)

For the month of April 2011

PS to SMPR

In Respect of Settlement Munselara.

PS to CHD.

1988

Estab - The Secretary. EST

Provision of Transport one car.

KPK Peshawar.

1989-84

1/16/88B All DIO

The Progress Report of District

1985

" Secretary Home

Coordination Committee

PS to CHD.

1986

1/2 Estab - Establishment

Computer Practical

Test

8-8-2011

at 10-00

Continued)

(PH

Practical test

19

Computer

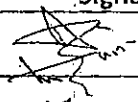
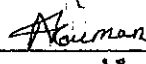
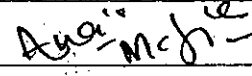
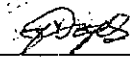
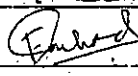
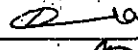
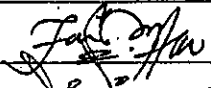
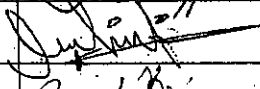
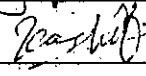

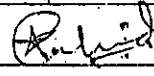
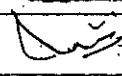
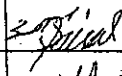

# ANNEX II

18

55  
21

## COMPUTER PRACTICAL TEST DATED 08-06-2011

### ATTENDANCE SHEET OF THE CANDIDATES

S#	Candidate Name	Father Name	Signature
01	Awais Qureshi	Wali Muhammad	
02	Noman Khan	Maroof Khan	
03	Awais Malik	Malik Aman	
04	Yasir Naseer	Muhammad Naseer	
05	Umer Kheyam	Auranzgeb	<del>Absent</del>
06	Syed Waqas	Syed Lal Hussain Shah	<del>Absent</del>
07	Fahad Gul	Qalandar Khan	
08	Zai-ul-Haq	Sardar Manzoor Ahmed	
09	Faiza Abbasi	Jan-e- Alam	
10	Gul Bibi	Sabir Ali	
11	Kashif Aslam	Aslam Waqar	
12	Khurram Mumtaz	Muhammad Mumtaz	<del>Absent</del>
13	Malik Usman Ali	Malik Perveez Ali	
14	Syed Mehmood-ul-Hassan	Syed Abdul Rahim Shah	<del>Absent</del>
15	Zahid Naveed	Abdul Makeem Jilani	
16	Faisal-ur-Rehamn	Fazal-ur-Rehman	<del>Absent</del>
17	Muhammad Imran	Muhammad Ilyas	
18	Muhammad Fasil	Muhammad Aslam	
19	Muhammad Shakeel	Maqbool-ur-Rehman	

For enquiry  
only 19 candidates  
attended Computer  
Practical Test.

Assistant to Commissioner (Rev/GA)  
Hazara Division Abbottabad



(19 candidate) ANN EX-H 53

OFFICE OF THE  
COMMISSIONER HAZARA DIVISION  
ABBOTTABAD

No. CHD/1/2-Estab: 4966

Dated Abbottabad the 3/6/2011

To All Concerned

Subject: COMPUTER PRACTICAL TEST

Memo:

Reference screening test held on May 20<sup>th</sup>, 2011.

You are hereby directed to appear in Commissioner's Main Office opposite to GPO, Abbottabad on June 8<sup>th</sup>, 2011 at 10.00 AM for Computer Practical Test.

*M. S. Memon*  
Assistant to Commissioner (Rev/GA)  
Hazara Division Abbottabad



OFFICE OF THE  
COMMISSIONER HAZARA DIVISION  
ABBOTTABAD

No. CHD/1/2-Estab: 4966

Dated Abbottabad the 3/6/2011

To \_\_\_\_\_

Subject: COMPUTER PRACTICAL TEST

Memo:

Reference screening test held on May 20<sup>th</sup>, 2011.

You are hereby directed to appear in Commissioner's Main Office opposite to GPO, Abbottabad on June 8<sup>th</sup>, 2011 at 10.00 AM for Computer Practical Test.

*M. S. Memon*  
Assistant to Commissioner (Rev/GA)  
Hazara Division Abbottabad



ANNEX - J

(56)  
(6)

Annexure - "B" (16)

Regd: Immediate out today

10



OFFICE OF THE  
COMMISSIONER HAZARA DIVISION  
ABBOTTABAD

No. CHD/1/2/ - Estab:

5569-71

Dated Abbottabad the 21/6/2011

To: 1) Miss Faiza Abbasi D/o Jan-e-Alam

2) Mr. Noman Khan s/o Maveof Khan

3) Mr. Zia-ul-Haq s/o Sardar Mangoor Ahmed. 4) Mr. Awais Qureshi.

Subject: APPLICATION FOR APPOINTMENT AGAINST THE POST OF COMPUTER OPERATOR (BPS-12)

Memo:

Reference your application for the post mentioned above.

You are required to appear in the Office of the Commissioner Hazara Division, Abbottabad on 25<sup>th</sup> June (Saturday) 2011 at 12.00 PM for interview.

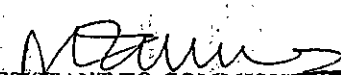
1. No TA/DA will be allowed.
2. Entry without this call letter will not be allowed.

For enquiry

Only 4  
the

attended  
interview

7/6

  
ASSISTANT TO COMMISSIONER (REV/GA)  
HAZARA DIVISION ABBOTTABAD

5566 CHD/AEP 2/6 ① Secy Finance  
KPR, Peshawar

5567-68 ① P-S to Home Secy  
② DCO TOR Ghor

J Tentative requirement of Immediate  
Establishment of Sub Division and District  
Headquarters office as well as residential  
facilities.

21-6-2011

5568 S-II Housing Executive Engineer  
Communications & works  
Department (AtD)  
P. S to CHD

Disconnection of water supply of suite  
No 11 Bachelor Hostel civil officer colony,  
Mirpur (AtD)

Agg  
5569-71 5571/2 ① Miss Ferize Abbas  
Reg ② Mr. Noman Khan  
Reg ③ Mr. Zia ul-Haq

Application for Appointment  
Against the post of  
Computer operator

5572-73 Housing The E.E Pesco AtD  
E.E. CSW AtD  
PS to CHD

Disconnection of Electricity of Suite  
No 11 Bachelors Hostel Civil office Colony AtD

5574-75 Housing The E.E. Pesco AtD  
E.E. CSW AtD

// Disconnection //

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No. 1463

For Insurance Offices see reverse. Stamps affixed except in case of uninsured letters of not more than the initial weight prescribed in the Post Office Guide or on which no acknowledgement is due.

5569-71

Received a registered\* addressed to

Initials of Receiving Officer

Insured for Rs. (in figures)

Insurance fee Rs. Name and address of sender

Date Stamp  
\*Write here "letter", "postcard", "packet" or "parcel" with the word "insured" before it when necessary.

Weight (in words) Kilo Grams

No. 1464

For Insurance Offices see reverse. Stamps affixed except in case of uninsured letters of not more than the initial weight prescribed in the Post Office Guide or on which no acknowledgement is due.

5569-71

Received a registered\* addressed to

Initials of Receiving Officer

Insured for Rs. (in figures)

Insurance fee Rs. Name and address of sender

Date Stamp  
\*Write here "letter", "postcard", "packet" or "parcel" with the word "insured" before it when necessary.

Weight (in words) Kilo Grams

68



OFFICE OF THE  
COMMISSIONER HAZARA DIVISION  
ABBOTTABAD

**MINUTES OF DPSC MEETING HELD ON OCTOBER 03, 2011 AT 11:00 AM  
UNDER THE CHAIRMANSHIP OF MUHAMMAD KHALID KHAN UMARZAI  
COMMISSIONER HAZARA DIVISION**

Meeting of the Departmental Promotion and Selection Committee of the office of the Commissioner Hazara Division held today on **03-10-2011** for selection of candidates for appointment as Computer Operators (BPS-12) against the existing vacancies in this office.

The following attended the meeting:-

- |  |          |
|--|----------|
| 1. <b>Muhammad Khalid Khan Umarzai</b><br>Commissioner Hazara Division.                          | In chair |
| 2. <b>Syed Imtiaz Hussain Shah</b><br>District Coordination Officer, Abbottabad                  | Member   |
| 3. <b>Abdul Haleem Khan</b><br>Assistant to Commissioner (Rev/GA)<br>Hazara Division, Abbottabad | Member   |

The vacancies of Computer Operators were advertised by this office in the Daily (Aaj) on 7th July; 2010. **Total 43 candidates** were called for the screening test held on 20-05-2011 while **33 appeared** for the test. Out of 33, 19 qualified the test. For the Practical Computer typing test, **19 candidates attended** which was held on 08-06-2011. Out of the 19 candidates, **only 5 qualified** who were called for interview today.

The committee interviewed all the 5 candidates, and at the end concluded that out of the 5 candidates, **the 2 at the top of the final merit list i.e. Ms. Farah Naz D/o Muhammad Ismail and Mr. Awais Qureshi S/o Wali Muhammad may be appointed** on the posts of Computer Operator keeping in view the emergent need of this office while **the remaining vacancy will be considered for filling later on either from the candidates on the present merit list or otherwise. The committee unanimously agreed with this decision and approved accordingly.**

The meeting ended with a vote of thanks from the chair.

Assistant to Commissioner (Rev/GA)  
Hazara Division Abbottabad  
(Member)

District Coordination Officer  
Abbottabad  
(Member)

Commissioner  
Hazara Division Abbottabad  
(Chairman)

**ORDER**

Consequent upon the recommendations of the Departmental Selection/Recruitment Committee the following are hereby appointed as Computer Operator (BPS-12) in the Commissioner's Office Abbottabad on the following terms and conditions:

S#	Name	Father Name	Address
01	Miss. Farah Naz	Muhammad Ismail	Village Guli Bagh, Post Office Baffa District Mansehra
02	Awais Qureshi	Wali Muhammad Qureshi	LM 75/1 Mohalla Qazi Chitta Paul, Abbottabad

1. His/her services will be governed by Section-19 of NWFP, Civil Servants Act, 1973 as amended vide NWFP Civil Servants (Amendment Act, 2005). He/she will be entitled to contributory Provident Fund in such manners and at such rates as prescribed by the Government.
2. His/her services will be liable to termination on one-month notice from either side. In case of resignation without notice, his/her two months pay/allowances shall be forfeited to the government.
3. He/she will be governed by such rules and regulation as may be issued from time to time by the government.
4. He/she will remain on probation for a period of one year in terms of Section-6 of the NWFP, Civil Servants Act, 1973 read with Rule-15 (I) of the NWFP, Civil Servants (Appointment, Promotion and Transfer) Rules 1989. His/her services can be terminated any time in case his/her performance is found unsatisfactory during probation period. In case of misconduct, he/she shall be proceeded against under the NWFP Removal from Service (Special Powers) Ordinance, 2000 and the rules framed by the Government from time to time.
5. The appointment offer is subject to verification of his/her academic documents from the concerned Board/University.
6. He/she shall be bound to accept his/her adjustment/absorption in any of the departments/offices in Hazara Division as ordered by the Competent Authority.

•Before joining the post he/she will have to provide (a) Medical Fitness Certificate from the Medical Superintendent, DHQ Hospital of his/her respective district domicile. (b) Character Certificate from local Police Station (c) Attested photo copies of academic documents.

