

**BEFORE THE HONOURABLE KHYBERPAKHTUNKHWA SERVICE
TRIBUNAL, PESHAWAR**

Service Appeal No.441 of 2024

Mr. Arshad Mehmood S/o Hazrat Ali Ward Attendant BPS-04, DHO Nowshera.

... (Appellant)

...VERSUS...

District Accounts Officer & Others

... (Respondent No. 03)

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| 1. | Para wise comments on behalf of the Respondent No. 03 | 01 & 02 |
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| 3. | Annexure- A | 04 to 05 |
| 4. | Authority letter | 06 |

Respondent No. 03

(Mr. Muhammad Riaz)

District Accounts Officer,
District Accounts Officer,
Nowshera,
Nowshera

-1-

Before Service The Tribunal Khyber Pakhtunkhwa Peshawar

Appeal .No 441 of 2024

Mr. Arshad MehmoodAppellant

Versus

District Accounts officer Nowshera and others..... Respondents.

(Para wise reply on behalf of respondent No. 3)

Preliminary Objections:

1. That the applicant has no cause of action.
2. That the appellant have no locus standi.
3. That the appeal in hand is not maintainable.

Respectfully Sheweth:-

Para 1:- The Para under reply does not pertain to the answering respondent.

Para 2:- The Para under reply does not pertain to the answering respondent.

Para 3:- The Para under reply does not pertain to the answering respondent.

Para 4:- The Para under reply does not pertain to the answering respondent.

Para 5:- The Para under reply does not pertain to the answering respondent.

Para 6:- The Para under reply does not pertain to the answering respondent.

Para 7:- As per standard operating procedures (SOP) for position codes issued by the Government of KhyberPakhtunKhwa Finance Department Peshawar Vide No.FMIU/FD/4-2/99/PIFRA/VOL-XIV Dated 19.03.2018, that each Position code denotes a single sanctioned post either regular, project, supernumerary post, or employee who is on special Duty or the employee who is suspended for temporary period. Finance Department creates/modify the position codes and its allotment for processing of payroll is the domain of respective Account offices. (Annexure A)

The source I for starting of salary was submitted by the Respondent No.2, however the same was returned to the D.H.O Nowshera with the remarks that the valid position code for the vacant post was required to be recorded in the source I for starting of salary of the appellant, which in the said case was not recorded and also the source I was not re- submitted by the D.H.O Nowshera after doing the needful, and they are reluctant for reasons known to them.

Para 8:- The Para under reply does not pertain to the answering respondent.

Para 9:- No comments.

GROUNDS:

- A. Incorrect. The appellant has been treated law, rules and principles.
- B. As replied in Para A.
- C. As replied in Para A.
- D. As replied in Para A.
- E. As replied in Para A.
- F. As replied in Para A.
- G. Legal grounds. No Comments.
- H. No Comments.
- I. Legal grounds. No Comments.

It is therefore requested that the appellant has no cause of action. Hence the necessary party may please be impleaded as the appointment order was issued to the appellant without having a vacant post/ position code on the date of appointment.

(Mohammad Riaz)

District Accounts Officer,
District Accounts Officer,
Nowshera
Nowshera

Respondent No-3

**BEFORE THE HONOURABLE KHYBERPAKHTUNKHWA SERVICE
TRIBUNAL, PESHAWAR**

Service Appeal No.441 of 2024

Mr. Arshad Mehmood S/o Hazrat Ali Ward Attendant BPS-04, DHO Nowshera.

... (Appellant)

...VERSUS...

District Accounts Officer & Others

... (Respondent No. 03)

Affidavit

I, Mr. Mohammad Riaz District Accounts Officer, Nowshera do hereby solemnly affirm and declare on oath that the contents of the para wise comments on behalf of the respondent No.03 are true and correct to the best of my knowledge and nothing has been concealed from the Honourable Court.