In case of above terms and conditions of appointment are acceptable, he/she is required to report his arrival in the office of the undersigned within seven (07) days of the receipt of this letter, otherwise, the appointment would be treated as cancelled.

Sd/xxx

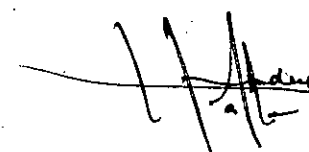
Commissioner Hazara Division  
Abbottabad

Dated Abbottabad the 06/10/2011

Endst: No. CHD/Estab: 4050-54

Copy to the:

1. District Comptroller of Accounts, Abbottabad.
2. PS to Commissioner, Hazara Division, Abbottabad.
3. Assistant Budget & Accounts Commissioner's Office.
4. Official Concerned.



Assistant to Commissioner (Rev/GA)  
Hazara Division Abbottabad



OFFICE OF THE  
COMMISSIONER HAZARA DIVISION  
ABBOTTABAD

**MINUTES OF DPSC MEETING HELD ON DECEMBER 16<sup>th</sup>, 2011 AT 11.00 AM  
UNDER THE CHAIRMANSHIP OF MUHAMMAD KHALID KHAN UMARZAI  
COMMISSIONER HAZARA DIVISION**

Meeting of the Departmental Promotion and Selection Committee of the office of the Commissioner Hazara Division held today on 16-12-2011 for appointment against the posts of Computer Operator and Junior Clerk.

The following attended the meeting:-

- |   |          |
|---|----------|
| 1. Muhammad Khalid Khan Umarzai<br>Commissioner Hazara Division.                            | In chair |
| 2. Syed Imtiaz Hussain Shah<br>District Coordination Officer, Abbottabad                    | Member   |
| 3. Miss. Adeela Hafeez<br>Assistant to Commissioner (Rev/GA)<br>Hazara Division, Abbottabad | Member   |

**APPOINTMENT AGAINST THE POST OF COMPUTER OPERATOR (BPS-12)**

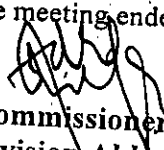
The vacancies of Computer Operators were advertised by this office in the Daily (Aaj) on 7th July, 2010. Total 43 candidates were called for the screening test held on 20-05-2011 while 33 appeared for the test. For the Practical Computer typing test, 19 candidates attended which was held on 08-06-2011.

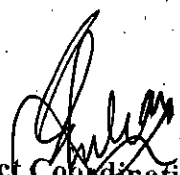
The committee gone through the qualification and merit of all the candidates thoroughly and recommended that one Miss. Faiza Abbasi D/O Jana-e-Alam whose performance and fitness for the required duties seems appropriate. The committee unanimously decided to appoint Miss. Faiza Abbasi as Computer Operator (BPS-12) against the vacant post.


**APPOINTMENT AGAINST THE POST OF JUNIOR CLERK (BPS-07)**

Consequent upon the appointment of Miss. Faiza Abbasi Junior Clerk as Computer Operator (BPS-12) one vacancy of Junior Clerk occurred which was to be filled in by fresh recruitment. The case of one Mr. Muhammad Imran who had also applied for the post of KPO has placed before the committee. The candidate though had good knowledge of computer and found competent but his qualification was F.Sc and not legible for appointment as KPO, hence the committee unanimously decided to appoint the candidate against the above occurring vacancy of Junior Clerk (BPS-07).

The meeting ended with the vote of thanks by the chair.

  
Assistant to Commissioner (Rev/GA)  
Hazara Division Abbottabad  
(Member)

  
District Coordination Officer  
Abbottabad  
(Member)

  
Commissioner  
Hazara Division Abbottabad  
(Chairman)

66 CH/2/6 @ Song House  
KPR, Postward

5567-68 @ F-5 to Home Sec  
② DCO Tolger

② DCO Tolger

5568

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Communicator's work

Department (ATD)

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Mr. Norman Mon.

③ Mr. J. A. G. - 1-1-1968

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① Tentative requirement of immediate  
Establishment & Sub Division and District  
Headquarters office as well as residential  
facilities.

21-6-2011

Disconnection of water supply of suite  
No 11 Bachelor Hostel civil officer colony

Mir Pur (ATD)

Application by Bin Aplain  
As per post to  
Mr. J. A. G. - 1-1-1968

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No 11 Bachelors Hostel Civil Office Colony ATD

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A. NEX-11

4132 1/APP Reader :- M. Nawaz Khan Ex Giordawar Circle Khanpur District Haripur. Appellant  
DOR Haripur.

APPEAL Against the order of DOR and Haripur.

4133 1/APP Reader :- Shahzada Khan Ex Patwari Halqa Khanpur.

(Reg) DOR Haripur

4134 5/2 Estate :- Secretary Establishment

Performance Evaluation Report - M. Ali Ex-ACO (B)

4135 DCO (B) PS to CHD

(Reg) 5/2 <sup>Est</sup> Secretary Establishment

Performance Evaluation Report - Mr. Faridoon Khan

4137 4 DCO (M) PS to CHD

4138 1/2 Estate :- CHD office

Application for Appointment - Against the Post of Computer Operator (BPS/12)

All candidates written test 43 candidates short listed.

NOTICE For loss or articles, unless (2) - The insurance which the Post Office of an insured under



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DIO (M)  
 Director Land Records KPK Monthly Progress Report  
 DOR (M) For the month of April 2011  
 PS to SMBR In Respect of Settlement Manshera.  
 PS to CHD.

- 4958 Estab - The Secretary EST Provision of Transport one car.  
 KPK Peshawar.
- 4959-64 1/16 GB All DIO The Progress Report of District  
 4965 " Secretary Home Coordination Committee.  
 PS to CHD.
- ✓ 4966 1/2 Estab:- Establishment Computer Practical Test at 10-00  
 8-6-2011

(All continued)  
 Practical test  
 19 candidates

65 (65)

Remarks  
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No. 1463

For Insurance Offices see reverse. Stamps affixed except in case of uninsured letters of not more than the initial weight prescribed in the Post Office Guide or on which no acknowledgement is due.

5569-71

Received a registered\* addressed to

M. Zia-ud-Din

Initials of Receiving Officer

\*Write here "letter", "postcard", "packet" or "parcel" with the word "insured" before it when necessary.

Insured for Rs. (in figures) (in words)

If insured.

Insurance fee Rs. Ps. Weight Kilo Grams

Name and address of sender

AFD

No. 1464

For Insurance Offices see reverse. Stamps affixed except in case of uninsured letters of not more than the initial weight prescribed in the Post Office Guide or on which no acknowledgement is due.

5569-71

Received a registered\* addressed to

M. Awaris Durrani

Initials of Receiving Officer

\*Write here "letter", "postcard", "packet" or "parcel" with the word "insured" before it when necessary.

Insured for Rs. (in figures) (in words)

If insured.

Insurance fee Rs. Ps. Weight Kilo Grams

Name and address of sender

AFB

ANNEX-7A

69

**MERIT LIST FO THE CANDIDATES OF THE POST OF COMPUTER OPERATORS (BPS-12)**  
**IN THE OFFICE OF THE COMMISSIONER HAZARA DIVISION ABBOTTABAD**

S#	Name of Candidate	Father Name	Total Marks in Screening Test= 75 Marks obtained	Computer Practical Marks =15 Marks obtained	Interview marks=10 Marks obtained	Grand total out of 100	Remarks
01	Farah Naz	Muhammad Ismail	48.5	13	09	70.5	
02	Awais gureshi	Wali Muhammad	42	12.5	09	63.5	
03	Noman Khan	Maroof Khan	33.5	12	05	50.5	
04	Faiza Abbasi	Jan-e- Alam	32.5	11	05	48.5	
05	Zai-ul-Haq	Sardar Manzoor Ahmed	29.5	10	04	43.5	

  
Assistant to Commissioner (Rev/GA)  
Hazara Division Abbottabad



10

(70)

**COMPUTER PRACTICAL RESULT SHEET DATED 08-06-2011**

Total marks =15  
 Passing marks=10  
 Required wpm speed =40

S#	Name of Candidate	Father Name	Typing Speed Test (Marks=05)		Marks Obtained	Drafting Test (Marks=05)	Computer Hardware Test Marks=05	GRAND TOTAL
			Required Speed =40WPM					
			SPM	Accuracy				
01	Farah Naz	Muhammad Ismail	42 WPM	95%	04	04	05	13
02	Awais qureshi	Wali Muhammad	42 WPM	94%	04	3.5	05	12.5
03	Noman Khan	Maroof Khan	50 WPM	99%	05	04	03	12
04	Faiza Abbasi	Jan-e- Alam	40 WPM	86%	04	03	04	11
05	Yasir Naseer	Muhammad Naseer	24 WPM	79%	0	02	3.5	5.5
06	Umer Kheyam	Auranzgeb	ABSENT		--	--	--	--
07	Syed Waqas	Syed Lal Hussain Shah	ABSENT		--	--	--	--
08	Fahad Gul	Qalandar Khan	12 WPM	76%	0	0.5	04	4.5
09	Zai-ul-Haq	Sardar Manzoor Ahmed	38 WPM	91%	03	03	04	10
10	Awais Malik	Malik Aman	22 WPM	96%	0	1.5	3.5	05
11	Kashif Aslam	Aslam Waqar	12 WPM	82%	0	0	3.5	3.5
12	Khurram Mumtaz	Muhammad Mumtaz	ABSENT		--	--	--	--
13	Malik Usman Ali	Malik Perveez Ali	17 WPM	79%	0	1.5	04	5.5

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(71)

14	Syed Mehmood-ul-Hassan	Syed Abdul Rahim Shah	ABSENT		--	--	--	--
15	Zahid Naveed	Abdul Makeem Jilani	30WPM	90%	0	03	03	06
16	Faisal-ur-Rehamn	Fazal-ur-Rehman	ABSENT		--	--	--	--
17	Muhammad Imran	Muhammad Ilyas	14WPM	87%	0	0.5	04	4.5
18	Muhammad Fasil	Muhammad Aslam	14 WPM	92%	0	0.5	02	2.5
19	Muhammad Shakeel	Maqbool-ur-Rehman	13 WPM	89%	0	1.5	04	5.5

R

*[Handwritten Signature]*

Assistant to Commissioner (Rev/GA)  
Hazara Division Abbottabad

0 (72)

**MERIT LIST OF QUALIFIED CANDIDATES IN WRITTEN TEST**  
**DATED 20-05-2011 FOR THE POST OF COMPUTER OPERATOR**  
**(BPS-12)**

Total marks=75  
Passing marks=25

S#	Name of the Candidate	Father Name	Total Marks in Screening Test=75 Marks Obtained
01	Farah Naz	Muhammad Ismail	48.5
02	Awais qureshi	Wali Muhammad	42
03	Noman Khan	Maroof Khan	33.5
04	Faiza Abbasi	Jan-e- Alam	32.5
05	Yasir Naseer	Muhammad Naseer	31.5
06	Umer Kheyam	Auranzgeb	31.5
07	Syed Waqas	Syed Lal Hussain Shah	31
08	Fahad Gul	Qalandar Khan	30
09	Zai-ul-Haq	Sardar Manzoor Ahmed	29.5
10	Awais Malik	Malik Aman	29
11	Kashif Aslam	Aslam Waqar	29
12	Khurram Mumtaz	Muhammad Mumtaz	29
13	Malik Usman Ali	Malik Perveez Ali	28
14	Syed Mehmood-ul-Hassan	Syed Abdul Rahim Shah	27
15	Zahid Naveed	Abdul Makeem Jilani	27
16	Faisal-ur-Rehamn	Fazal-ur-Rehman	26.5
17	Muhammad Imran	Muhammad Ilyas	26
18	Muhammad Fasil	Muhammad Aslam	25
19	Muhammad Shakeel	Maqbool-ur-Rehman	25

  
**Assistant to Commissioner (Rev/GA)**  
**Hazara Division Abbottabad**

COMPUTER

ANNEX - PP

(73)

Name of Candidate:

Qualification:

Total Words: 215

Time given: 5 minutes.

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At the time of partition, Pakistan inherited a system of administration which was interested mainly in the preservation of law and order and only incidentally in the welfare of the people. This system of administration, however, wholly unsuited to the changed circumstances and does not meet the requirements of a free and democratic society. The goal of administration now should be to raise the standard of living of the common and to promote the development for a welfare state. It is, therefore, important the public administration should not only be efficient and effective but should, at the same time, be firmly based on the fundamental principle that the general interest is superior to, and has priority over, and private or special interest.

The unification of West Pakistan affords a unique opportunity for the improvement of the methods and techniques of administration as well as for the promotion of the welfare of the people. Any system of administration designed to achieve this purpose must be based on the principles.

In pursuance of the principles enumerated above, Government considers that the Commissioners, Deputy Commissioners and the heads of Attached Departments should entrusted with responsibilities and powers which should enable them to deal promptly and effectively with problems affecting the daily life of the people.

.....

Is there any formal  
Committee for such  
recruitments, if not,  
then propose a  
Committee, first fl.

ACR for needful  
as directed  
MGR

23/5

Assistant

Reference para-38

1/- The Committee has already constituted. consist of following:

- |  |          |
|--|----------|
| (i) Commissioner   | Chairman |
| (ii) Assistant to Commissioner<br>(Rev)                    | Member   |
| (iii) Representative of BOR<br>(Not below the Rank BPS-17) | Member   |

Notifications regarding DPSC Committee may be perused vide FLAG (A,B,C).

2/- The original criteria for initial recruitment is now to conduct test and interviews of the short listed candidates and then through DPSC final decision and appointment.



op. No. 75 already mentioned in (para-30) The Commissioners are the successors of RCO's hence empowered to exercise the Financial and Administrative powers of the Secretary to Govt. of KPK within their respective Jurisdictions. 75

42-

In this respect it is pertinent to mention that as per short listed candidates Mr. Mohammad Sajid is at Serial No. 01 while Miss. Faiga at Serial No. 02 on the basis of their BBA/BIT marking percentage.

43-

Moreover Commissioner Hazara Division can convene the meeting of 'DPSC' for the purpose "As Authority".

44-

Submitted please.

ACR

Siv,

27/05/2011

45-

para 43/N. for perusal, approval and further orders pl.

AV/CAAD

makhs  
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46-

on 6/5 at 10.00 Am.

ACR

3/5

47-

Assistant

makhs  
4/5

Q. J, Q

216  
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**GOVERNMENT OF NWFP**  
**REVENUE & ESTATE DEPARTMENT**  
Peshawar dated the, 05/12/2009.

**NOTIFICATION**

No. \_\_\_\_\_ /Admu:II. The Competent Authority in Revenue & Estate Department is pleased to constitute following Departmental Promotion/ Selection Committee for the offices of Divisional Commissioners in NWFP relating to the posts falling under their jurisdiction in BPS-1 to BPS-15:

- |    |  |          |
|----|--|----------|
| 1. | Commissioner   | Chairman |
| 2. | Assistant to Commissioner (Rev.)   | Member   |
| 3. | Representative of Board of Revenue, NWFP<br>(Not below the rank of BPS - 17) | Member   |

BY ORDER OF  
SENIOR MEMBER  
BOARD OF REVENUE, NWFP

Encl: No. 31417-79 /Admu:II

Copy forwarded to the:-

- All Commissioners in NWFP.
- All District Coordination Officers in NWFP.
- All District Officers (R&E) Collectors in NWFP.
- All District Accounts Officers in NWFP.

  
ASSISTANT SECRETARY (EST.)  
BOARD OF REVENUE, NWFP



Q. - -

49  
217  
**(77)**

**GOVERNMENT OF KHYBER PAKHTUNKHWA  
REVENUE & ESTATE DEPARTMENT**

Dated Peshawar the 03/06/2010.

**NOTIFICATION.**

No \_\_\_\_\_ /Admn: II/ Constitution. P29 The Competent Authority is pleased to withdraw this Department Notification No. 31417-79/Admn:II dated 05.12.2009 with immediate effect, whereby the Divisional Commissioners were appointed as Chairman of the Departmental Promotion / Selection Committee relating to the posts of BPS-1 to BPS-15 with composition of Assistant to Commissioner (Revenue) and Representative of Board of Revenue Khyber Pakhtunkhwa as Members.

By Order of,  
Senior Member  
Board of Revenue Khyber Pakhtunkhwa

No 11055-99 Admn: II/ Constitution.

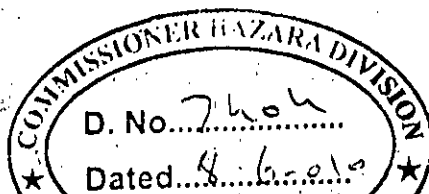
Copy forwarded to:-

1. All Commissioners in Khyber Pakhtunkhwa.,
2. All District Coordination Officers in Khyber Pakhtunkhwa.
3. All District Officers (R&E)/Collectors in Khyber Pakhtunkhwa.
4. District Accounts Officers in Khyber Pakhtunkhwa.

  
Assistant Secretary (Estt)  
Board of Revenue Khyber Pakhtunkhwa

Seen

ACR



Q.

78



GOVERNMENT OF KHYBER PAKHTUNKHWA  
REVENUE & ESTATE DEPARTMENT

Dated Peshawar the 11/12/2010

NOTIFICATION

No. \_\_\_\_\_ /Admn:II/Constitution - P 49 The Competent Authority has been pleased to withdraw this Department Notification No. 11054/Admn:II/Constitution, dated 03.06.2010 and restore Notification No. 31416/Admn:II, dated 05.12.2009 with immediate effect. - P 29

PPS

Notification

By Order of,  
Senior Member  
Board of Revenue Khyber Pakhtunkhwa

No. ~~26091-269~~ /Admn:II/Constitution

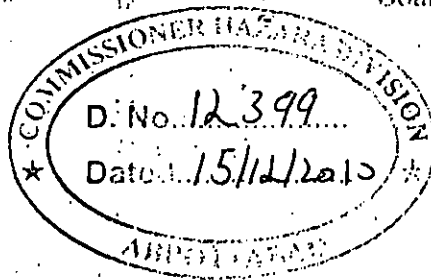
Copy to:-

1. All Commissioner in Khyber Pakhtunkhwa. امیٹار
2. All District Coordination Officers in Khyber Pakhtunkhwa.
3. All District Officers (R&E)/Collectors, in Khyber Pakhtunkhwa.
4. All District Accounts Officers in Khyber Pakhtunkhwa.

Assistant Secretary (Estt)  
Board of Revenue Khyber Pakhtunkhwa.

RESA  
As  
15/12

As  
12





**IN-NEX-R**

OFFICE OF THE  
COMMISSIONER HAZARA DIVISION  
ABBOTTABAD

231  
**(79)**

No.1/2 -Estab: 4055

Dated Abbottabad the 5/5 /2011

To The Assistant Secretary (Establishment)  
Revenue & Estate Department  
Khyber Pakhtunkhwa  
Peshawar

Subject: **WORKING PAPER FOR DPSC MEETING OF THE OFFICE OF  
THE COMMISSIONER HAZARA DIVISION TO BE HELD ON  
06-05-2011**

Memo:

I am directed to refer to the subject cited above and to state that the meeting of the Departmental Selection & Promotion Committee of this office is scheduled to be held on 06-05-2011 at 10:00 AM under the chairmanship of the Commissioner Hazara Division Abbottabad in his personal office. The agenda of the meeting is attached. You are therefore requested to make it convenient to attend the meeting, please.

*aj*  
Assistant to Commissioner (Rev/GA)  
Hazara-Division Abbottabad

Endst: No. 4055

Copy forwarded to:-

P.S. Commissioner Hazara Division for information please.

*aj*  
Assistant to Commissioner (Rev/GA)  
Hazara Division Abbottabad

**WORKING PAPER FOR DPSC MEETING OF THE OFFICE OF THE COMMISSIONER HAZARA  
DIVISION ABBOTTABAD TO BE HELD ON 06-05-2011.**

60

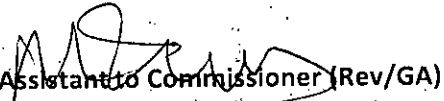
The Govt. of Khyber Pakhtunkhawa had sanctioned three posts of Computer Operators (BPS-12) in the Budget for the Year 2010-2011 for the Office of The Commissioner Hazara Division Abbottabad.(Annex-A).In order to fill up the posts the following agenda item is placed before the Divisional Selection & Promotion Committee (DPSC) for consideration please.

**1. APPOINTMENT OF COMPUTER OPERATOR.(BPS-12)**

The Posts were advertised in daily "Aaj" dated 1.7.2010; consequently this office received 24 applications for appointment. After scrutiny of the academic and related qualification/documents in the relevant subject. The applicants were short listed ;( Annex-B) where Miss Faiza Abbasi is at serial No.2 of the list.

Miss Faiza Abbasi has been working in this office as Junior clerk (BPS-7) since 29.6.2009.She has also worked in the office of the DCO Abbottabad as NIP Internee for one year. She thus has had a sufficient experience to work in a public office.She has also a degree of Bachelor in Information Technology. (Annex-C).Her case for appointment against the vacant post of Computer Operator (BPS-12) is placed before the DPSC for consideration and decision please.

The case is submitted before the DPSC for consideration please.

  
Assistant to Commissioner (Rev/GA)  
Hazara Division Abbottabad

AN JEX-5/5

(81) 219 23 24



OFFICE OF THE  
COMMISSIONER HAZARA DIVISION  
ABBOTTABAD

No.1/2-Estab: 6668

Dated Abbottabad the 22/7/2011.

ORDER / NOTIFICATION:

In pursuance of Para-05 of the NWFP Civil Servant (Appointment, Promotion and Transfer) Rules 1989 and in supersession of all previous orders issued by this office in this behalf, the following noted Departmental Promotion and Selection Committee is hereby constituted/notified for this office with immediate effect:-

1. Commissioner Hazara Division .....Chairman
2. District Coordination Officer, Abbottabad..... Member
3. Assistant to Commissioner (Rev/GA) Hazara Division, Abbottabad.....Member

*[Handwritten Signature]*

Commissioner  
Hazara Division, Abbottabad

Enclst: No. 6669-72

Copy forwarded to the:-

1. Secretary to Govt: of Khyber Pakhtunkhwa Establishment & Administration Department, Peshawar.
2. Secretary to Board of Revenue, Khyber Pakhtunkhwa, Peshawar.
3. District Coordination Officer, Abbottabad.
4. Assistant to Commissioner (Rev/GA) Hazara Division, Abbottabad.