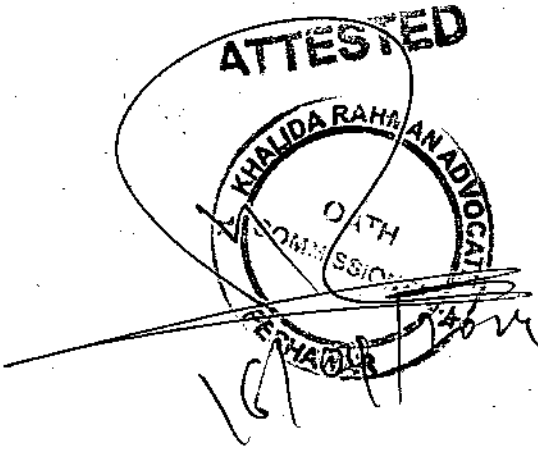
It is further stated on oath that the answering respondent have neither been placed ex-farte nor their defense struck off.

Deponent

Name: Mr. Mohammad Riaz

CNIC: 17301-0848437-7

Contact number: 0334-9353901





GOVERNMENT OF KHYBER PAKHTUNKHWA
FINANCE DEPARTMENT

319

FMU/FD/4-2/99/PIFRA/Vol-XIV

Dated 19th March, 2018

1. All Administrative Secretaries to Govt. of Khyber Pakhtunkhwa.
2. The Registrar, Peshawar High Court.
3. All Deputy Commissioners in Khyber Pakhtunkhwa.

Subject: - STANDARD OPERATING PROCEDURES (SOPs) FOR CREATION OF POSITION CODES

Dear Sir,

I am directed to refer to the subject cited above and to state that Finance Department has integrated payroll strength with budgeted positions through position codes to ensure accuracy of strength, designations and BPS. In this backdrop the requisite Standard Operating Procedures (SOPs) have been devised and sent herewith along with forms for creation/updaton of position codes of your respective entities. The same can also be downloaded from Finance Department's website www.financekpp.gov.pk/infodesk/downloads

Encl (4):

Yours faithfully,

(Kamran Javed)
Assistant Director - II

Copy for information to:

1. Accountant General, Khyber Pakhtunkhwa.
2. All District Accounts Officers in Khyber Pakhtunkhwa.
3. All District Finance & Planning Officers in Khyber Pakhtunkhwa.
4. All the Budget Officers and Section Officers (Development) of Finance Department.
5. PS to Finance Secretary.
6. PA to Additional Secretaries, Finance Department.

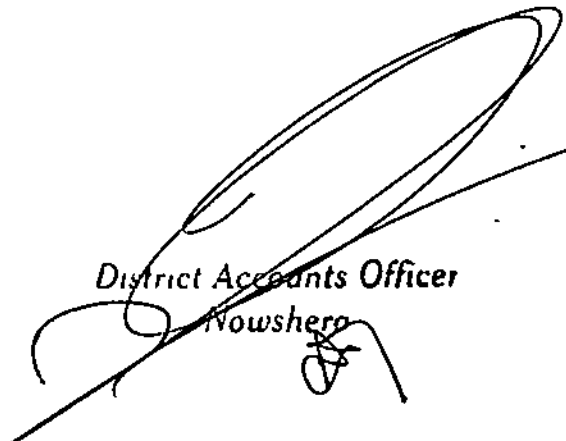
Assistant Director - II

District Accounts Officer
Nousheer

STANDARD OPERATING PROCEDURE (SOP) FOR POSITION CODES

FMIU, Finance Department is using SAP Organizational Management (OM) Module for integration of payroll strength with budgeted posts through position codes to eradicate the discrepancies of BPS, designation and strength. Each position code denotes a single sanctioned post either regular, project, supernumerary post, or employee who is on Special Duty (OSD) or the employee who is suspended for temporary period. Finance Department create/ modify the position codes and its allotment for processing of payroll is the domain of respective Accounts Offices. Finance Department will create/ modify the position codes after fulfilling the following pre-requisites:-