*[Handwritten Signature]*

Commissioner  
Hazara Division, Abbottabad

ANNEX-7

70 (32) 11

REGISTERED MAIL



**OFFICE OF THE  
COMMISSIONER HAZARA DIVISION  
ABBOTTABAD**

No: CHD /Estb/ 2/3/ 5402-3  
Dated 17/5/2020

To

**The Assistant Secretary (Estt),**  
Board of Revenue, Khyber Pakhtunkhwa Peshawar.

Subject: APPLICATION FOR PROMOTION AS PRIVATE  
SECRETARY/POSTING AS PRIVATE SECRETARY TO DEPUTY  
COMMISSIONER MANSEHRA

I am directed to refer to your office letter No. Estt:II/DPC/Cmr/Hazara/5721 dated 14-02-2020 on the subject cited above and to enclose herewith the working paper & other documents as desired in your letter under reference with following observations regarding "seniority-cum-fitness" for perusal & further consideration of the competent authority, please:

- ❖ The official did not bother to submit the application through proper channel.
- ❖ Initially the official was a computer operator alongwith two others namely, Mr. Awais Qureshi & Miss Faiza Abbasi prior to present posting as Senior Scale Stenographer.
- ❖ This office issued final seniority list of Computer Operators on 08-1-2016.
- ❖ Official at S.#3 Miss Faiza Abbasi, of the ibid seniority list filed a service appeal before the court on 16-6-2016 against the seniority list. In this appeal Mst. Farah Naz & Mr. Awais Qureshi are respondents. The appeal is still subjudice before the service tribunal KP.
- ❖ Mr. Awais Qureshi on the basis of this disputed seniority list was promoted as Senior Scale Stenographer vide Board of Revenue order No. 23112-15 dated 21-9-2016.
- ❖ The applicant/official filed an appeal against the promotion of the official & against seniority list issued in 2016 and requested for correction before the SMBR on 09-6-2017.
- ❖ Subsequently, BoR asked this office for comments whereupon this office replied to BoR that merit list of computer operators is missing from record for which an inquiry has been conducted & forwarded to BoR for further disciplinary proceedings.
- ❖ DC, Haripur conducted inquiry with regard to misplacement of record/merit list of computer operators and submitted inquiry report on 15-8-2017. In this report the inquiry officer held that Mst. Farah Naz (the present applicant) being beneficiary is responsible for misplacement of relevant record from file to cover the lacuna of time barred appeal and rendered her for disciplinary proceedings. BoR was asked by this office for further disciplinary proceedings against concerned on 13-9-2017.
- ❖ Service appeal of Mst. Farah was pending before SMBR & meanwhile she submitted an appeal/application before the Commissioner Hazara on 05-10-2017 that she is senior as per minutes of DPC. However it was filed



83 10

- ❖ After few days she again submitted another Appeal before Commissioner Hazara Division on 16-10-2017 for the same purpose. The appeal was decided in favor of Mst. Farah Naz on 23-10-2017 & BoR was informed accordingly. This office also revised final seniority list of Computer Operators on 3-11-2017.
- ❖ On another application of Mst. Farah Naz before SMBR on 6-11-2017 this office sent her promotion case to BoR.
- ❖ Thereafter, BoR demoted Mr. Awais Qureshi & promoted Mst. Farah Naz as Senior Scale Stenographer on 29-1-2018.
- ❖ From the beginning the initial seniority list of computer operators became disputed and sub-judice in court in an appeal preferred by Mst. Faiza Abbasi computer operator but still promotion, demotion & again promotion was made on the basis of impugned seniority list by avoiding & overlooking the policy under the rules.

Copies of the relevant copies are attached for ready reference, please.

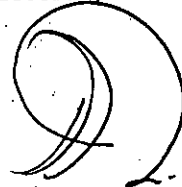


**Assistant to Commissioner (Rev/GA)  
Hazara Division Abbottabad**

**Endst: Even No & Date:**

Copy forwarded for information to the PS to Commissioner, Hazara Division.

Enclosures : 21 Pages



**Assistant to Commissioner (Rev/GA)  
Hazara Division Abbottabad**

64 Z3

**WORKING PAPERS FOR THE DEPARTMENTAL PROMOTION COMMITTEE  
MEETING**

There are 09 sanctioned posts of Private Secretary in Hazara Division i.e one each in the office of Commissioner Hazara Division and in the offices of Deputy Commissioners, Abbottabad, Haripur, Mansehra, Batagram, Kohistan Upper, Kohistan Lower, Kolai Pallas & Torghar.

The posts of Private Secretary in Districts Haripur, Mansehra, Kohistan Upper & Kohistan Lower are lying vacant due to the postings/transfers and retirement of the incumbents. The posts of PS at Deputy Commissioner office Abbottabad & Batagram stand filled by Mr. Amin-ul-Haq & Mr. Nasir-ud-Din, promotes on Acting Charge Basis respectively.

The detail of posts of Private Secretary in Hazara Division are annotated as below:

S.#	Office	No. of Sanctioned Post	Designation & Scale	Remarks
1	Office of Commissioner Hazara Division	01	P.S (BPS-17)	Mr. Jehanzeb since 04-5-2017
2	Deputy Commissioner, Abbottabad	01	P.S (BPS-17)	Mr. Amin-ul-Haq is working on ACB since 24-4-2019
3	Deputy Commissioner, Batagram	01	P.S (BPS-17)	Nasir ud Din is working on ACB since 29-4-2019.
4	Deputy Commissioner, Haripur	01	P.S (BPS-17)	Vacant
5	Deputy Commissioner, Mansehra	01	P.S (BPS-17)	Vacant
6	Deputy Commissioner, Kohistan Upper.	01	P.S (BPS-17)	Vacant
7	Deputy Commissioner, Kohistan Lower	01	P.S (BPS-17)	Vacant
8	Deputy Commissioner, Kolai Pallas.	01	P.S (BPS-17)	Mr. Abdul Qayum posted since Nov, 2011 (Regular)
9	Deputy Commissioner, Torghar.	01	P.S (BPS-17)	Mr. Qazi Saeed posted since 26-11-2019 (Regular)

As per provisions of Notification. No. Estt:I/II/135/SSCR/22360-67 dated 27-6-2019, following method of promotion has been prescribed for the post of Private Secretary (BPS-17):

**“By promotion, on the basis of seniority cum-fitness, from amongst the senior scale stenographers with at least five years’ service as such in the offices of the Commissioners & Deputy Commissioners at divisional level.”**

(85)

It is pertinent to mention that as per seniority list of Senior Scale Stenographers in Hazara Division (copy attached) officials at S.# 1& 2 have been promoted as Private Secretaries on Acting Charge Basis vide Board of Revenue Khyber Pakhtunkhwa order bearing No.17862-65 dated 26/04/2019. However both have not completed so far the specified length of service <sup>(5 years)</sup> for regularization to the post. However, the next senior most official at S.# 3 i.e Mst. Farah Naz although having 02 Years 03 Months service as Senior Scale Stenographer, her case for promotion as Private Secretary on Acting Charge Basis is placed before the Committee for consideration in the light of rule 9 (1)(2) of Civil Servants Appointment, Promotion & Transfer Rules 1989. This rule transpires that the senior most official is eligible for promotion but on the acting charge basis.

The ACR of the Mst. Farah Naz (in original) for the year 2019 is enclosed herewith. Whereas, her ACRs for the year 2017 & 2018 sent vide this office letter No. 3837-38 dated 25-3-2019 are already available on record of Board of Revenue including her previous service record alongwith the top senior most Senior Scale Stenographers.

Synopsis of ACR & non-involvement certificate in respect of Mst. Farah Naz is also enclosed.



**Assistant to Commissioner (Rev/GA),  
Hazara Division, Abbottabad.**

**FINAL SENIORITY LIST OF SENIOR SCALE STENOGRAPHER (BS-16)  
WORKING IN HAZARA DIVISION, STOOD ON 31-12-2019**

186

S.No	Name	Date Of Birth	Qualification	Date of first entry into govt service	Date of Promotion as Senior Scale Stenographer	Method of recruitment	Office	Remarks
1	Mr. Amin-Ul-Haq	15-09-1983	M.A, MS.c	16-11-2010	21-09-2016	Promotion	Commissioner's Office, Hazara Division	Promoted as PS on ACB vide order No.17862-65 dated 26/04/2019
2	Mr. Nasir -ud-Din	20-05-1970	B.A	24-09-1992	24-02-2017	Promotion	Deputy Commissioner, Haripur	Promoted as PS on ACB vide order No.17862-65 dated 26/04/2019
3	Mst. Farah Naz	20-03-1986	M.SC	06-10-2011	29-01-2018	Promotion	Commissioner's Office, Hazara Division	---
4	Mr. Shahid Muhammad Khan	01-01-1983	M.A	29-9-2005	11-5-2018	Promotion	Deputy Commissioner, Kolai Pallas	---
5	Mr. Mukhtiar Hussain Shah	13-10-1978	B.A	06-06-2007	05-12-2018	Promotion	Deputy Commissioner, Batagram.	---
6	Mr. M.Asalam	03-03-1964	D.Com	08-05-1983	03-01-2019	Promotion	Deputy Commissioner, Mansehra	---
7	Mr.M.Shafqat	20-5-1974	B.A	09-01-2004	03-01-2019	Promotion	Deputy Commissioner, Abbottabad	---

Note: The Final Seniority List on Divisional basis has been prepared on the basis of Final Seniority Lists of Senior Scale Stenographers as stood on 31-12-2019 provided by all the Deputy commissioners in Hazara Division.

**No.2/3-Estb/CHD/ 5432-44**

**Dated: 20/ 5/ 2020**

**Copy forwarded for information:**

1. The Secretary to Government of Khyber Pakhtunkhwa, Revenue & Estate Department, Peshawar.
2. All the Deputy Commissioners, Hazara Division.
3. PS to Commissioner, Hazara Division, Abbottabad.
4. All concerned.



**Assistant to Commissioner (Rev/GA)  
Hazara Division, Abbottabad.**



(87) 76

**OFFICE OF THE  
COMMISSIONER HAZARA DIVISION  
ABBOTTABAD**

---

**NON-INVOLVEMENT CERTIFICATE**

It is certified that no disciplinary/departmental, NAB, Anti-Corruption, inquiry/case is pending against Mst. Farah Naz Senior Scale Stenographer (BPS-16) of this office.

**Assistant to Commissioner (Rev/GA),  
Hazara Division, Abbottabad.**

88

**SYNOPSIS OF CHARCTER ROLLS IN RESPECT OF MST. FARHA NAZ, SENIOR SCALE STENO GRAPHER (BS-16) W.E.F 01.01.2019 TO 31.12.2019**

Srl No.	YEAR	REMARKS OF REPORTING OFFICER		REMARKS OF COUNTER SIGNING OFFICER		WHETHER ADV: REMARKS COMMITTED TO THE OFFICIAL CONCERNED	RESULT OF APPROVAL IF ANY	REMARKS
		GOOD REMARKS	ADV: REMARKS	GOOD REMARKS	ADV: REMARKS			
1	2019	The official is a good and willing worker. She also takes keen interest in official work.	—	I agree with the remarks of reporting officer.	—	—	—	—

**Assistant to Commissioner (Rev/GA)  
Hazara Division, Abbottabad**

89

ANNEX G-VIDE 3.1(i)

RESTRICTED

GOVERNMENT OF KHYBER PAKHTUNKHWA

PERFORMANCE EVALUATION REPORT FROM P.S.S, P.A.S, STENOGRAPHERS/STENOTYPISTS

NAME OF DEPARTMENT // OFFICE Office of the Commissioner Hazara Division Abbottabad

ANNUAL SPECIAL

REPORT FOR THE PERIOD 01-01-2019 TO 31-12-2019 R

PART-I

Name: Farah Naz Father's Name: Muhammad Ismail Date of Birth: 20/03/1986  
 Qualification: M.Sc. Designation: Senior Scale Stenographer Grade: 16 Date of entry into Government Service: 08/10/2011 Date of appointment to the present Grade: 28/01/2018  
 Training courses, if any: No

PART-II

(A)	A	B	C	D	Remarks
(1) Standard of Shorthand / Typing:					
(a) Speed:					
(b) Accuracy:					
(2) Maintenance of Offices engagement, daily and conducting of visitors:					
(3) Movement of files and record of suspense cases:					
(4) Dress and cleanliness:					
(5) Regularity and punctuality in attendance:					
<b>PERSONAL TRAITS</b>					
(6) Intelligence:					
(7) Perseverance and devotion to duty:					
(8) Cooperation and tact:					
(9) Amenability to discipline:					
(10) Any Disciplinary action taken during the period of report:	No				

(11) Integrity:

(i) Incomptible  Yes  No

(ii) Reported to be corrupt  Yes  No

(iii) Believed to be corrupt, because of:

(a) Monetary consideration  Yes  No

(b) Other considerations  Yes  No

(13) (90)

12. Trustworthiness in confidential and secret matters

YES

NO

Note: The rating should be recorded by initialing the appropriate column of box.

A1: Very Good, A: Good, B: Average, C: Below Average, D: Poor

**PART-III**  
**GENERAL ASSESSMENT OF ANY PARTICULAR QUALITIES**  
(Appraise in the present grade by initialing the appropriate column below)

Very Good	Good	Average	Below Average	Poor	Special aptitude, if any
	D				

**PART-IV**  
**SUITABILITY FOR PROMOTION**  
(Initial the appropriate box below)

(a) Recommended for accelerated promotion

(b) Fit for promotion

(c) Recently promoted / appointed/consideration for promotion pre-mature

(d) Not yet fit for promotion

(e) Unfit for further promotion

(f) Fitness for retention after 25 years service

<input type="checkbox"/>
<input checked="" type="checkbox"/>
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<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Fit      Unfit

**PEN-PICTURE**

The official is a good and willing worker. He also takes keen interest in official work.

Dated

Official Stamp

Signature, Name & Designation of Reporting Officer

ASSAD MEHMOOD LODHI  
A.C (Rev/GA) Hazara Division

Assistant Commissioner (Rev/GA)  
Hazara Region Abbottabad



91

General Remarks by Higher Officer's:

I agree with the remarks  
of reporting officer. Q

Countersigning Officer's Signature

Q

Name (in Block Letter)

SYED ZAHEER-UL-ISLAM

Dated

16-3-2020

Designation

COMMISSIONER

HAZARA DIVISION

COMMISSIONER  
HAZARA DIVISION  
ABBOTTABAD

92  
HY

Flag "B"

F

GOVERNMENT OF KHYBER PAKHTUNKHWA  
BOARD OF REVENUE  
REVENUE ESTATE DEPARTMENT

Peshawar the 21/09/2016

NOTIFICATION.

No. Estt: II/DS/Assistance: \_\_\_\_\_ (On the recommendation of Departmental Promotion Committee, the following Junior Scale Stenographer and Computer Operator are promoted as Senior Scale Stenographer (BS-16) on regular basis with immediate effect.

S.No	Name & Designation	Office	Promoted
1.	Mr. Amin ul Haq Junior Scale Stenographer (BS-14)	Commissioner, Office Hazara Division.	Senior Scale Stenographer (BS-16)
2.	Mr. Awais Qureshi Computer Operator (BS-16)	Commissioner, Office Hazara Division.	Senior Scale Stenographer (BS-16) (Acting charge basis).

On promotion, they will be on probation for period of one year in terms of Section-6 (2) of Khyber Pakhtunkhwa Civil Act, 1973 read with rules 15 of Khyber Pakhtunkhwa Civil Servants, Khyber Pakhtunkhwa Civil Servants (Appointment Promotion and Transfer) Rules, 1989.

By order of  
Senior Member

No. Estt: II/DS/Assistance: 23112-15

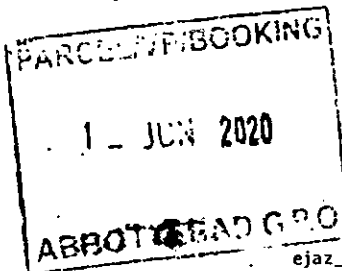
Copy forwarded to the:-

1. Commissioners, Hazara Divisions Abbottabad.
2. District Accounts Officer, Abbottabad.
3. Officials Concerned.
4. Office order file.

Secretary-I

01/6/2020

12:13

Abbottabad  
GPOASSISTANT SECRETARY  
KPK  
Peshawar

log "A"

(93)

ATD  
ABBO:TABAD

FINAL SENIORITY LIST OF  
COMPUTER OPERATORS (BPS-12) WORKING IN THE OFFICE OF COMMISSIONER HAZARA DIVISION  
AS STOOD ON 31.12.2015

S.No.	Name of Computer Operators	Date Of Birth	Qualification	Date of first entry into govt. service	Date of promotion/ appointment on the present post	Remarks
1	Mr. Awais Qureshi	17-May-85	BA/DIT	06-Oct-11	08-Oct-11	
2	Miss. Farah Naz	20-Mar-86	ICS/B.Com	06-Oct-11	10-Oct-11	
3	Miss. Faiza Abbasi	19-Apr-84	BIT/MA	30-Jun-09	16-Dec-11	

Endst: No: 2/3-Estab: 4852-54Dated the Abbottabad: 8/01/2016

Secretary to Commissioner,  
Hazara Division Abbottabad.

(94)



(84)

OFFICE OF THE  
COMMISSIONER HAZARA DIVISION  
ABBOTTABAD

No. 5882-83

Dated: 13.09.2017

The Senior Member,  
Board of Revenue,  
Revenue and Estate Department,  
Khyber Pakhtunkhwa,  
Peshawar.

Subject: DISCIPLINARY ACTION AGAINST OFFICIALS OF  
COMMISSIONER OFFICE, ABBOTTABAD.

Respected/sir

I am directed to refer to the subject cited above and to state that a DPSC meeting for appointment of KPOs was held in this office on 03.10.2011.

In a Departmental case the record of the said meeting was needed which was searched but found not available on the files.

The Deputy Commissioner, Haripur was appointed as inquiry officer to fix responsibility as to who is responsible for the misplacement.

The Deputy Commissioner, Haripur conducted inquiry and submitted his findings (copy enclosed). As per inquiry report all the officials remained posted in this office from 2011 to date have been held responsible, though Miss. Farah Naz KPO is the main accused.

Two officials i-e one Senior Clerk and one Junior Clerk falls in the domain of this office while for the following official who are in BPS-16, your good self is the appointing/competent Authority.

1. Mr. Awais Ahmad, Assistant
2. Mr. Muhammad Baber, Assistant
3. Mr. Awais Qureshi, KPO
4. Mr. Fazal ur Rehman, Assistant
5. Miss. Farah Naz, KPO

I am further directed to enclose herewith show cause notices in respect of these officials for issuances and further necessary disciplinary action please.

Assistant to Commissioner (Rev/GA)  
Hazara Division, Abbottabad.

No. & Date Even.

Flg. 8  
95

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(8)

**INQUIRY PROCEEDINGS AGAINST THE STAFF OF COMMISSIONER'S OFFICE,  
HAZARA DIVISION, ABBOTTABAD HELD ON THURSDAY 10.08.2017 IN THE  
OFFICE OF DEPUTY COMMISSIONER, HARIPUR.**

**Background:**

The Commissioner, Hazara Division, Abbottabad was pleased to appoint the undersigned as Inquiry Officer, which was conveyed vide Order No: CHD/ Estb/2/3/5027-34 dated 01.08.2017 with the mandate to inquire into the matter pertaining to non-availability / misplacement of record / merit list of the Departmental Selection Committee (DSC), which was reportedly held on 03.10.2011 with regard to appointment of Computer Operators in the office of the Commissioner, Hazara Division, Abbottabad and fix responsibility and forward recommendations thereof within 15 days.

In pursuance of the directive of the Hon'able Commissioner, Hazara Division, the undersigned called the following officials on 10.08.2017 for recording of their respective statements in this regard.

1. Mr. Awais Ahmed, Assistant. ✓
2. Mr. Muhammad Babar, Assistant.
3. Mr. Awais Qureshi, Computer Operator.
4. Mr. Obid-ur-Rehman, Senior Clerk.
5. Mr. Fazal-ur-Rehman, Assistant.
6. Mr. Muhammad Shoab, Junior Clerk.
7. Miss. Farah Naz, Computer Operator.

**Proceedings:**

All the above mentioned officials submitted their respective written statements with regard to non-availability / misplacement of record / merit list of the Departmental Selection Committee (DSC), which were cross examined. Statements alongwith cross examination thereof are attached herewith in original duly signed by them and attested by the undersigned for favour of perusal and record. They have given statements with free consent and on oath in the presence of Mr. Bakht Alam, Superintendent being representative of Commissioner's Office.

**Facts:**

1. Mr. Awais Ahmed was appointed as Assistant in July, 2009 and remained posted as Assistant Establishment from the year 2010 to 22.04.2012. DSC proceedings were held under the orders of the competent authority while he was working as Assistant Establishment in Commissioner Office. As per Order communicated to the undersigned for holding inquiry, the DSC was reportedly held on 03.10.2011. On 22.04.2012, the said Incumbent was transferred under the orders of the competent authority from Establishment Branch to Commissioner House. No handing / taking of the dealing files were made at the time of the transfer, which was his prime responsibility as per Rules of Business. Since he was dealing with the Establishment Branch which is the most sensitive and law / rules dealing Branch of Administrative Affairs relating to the term of service, but he was not aware of his job responsibilities. Whereas prime responsibility of the Assistant is to process the case in accordance with the rules / laws / government policies and to transmit the same to the competent authority through proper channel. Further being the Head of the Branch, he remains vigilant with regard to the maintenance and keeping of official business pertaining to his area of responsibility. (Copies of relevant rules annexed as Annexure "A")
2. Mr. Muhammad Babar was appointed as Assistant on 29.06.2009 and remained posted as Assistant Establishment from 11.06.2013 to 14.05.2015. No handing / taken of record was properly made while taking the charge of the branch, which should have been made to streamline the record

(96)

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under the rules of business. He was asked to let the undersigned know as to who got benefit from the misplacement of relevant record, he replied that according to his point of view, the benefit of misplacement of record pertaining to the appointment of Computer Operators leads to Mr. Awais Qureshi, Computer Operator.