1. Position codes for the staff of development projects shall be created after clearance from the concerned Development Section of Finance Department along with the required proforma and documents.
2. Position codes for supernumerary posts shall be created for the period in accordance with the sanction issued by Finance Department.
3. Other than the budgeted pay scales such as Own Pay scales, Personnel Upgradations and time scales shall not be incorporated in position codes whereas the concerned District Account Office/Accountant General Office shall do the needful.
4. Position code for employee, suspended by the competent authority shall be created for the period of three months, if the processing of salary through payroll system is required.
5. Position codes, for the posts created during the course of the fiscal year shall be created and would be communicated through sanctioned letter.
6. The following proformas shall be filled in by the respective DDO or other authorized officer for creation/updating of existing position codes:-
 - a. Proforma-I along with required documents, mentioned therein, shall be filled for fresh position codes of the exiting sanctioned posts.
 - b. Proforma-II along with Proforma-I and required documents shall be filled in for those cases where position codes are required to be corrected according to sanctioned strength, or for cases where, both creation along with correction of position codes, are required.
 - c. Proforma-III shall be filled along with Proforma-I and required documents for cases wherein position codes are required to be transferred from one cost center/DDO Code to another. For cases where a Department/Office has been divided into multiple offices or sanctioned posts are transferred from one office to another.
7. FMIU, Finance Department will collect the proforma through PA to Director/Deputy Director FMIU and after approval will be forwarded to AD-II and shall be processed by the Computer Operator concerned. The required action will be completed within 3 days subject to the availability of system connectivity etc.
8. Computer Operator shall add "action completed with remarks" or any observation on Proforma-I (in case of incomplete information) and will send back to PA to Director FMIU for handing over to the official concerned for doing the needful.


 District Accounts Officer
 Nowshera



**Office of the
DISTRICT ACCOUNTS OFFICER**

Phone: 0923-9220452

NOWSHERA

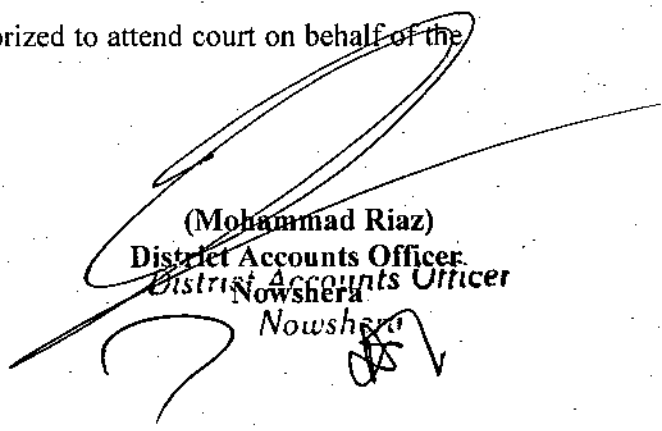
Fax: 0923-9220354

No .DAO(NSR)/Admin/ _____

Dated: 11 /09/2024

AUTHORITY LETTER

Mr. Zecshan khan, Senior Auditor of this office is hereby authorized to attend court on behalf of the undersigned please.


(Mohammad Riaz)
District Accounts Officer
District Accounts Officer
Nowshera
Nowshera

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District Accounts Officer
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**GOVERNMENT OF KHYBER PAKHTUNKHWA
FINANCE DEPARTMENT**

No. FMU/FD/4-2/99/PIFRA/Vol-XIV

Dated 19th March, 2018

- To:
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Encl (4):

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 (Kamran Javed)
 Assistant Director - II

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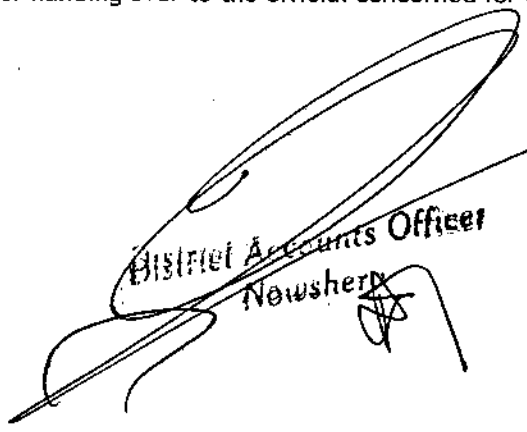
District Accounts Officer
 Nowshera

3/18

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District Accounts Officer
Nowsheer



**Office of the
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Phone: 0923-9220452

NOWSHERA

Fax: 0923-9220354

No .DAO(NSR)/Admin/ _____

Dated: 11 /09/2024

AUTHORITY LETTER

Mr. Zeeshan khan, Senior Auditor of this office is hereby authorized to attend court on behalf of the undersigned please.

(Mohammad Riaz)

District Accounts Officer
District Nowshera
Nowshera