3. Mr. Awais Qureshi was appointed as Computer Operator on 06.10.2011 and remained posted in Establishment Branch as Computer Operator from April, 2012 to May, 2015 and his Branch Incharge during the said period were Awais Ahmed and Muhammad Babar, Assistants. His prime responsibility was to type references under the supervision of the Branch Incharge. He was asked when he knew about the misplacement of relevant record from the main file. He answered that when Ms. Farah Naz, Computer Operator filed an appeal against the Seniority of Computer Operators released by the Commissioner Office against him. The beneficiary of the misplacement of the record can be Ms. Farah Naz, Computer Operator, as he had applied for appointment as Computer Operator properly in pursuance of the Advertisement.

4. Mr. Obaid-ur-Rehman was appointed as Junior Clerk in 1987, promoted as Senior Clerk on 30.12.2011 and remained posted in Establishment Branch as Junior Clerk from 29.04.2011 to May, 2012 and afterwards from June, 2013 to May, 2015 as Senior Clerk in the same branch whose responsibility was to look after the record and typing etc. He stated categorically that he had issued call letters for interview as Computer Operators to only 04 candidates namely Mr. Zia-ul-Haq R/O Abbottabad, Mr. Awais Qureshi R/O Abbottabad, Ms. Faiza Abbasi who was working as Junior Clerk in Commissioner's Office, Abbottabad and Mr. Nouman R/O Haripur (copies of call letter produced is annexed as Annexure "B"). No extra call letter was issued to any other candidate for test / interview except these fours. On inquiry he said that misplacement of service record relating to the appointment of Computer Operators caused apparently benefit to Mr. Awais Qureshi and Ms. Farah Naz, Computer Operators.

5. Mr. Fazal-ur-Rehman was appointed as Junior Clerk in Commissioner's Office on 24.12.1981. He remained posted in Establishment Branch as Senior Clerk from 01.07.2010 to 30.12.2012 and since 14.05.2015 (ill date serving as Assistant Establishment. He took over charge as Assistant Establishment from Mr. Muhammad Babar without proper handing / taking over as Muhammad Babar, Assistant alongwith Mr. Awais and Obaid-ur-Rehman were transferred in an emergency situation. During his posting as Assistant Establishment Shoaib Abbasi, Junior Clerk and Ms. Farah Naz, Computer Operator were posted in Establishment Branch who are still posted in the said Branch. He was asked as to how misplacement of record came to his knowledge. He stated that around one and a half month ago Ms. Farah Naz, Computer Operator asked him about the DPSC minutes pertaining to the appointment of Computer Operators, on her inquiry, he searched the relevant file and found that the same was not available. After 08/10 days Ms. Farah Naz, Computer Operator produced a copy of minutes of DPSC meeting, handed it over to me, which was placed on the relevant file. She stated that, this copy was given her by Mr. Awais Qureshi, Computer Operator.

6. Mr. Muhammad Shoaib was appointed as Junior Clerk in Commissioner Office in the year 2009 who was not in knowledge of his exact date of appointment. He remained posted in Establishment Branch from 14.05.2015 to 22.02.2017 as Junior Clerk under Mr. Fazal-ur-Rehman, Assistant. In reply to a question regarding misplacement of record, he stated that no such complaint / need, to trace the relevant file emerged before. It was one or two months ago, when Ms. Farah Naz, Computer Operator filed an appeal against the Seniority list of Computer Operators, he came to know about the misplacement of record. According to his view, since the seniority issue is the mutuality therefore, the benefit of the situation leads to the incumbents.

7. Ms. Farah Naz was appointed as Computer Operator in Commissioner Office, Abbottabad on 10.10.2011 and remained posted at various positions like with PS to Commissioner from 10.10.2011 to 03.04.2013 then in Political Branch from 03.05.2013 to 30.10.2013 then in General

4

(20)

(97)

(10)

Branch from 30.10.2013 to 17.07.2014 then again in Political Branch on 17.07.2014 from where she was posted in Establishment Branch on 22.02.2017 till date. As per record produced in the shape of photocopies before the inquiry officer, Ms. Farah Naz was not found available in the Call Letter issued vide No. CHD/1/2-Estab:4966 dated 03.06.2011 and No. CHD/1/2/Estab:5569-71 dated 21.06.2011 and Attendance Sheet of the Candidates (copy annexed as Annexure "C & D"). Her name appeared in the minutes of the meeting of the DPSC held on 03.10.2011 and recommended for the appointment of Computer Operator alongwith Mr. Awais Qureshi. Based on the recombination of DPSC, appointment order vide No. CHD/Estab:4050-54 dated 06.10.2011 was issued wherein her name figures at Serial No. 1 in recommendation as well as in appointment letter following by Mr. Awais Qureshi (copy annexed as Annexure "E").

The Commissioner's Office, on 08.05.2012 issued a Joint Seniority List of Jr. Scale Stenographers, Data Control Assistants and Computer Operators (BPS-12) of the Offices of Commissioner / DCO / DOR /EDO (F&P) and Political Agents at Divisional level as it stood on 30.11.2011 wherein Mr. Awais Qureshi was falling as S.No. 45 and Ms. Farah Naz at S.No. 46 respectively. She stated that she did not know about the issuance of said Joint Seniority list. On 16.12.2015, the Commissioner's Office notified a tentative seniority list of Computer Operator as it stood on 01.12.2015 vide which Mr. Awais Qureshi was placed at S. No. 01 and Ms. Farah Naz at S. No. 02. The said Seniority list was circulated to all Computer Operators including her. She stated that she went to Secretary to Commissioner seeking the formation of seniority list but he was picture less. However, she did not file written appeal before the competent authority within stipulated period of 15 days as per law. On 08.01.2016, the office of the Commissioner notified final seniority list of the Computer Operators as it stood on 31.12.2015 vide which the order of seniority was maintained. She stated that no final seniority list was provided to her and she came to know in March 2017 about the seniority list. She brought her concern into the notice of office Superintendent as well as others. However she did not submit any written concern over it. She managed to get a copy of the final seniority list in March, 2017.

She was asked to explain her position with regard to promotion order issued by Board of Revenue vide Endst No. 23112-15 dated 21.09.2016 vide which Mr. Awais Qureshi, Computer Operator was promoted as Senior Scale Stenographer (BS-16) ACB. She came to know about the promotion order of Mr. Awais on 22.06.2017 while she was posted in Establishment Branch. She filed an appeal before the Senior Member Board of Revenue on 12.06.2017, which is under process, in pursuance of her appeal, the present inquiry is being conducted. How did she know about the misplacement of record like DSC minutes, merit list etc and what she says about her seniority position. While she was typing Comments on the appeal of Mr. Muhammad Babar, Assistant about 03 months ago, she came to know that there is a seniority list of Computer Operators too, she coordinated with Mr. Fazal-ur-Rehman, Assistant who told her that Seniority list is maintained on the basis of charge assumption report and whereas according to her knowledge, seniority list is always framed on the basis of merit list. According to the merit list, she is falling at S.No. 01 and whereas Mr. Awais Qureshi is existing at S. No. 2 of the minutes position. The minutes of DPSC were signed by all Committee Members from where she got the copy of minutes dated 03.10.2011. Mr. Fazal-ur-Rehman, Assistant, in his statement owned that the said copy of the minutes was given to him by Ms. Farah Naz? She replied that another Computer Operator Ms. Faiza Abbasi had also challenged the seniority list of Computer Operators pertaining to Mr. Awais Qureshi who has been pursuing the case, which is subjudice in Khyber Pakhtunkhwa, Service Tribunal. According to her view, Mr. Awais Qureshi might have misplaced the service record pertaining to the appointment of Computer Operators for enjoying seniority for the post of Senior Scale Stenographer on the basis of Seniority-cum-Fitness. He might have done so to avail the benefit on the basis of hiding the relevant record. She also stated that Awais Qureshi, Awais Ahmed and Obaid-ur-Rehman were friends and neighbours too, therefore, it can be presumed that they were also involved in misplacement of record.

(98)

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(11)


Findings / Recommendations:

From the perusal of record produced before the undersigned, written statements and cross examination etc, it is recommended that:-

Under the policy / rules / laws, all the officials who remained posted in the Establishment Branch were bound to undertake proper handing / taking of branch record at the time of their transfers / postings but they did not do so as a result they all are liable to be proceeded against under the E&D Rules in connection with misplacement of record on the basis of negligence / ignorance of rules / laws and inefficiency as they were totally naive and casual to their prime responsibility / job description as well.

2. Ms. Farah Naz, Computer Operator whose name appeared in the minutes of DPSC dated 03.10.2011 and does not figure in the Attendance Sheet and Call Letter seemed to be interested for promotion as Senior Scale Stenographer (BS-16) instead of Mr. Awais Qureshi might have misplaced the service record while posted in Establishment Branch for declaring herself to be senior in the respective cadre. She may be proceeded against independently for misplacement of relevant record from the main file, since she did not file appeal well in time and to cover the lacuna as the misplacement was in her best interest. She did so after misplacing the record on the basis of her vested interest in the matter, which has been established from the file to get benefit herself from the situation. Moreover, some copies of Note Sheets produced during the course of investigation by Mr. Awais Qureshi would further corroborate the involvement of Ms. Farah Naz, Computer Operator rendering her for disciplinary action under Government of Khyber, Pakhtunkhwa, Civil Servants (Efficiency & Discipline) Rules-2011 (copies of the note sheet are annexed as Annexure "F").

Submitted please.

  
(Tasleem Khan)  
Deputy Commissioner,  
Haripur/Inquiry Officer



Flay "C" (99)  
9/13

34

The Senior Member,  
Board of Revenue,  
Revenue and Estate Department,  
Government of Khyber Pakhtunkhwa,  
Peshawar.

PS/SMBR  
Dy No - 3624  
Date - 12/11/13  
Govt of Khyber Pakhtunkhwa

Subject: DEPARTMENTAL APPEAL

Respected Sir,

1. Reference is made to appointment order to the appellant dated 06/10/2011. Copy of Appointment Order of the appellant is attached.

2. It is submitted that the appellant got appointed as Computer Operator (BPS-12). As per appointment order the appellant is senior to Mr. Awais Qurashi according to the order of merit mentioned in the appointment (referred in Para 1 above).

3. That as per law (Civil Servant Rules 1993), seniority of the employee in a similar Cadre is fixed according to the order of Merit inducted in appointment order.

Hence, the Name of the appellant is mentioned at Serial No. 1 where is the Name of Awais Qurashi at Serial No. 02. Therefore, the appellant is Senior to Mr. Awais Qurashi irrespective of the fact that Mr. Awais Qurashi took over the charge of the post prior to the appellant.

That it has now being stated by the Apex Court in so many cases on the same point of law that seniority of the employee is to be fixed according to the merit mentioned in the appointment order and the same may be fixed from the date of appointment Not from the date of Taking Charge of the post.

9/13  
14/6

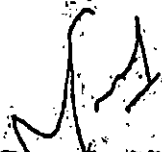
Signature  
SMBR

(100)

That appellant came to know on 04/03/2017 that she has been placed below Awais Qurashi in the seniority list issued in the year 2016. As per law, the appellant is senior to the said Mr. Awais Qurashi, Therefore, her Name is to be placed above the Name of Mr. Awais Qurashi in said Seniority as well as all subsequent Seniority list that seniority list issued in 2016, in illegal, discriminatory, perverse and liable to be reconciled/rectified as per law.

Prayed:

It is prayed that on acceptance of Departmental representation of the appellant, it is prayed that the Name of the appellant may be placed above the Name of Mr. Awais Qurashi in the seniority list in 2016 and issue revised seniority list according.



Farah Naz  
Computer Operator  
Commissioner Office,  
Hazara Division, Abbottabad  
Dated 09/06/2017.

24 (101)

Flag "E"

To

The Worthy Commissioner,  
Hazara Division, Abbottabad.

Through: Proper Channel

Subject: APPEAL

Act  
on Release  
2/2/17

Respected Sir,

It is humbly submitted that I got appointment in the year 2011, as computer operator alongwith one Mr. Awais Qureshi.

As per order of Merit, I am at the top of appointment order. Copy of appointment order and Minutes of the Departmental Selection Committee are attached. (Flag "A" & "B").

Act: (E)  
P. U  
2/2/17


That, as per seniority list issued in the year 2016; Mr. Awais Qureshi, Computer Operator has been shown at the top in seniority list where is I have been shown at serial No. 2. Copy of the seniority list is attached, where it is very clearly mentioned in cell # 6 it is arrival mod seniority list. (Flag "C").

As per law and order of Merit, I should have been placed at serial No. 1 of the seniority list for promotion for the post of Senior Scale Stenographer. Copy of the rules regarding seniority is attached. (Flag "D").

In view of the above, it is prayed that seniority list of Computer Operators issued in the year 2016 may be got rectified and I may be placed at the top of the revised seniority list as per law and regulation.

Therefore, I may be promoted as senior scale Stenographer and obliged.

Yours faithfully,

  
Farah Naz  
Computer Operator  
Office of the Commissioner,  
Hazara Division, Abbottabad.

10-

Flag G

To

The Worthy Commissioner,  
Hazara Division, Abbottabad.

Through:

Proper Channel

Subject:

APPEAL

Respected Sir,

ker  
2/11/17

It is humbly submitted that I got appointment in the year 2011, as Computer Operator alongwith one Mr. Awais Qureshi.

As per order of Merit, I am at the top of Appointment Order. Copy of Appointment Order and Minutes of the Departmental Selection Committee are attached Flag "A" & "B".

That, as per Seniority list issued in the year 2016, Mr. Awais Qureshi, Computer Operator has been shown at the top in seniority list where I have been shown at serial No. 02. Copy of the seniority list is attached, where it is very clearly mentioned in cell #6 it is arrival mod seniority list Flag "C".

As per law and order of Merit, I should have been placed at Serial No. 01 of the Seniority list for promotion for the post of Senior Scale Stenographer. Copy of the rules regarding seniority is attached Flag "D".

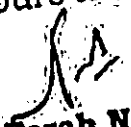
It is worth mentioned here, that in 6 year tenure, there are only 02 times, in the year 2012, 2016 Seniority List were issued, which must be issued in every year and both the times, I was not posted in Establishment Branch, besides this fact both the times seniority were made on arrival mod.

Seniority list prepared in the year 2012 was not circulated among officials, record may be checked for this justification.

In view of the above, it is prayed that seniority list of Computer Operator issued in the year 2016 may be got rectified as it is immense injustice and I may be placed at the top of the revised seniority list as per law and regulation.

Therefore, I may be promoted as Senior Scale Stenographer and obliged.

Yours faithfully,

  
Farah Naz  
Computer Operator (BPS-16)  
Office of the Commissioner,  
Hazara Division, 16-10.

103

Flayy" 284

The Senior Member Board of Revenue,  
Board of Revenue,  
Revenue and Estate Department,  
Government of Khyber Pakhtunkhwa,  
Peshawar.

PS/SMBR
Dir. No. 6418
Ref. No. 9/11/017

As per

Subject:

APPLICATION FOR PROMOTION FROM THE POST OF COMPUTER OPERATOR TO SENIOR SCALE STENOGRAPHER AGAINST THE 40% QUOTA ON THE BASIS OF SENIORITY CUM FITNESS

4/11

Respected Sir,

Reference is made to revised seniority list issued on 03/11/2017 of the Computer Operators. (Copy of the revised seniority list is attached).

1. That, as per seniority list, the applicant is senior to Mr. Awais Qureshi, Computer Operator (BPS-16), who has been promoted as senior scale stenographer (BPS-16) with effect from 21/09/2016.
2. That, as per service rules i.e seniority cum fitness, the applicant is also be entitled to be promoted against 40% reserved quota of Computer Operators with effect from the date of promotion of her junior counter part i.e 21/09/2016.

In view of above, it is prayed that on acceptance of the instant application of the applicant, necessary directives/orders may graciously be order for promotion, the application as Senior Scale stenographer with effect from the dated 21/09/2016.

sej!

Yours faithfully

Farah Naz

Computer Operator

Commissioner Office, Hazara Division

Abbottabad

Dated: 06/11/2017

E-11  
6/11

9/11/017

275

Flay "IF" (10)

**REVISED FINAL SENIORITY LIST IN THE LIGHT OF DECISION OF THE DEPARTMENTAL APPEAL OF  
COMPUTER OPERATORS (BPS-16) WORKING IN THE OFFICE OF COMMISSIONER HAZARA DIVISION,  
ABBOTTABAD**

S.#	Name of Computer Operator	Date of Birth	Qualification	Date of first entry into Government Service	Date of Regular appointment	Remarks
1	Miss. Farah Naz	20/03/1986	M.Sc/B.Com/ICS/DIT		10/10/2011	Due to decision on the Departmental appeal announced by the Commissioner, Hazara Division on dated 23/10/2017.
2	Mr. Awais Qureshi	17/05/1985	BA/DIT		08/10/2011	
3	Miss Faiza Abbasi	19/04/1984	MA/BIT	29/06/2009		First appointment as Junior Clerk
					16/12/2011	

Endst. No: 2/3-Establishment: 7437-40

Dated: 03/11/2017

Copy forwarded for information to:

- The Assistant Secretary (Estb), Board of Revenue, Revenue and Estate Department, Government of Khyber Pakhtunkhwa, Peshawar.
- Officials Concerned (1 to 3).

Assistant to Commissioner (Rev/G)  
Hazara Division, Abbottabad

o/c

105

Flay's

28

OFFICE

Form NO. 10913213689

2 Feb. 2018

GOVERNMENT OF KHYBER PAKHTUNKHWA  
BOARD OF REVENUE  
REVENUE & ESTATE DEPARTMENT

Peshawar dated the 01/02/2018

NOTIFICATION

No. Estt/II/DPC/ On the recommendation of Departmental Promotion Committee, Miss. Farah Nuz Computer Operator is promoted as Senior scale Stenographer (BS-16) on regular basis with immediate effect.

On promotion, she will be on probation for a period of one year in terms of Section-6 (2) of Khyber Pakhtunkhwa Civil Act, 1973 read with rules 15 of Khyber Pakhtunkhwa Civil Servants, Khyber Pakhtunkhwa Civil Servants (Appointment, Promotion and Transfer) Rules, 1989.

NOTE: Order bearing No. Estt/DS/ Assistance 23112-15 dated: 21.09.2016 to the extent of S.No.2 is hereby withdrawn. Rest of the order shall remain intact.

By order of Senior Member

No. Estt/II/ DPC/ 3935-37

- Copy forwarded to the:-
1. Commissioner, Hazara Division Abbottabad.
  2. District Account Officer Abbottabad.
  3. Officials Concerned.

~~Signature~~  
Assistant Secretary (Estt.)

1 ANNEK U

245/106



OFFICE OF THE  
COMMISSIONER HAZARA DIVISION  
ABBOTTABAD  
No. 5882-83  
Dated: 13.09.2017

To,

The Senior Member,  
Board of Revenue,  
Revenue and Estate Department,  
Khyber Pakhtunkhwa,  
Peshawar.

Subject:- DISCIPLINARY ACTION AGAINST OFFICIALS OF  
COMMISSIONER OFFICE, ABBOTTABAD.

Respected/sir

I am directed to refer to the subject cited above and to state that a DPSC meeting for appointment of KPOs was held in this office on 03.10.2011.

In a Departmental case the record of the said meeting was needed which was searched but found not available on the files.

The Deputy Commissioner, Haripur was appointed as inquiry officer to fix responsibility as to who is responsible for the misplacement.

The Deputy Commissioner, Haripur conducted inquiry and submitted his findings (copy enclosed). As per inquiry report all the officials remained posted in this office from 2011 to date have been held responsible, though Miss. Farah Naz KPO is the main accused.

Two officials i.e one Senior Clerk and one Junior Clerk falls in the domain of this office while for the following official who are in BPS-16, your good self is the appointing/competent Authority.

1. Mr. Awais Ahmad, Assistant
2. Mr. Muhammad Baber, Assistant
3. Mr. Awais Qureshi, KPO
4. Mr. Fazal ur Rehman, Assistant
5. Miss. Farah Naz, KPO

I am further directed to enclose herewith show cause notices in respect of these officials for issuances and further necessary disciplinary action please.

*am*  
Assistant to Commissioner (Rev/GA)  
Hazara Division, Abbottabad.

No. & Date Even.

Copy forwarded to the.

1. PS to Commissioner Hazara Division, Abbottabad.

*am*  
Assistant to Commissioner (Rev/GA)  
Hazara Division, Abbottabad.



w  
P 294  
**ANNEX-W**

GOVERNMENT OF KHYBER PAKHTUNKHWA  
BOARD OF REVENUE  
REVENUE & ESTATE DEPARTMENT

No. Estt:II/ Seniority list / 12985  
Peshawar dated the 23 /06/2017

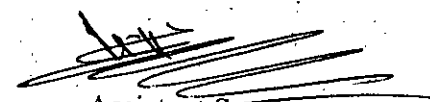
1107

To

The Commissioner,  
Hazara Division, Abbottabad.

SUBJECT: DEPARTMENTAL APPEAL.

I am directed enclose copy of department appeal submitted by Farah Naz Computer Operator Commissioner Office, Hazara Division, Abbottabad before the worthy Senior Member Board of Revenue Khyber Pakhtunkhwa Peshawar for comments please.

  
Assistant Secretary (Estt)

AKR  
30/6/17

Estt: EI  
3/5  
AKR

7284  
4-7-17

ANNEX-W

225

108

The Senior Member,  
Board of Revenue,  
Revenue and Estate Department,  
Government of Khyber Pakhtunkhwa,  
Peshawar.

Subject: DEPARTMENTAL APPEAL

PS/SMBR  
Dy No. 5624  
Date 19/10/17  
Govt. of Khyber Pakhtunkhwa

Respected Sir,

1. Reference is made to appointment order to the appellant dated 06/10/2011 Copy of Appointment Order of the appellant is attached.
2. It is submitted that the appellant got appointed as Computer Operator (BPS-12). As per appointment order the appellant is senior to Mr. Awais Qurashi according to the order of merit mentioned in the appointment (referred in Para 1 above).
3. That as per law (Civil Servant Rules 1993), seniority of the employee in a similar Cadre is fixed according to the order of Merit inducted in appointment order.

Hence, the Name of the appellant is mentioned at Serial No. 1 where is the Name of Awais Qurashi at Serial No. 02. Therefore, the appellant is Senior to Mr. Awais Qurashi irrespective of the fact that Mr. Awais Qurashi took over the charge of the post prior to the appellant.

That it has now being stated by the Apex Court in so many cases on the same point of law that seniority of the employee is to be fixed according to the merit mentioned in the appointment order and the same may be fixed from the date of appointment. Not from the date of Taking Charge of the post.

SR  
14/10  
II

SMR  
12/10/17

(109) 226

4. That appellant came to know on 04/03/2017 that she has been placed below Awais Qurashi in the seniority list issued in the year 2016. As per law, the appellant is senior to the said Mr. Awais Qurashi, Therefore, her Name is to be placed above the Name of Mr. Awais Qurashi in said Seniority as well as all subsequent Seniority list that seniority list issued in 2016 in illegal, discriminatory, perverse and liable to be reconciled/rectified as per law.

**Prayed:**

It is prayed that on acceptance of Departmental representation of the appellant, it is prayed that the Name of the appellant may be placed above the Name of Mr. Awais Qurashi in the seniority list in 2016 and issue revised seniority list according.



Farah Naz

Computer Operator  
Commissioner Office,  
Hazara Division, Abbottabad  
Dated 09/06/2017

ANNEX - X



OFFICE OF THE  
COMMISSIONER HAZARA DIVISION  
ABBOTTABAD

(110)  
291

No: CHD /Estb/ 2/3/ 6087  
Dated 19/09/2017

To

The Assistant Secretary (Establishment),  
Board of Revenue,  
Revenue & Estate Department,  
Government of Khyber Pakhtunkhwa,  
Peshawar.

Subject: **DEPARTMENTIAL APPEAL**

Memo:

I am directed to refer to your memo No. Estt:II/S list/17494 dated 18/08/2017 on the subject noted above and to intimate that due to missing of merit list of KPOs, an enquiry was conducted through Deputy Commissioner Haripur whose report has already been sent to your office with show case notices for your signature and issuance to the officials, vide this office No.5882-82 dated 13-09-2017. On finalization of the case, the comments on the subject Departmental appeal will be communicated to your office, please.

*P-245*  
*P-240*  
  
Assistant to Commissioner (Rev/GA)  
Hazara Division Abbottabad

Endst: Even No & Date:

Copy forwarded for information PS to Commissioner, Hazara Division.

Assistant to Commissioner (Rev/GA)  
Hazara Division Abbottabad



245  
OFFICE OF THE  
COMMISSIONER HAZARA DIVISION  
ABBOTTABAD  
No. 5882-83  
Dated: 13.09.2017

To,

The Senior Member,  
Board of Revenue,  
Revenue and Estate Department,  
Khyber Pakhtunkhwa,  
Peshawar.

Subject:- DISCIPLINARY ACTION AGAINST OFFICIALS OF  
COMMISSIONER OFFICE, ABBOTTABAD.

Respected/sir

I am directed to refer to the subject cited above and to state that a DPSC meeting for appointment of KPOs was held in this office on 03.10.2011.

In a Departmental case the record of the said meeting was needed which was searched but found not available on the files.

The Deputy Commissioner, Haripur was appointed as inquiry officer to fix responsibility as to who is responsible for the misplacement.

The Deputy Commissioner, Haripur conducted inquiry and submitted his findings (copy enclosed). As per inquiry report all the officials remained posted in this office from 2011 to date have been held responsible, though Miss. Farah Naz KPO is the main accused.

Two officials i.e. one Senior Clerk and one Junior Clerk falls in the domain of this office while for the following official who are in BPS-16, your good self is the appointing/competent Authority.

1. Mr. Awais Ahamd, Assistant
2. Mr. Muhammad Baber, Assistant
3. Mr. Awais Qureshi, KPO
4. Mr. Fazal ur Rehman, Assistant
5. Miss. Farah Naz, KPO

I am further directed to enclose herewith show cause notices in respect of these officials for issuances and further necessary disciplinary action please.

*am*  
Assistant to Commissioner (Rev/GA)  
Hazara Division, Abbottabad.

No. & Date Even.

Copy forwarded to the.

1. PS to Commissioner Hazara Division, Abbottabad.

*am*  
Assistant to Commissioner (Rev/GA)  
Hazara Division, Abbottabad.

ANNEX - XY

(112)

GOVERNMENT OF KHYBER PAKHTUNKHWA  
BOARD OF REVENUE  
REVENUE & ESTATE DEPARTMENT

No. Est. I / Seniority List / 24/1917  
Peshawar dated 06/11/2017

The Commissioner,  
Muzari Division, Abbottabad.

SUBJECT: DEPARTMENTAL APPEAL

I am directed to refer to your letters No. CHD/Est/23/7028-29 dated 19.09.2017 and No. CHD/Est/23/7028-29 dated 29.10.2017 on the subject and to state that the appellant has concern over the fact that during the preference of appeal to the Board of Revenue, her relevant record went missing in the Commissionerate. Apparently the appellant is not the beneficiary of this set as seniority of Miss Farah Naz Computer Operator has been affirmed by your order dated 23.10.2017 made on merit on the basis of existing record. No further action will be required to be taken in this regard. However, it would be in the interest of things if an enquiry is held against the office custodian of the records as well as the likely beneficiaries.

*[Signature]*  
Assistant Secretary (Est.)

*[Handwritten notes and signatures]*  
det. c  
13/11

NO: Estb: II / Seniorly List / 24197 dt: 6-11-2017  
From Assistant Secretary Estb: P/277

**ANNEX-7**

113

PUC 277

103

PUC is with reference to our letter at P/241 which is submitted for perusal please.

Supdt:  
AAR

Jmm  
15/11  
15/11

104

NFA is proposed as in matter has already been resolved as a consequence of order issued vide this office dated 23-10-17 (Page-274).

scy:  

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16/11

105

No further action is required as an enquiry was conducted by DC (A) and order was issued by this office in consequence please.

106

Commissioner  
Sey. Virginia  
AKR

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16/11/17  
15.11

# A INEX 21

(115)  
15

OFFICE OF THE COMMISSIONER HAZARA DIVISION ABBOTTABAD

ORDER

Consequent upon the recommendations of the Departmental Selection/Recruitment Committee the following are hereby appointed as Computer Operator (BPS-12) in the Commissioner's Office Abbottabad on the following terms and conditions:

S#	Name	Father Name	Address
01	Miss. Farah Naz	Muhammad Ismail	Village Guli Bagh, Post Office Baffa District Mansehra
02	Awais Qureshi	Wali Muhammad Qureshi	LM 75/1 Mohalla Qazi Chitta Paul, Abbottabad

1. His/her services will be governed by Section-19 of NWFP, Civil Servants Act, 1973 as amended vide NWFP Civil Servants (Amendment Act, 2005). He/she will be entitled to contributory Provident Fund in such manners and at such rates as prescribed by the Government.
2. His/her services will be liable to termination on one-month notice from either side. In case of resignation without notice, his/her two months pay/allowances shall be forfeited to the government.
3. He/she will be governed by such rules and regulation as may be issued from time to time by the government.
4. He/she will remain on probation for a period of one year in terms of Section-6 of the NWFP, Civil Servants Act, 1973 read with Rule-15 (I) of the NWFP, Civil Servants (Appointment, Promotion and Transfer) Rules 1989. His/her services can be terminated any time in case his/her performance is found unsatisfactory during probation period. In case of misconduct, he/she shall be proceeded against under the NWFP Removal from Service (Special Powers) Ordinance, 2000 and the rules framed by the Government from time to time.
5. The appointment offer is subject to verification of his/her academic documents from the concerned Board/University.
6. He/she shall be bound to accept his/her adjustment/absorption in any of the departments/offices in Hazara Division as ordered by the Competent Authority.

Before joining the post he/she will have to provide (a) Medical Fitness Certificate from the Medical Superintendent, DHQ Hospital of his/her respective district domicile. (b) Character Certificate from local Police Station (c) Attested photo copies of academic documents.

In case of above terms and conditions of appointment are acceptable, he/she is required to report his arrival in the office of the undersigned within seven (07) days of the receipt of this letter, otherwise, the appointment would be treated as cancelled.

Sd/xxx

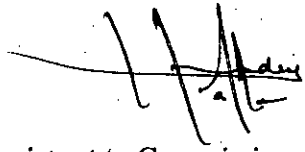
Commissioner Hazara Division  
Abbottabad

Dated Abbottabad the 06/10/2011

Endst: No. CHD/Estab: 4050-54

Copy to the:

1. District Comptroller of Accounts, Abbottabad.
2. PS to Commissioner, Hazara Division, Abbottabad.
3. Assistant Budget & Accounts Commissioner's Office.
4. Official Concerned.

  
Assistant to Commissioner (Rev/GA)  
Hazara Division Abbottabad





OFFICE OF THE  
COMMISSIONER HAZARA DIVISION  
ABBOTTABAD

20

ORDER

Consequent upon the recommendation of the Departmental Promotion/Selection Committee which met on 16/12/2011, Miss. Faiza Abbasi D/O Jana-e-Alam R/O Sir Syed Colony District Abbottabad working as Junior Clerk in this office is hereby appointed as Computer Operator (BPS-12) in the office of the Commissioner Hazara Division Abbottabad on the following terms and conditions:

1. His/her services will be governed by Section-19 of the NWFP, Civil Servants Act, 1973 as amended vide NWFP, Civil Servants (Amendment Act, 2005). He/she will be entitled to Contributory Provident Fund in such manners and at such rates as prescribed by the government.
2. His/her services will be liable to termination on one-month notice from either side. In case of resignation without notice, two months pay/allowances shall be forfeited to the government.
3. He/she will be governed by such rules and regulations as may be issued from time to time by the government.
4. He/she will be remained on probation for a period of two years in term of Section-6 of the NWFP, Civil Servants Act, 1973 read with Rule-15 (1) of the NWFP, Civil Servants (Appointment, Promotion and Transfer) Rules 1989. His/her services can be terminated any time in case his performance is found unsatisfactory during probation period. In case of misconduct, he/she shall be proceeded against under the E&D rules 2011.
5. He/she shall be bound to accept his adjustment/absorption in any of the departments/offices in Hazara Division as ordered by the Competent Authority.

In case the above terms and conditions of appointment are acceptable, He/shes is required to report. His/her arrival within seven (07) days of the receipt of his letter, otherwise the order will be considered cancelled.

Sd/xxx

Commissioner Hazara Division  
Abbottabad

Endst: No.1/2/CHD/Estab:/ 11149-54

Dated Abbottabad 16/12/2011.

Copy to the:

1. District Comptroller of Accounts, Abbottabad.
2. PS to Commissioner Hazara Division Abbottabad.
3. Divisional Nazer (Local).
4. Assistant Budget & Accounts Branches (Local) for necessary action.
5. The official concerned.

Assistant to Commissioner (Rev/GA)  
Hazara Division Abbottabad