

Dated Lahore, the 17th August, 2018

To

1. The Provincial Director,
Local Fund Audit, Punjab, Lahore.
(for further circulation amongst all the officers of BS-17 and above posted in respective MCs / DCs / autonomous bodies etc.).
2. All the Divisional Directors, Local Fund Audit in the Punjab
(for further circulation amongst all the officers of BS-17 and above posted in respective MCs / DCs / autonomous bodies etc.).

SUBJECT: **INDIVIDUAL CAREER PLANNING CHART**

I am directed to refer to the subject cited above and to enclose herewith a copy of the Individual Career Planning Chart for having an updated service record of all the employees under the administrative control of this office.

2. It is requested that:

- i) **Two hard copies** of the chart may be returned, after filling all its columns (must be typed and not hand written), to the undersigned, **by 31.08.2018 positively** by all the officers in BS-17 and above.
 - ii) Soft copy of the same may also be furnished at the following address:
sectionofficerbne1@gmail.com
 - iii) Soft copy of the individual career planning chart can be downloaded from the official website of the Finance Department, Government of the Punjab.
 - iv) The employees may be advised to provide updated, accurate and complete information, duly initialed at every page & signed at last page, as the same shall be relied upon for creation of online HRMS.
3. Further action may be taken accordingly.

(MUHAMMAD RASHID ZAHOOR)
SECTION OFFICER (B&E-I)

NO. & DATE EVEN

A copy is forwarded for information to:

- i) The Provincial Director, Local Fund Audit, Punjab, Lahore and all the Divisional Directors, Local Fund Audit in the Punjab are requested to please circulate the same ICP Chart to all employees, under the administrative control of the Finance Department and return the duly filled forms for further processing / inclusion in HRMS.
- ii) The System Analyst, Finance Department for placing the same on the website of the Finance Department for downloading by the officers.
- iii) PS to Finance Secretary.
- iv) PS to SSF (B&R), Finance Department.
- v) PS to SSF (E&CF), Finance Department.
- vi) PS to AFS (Budget), Finance Department.
- vii) PS to Deputy Secretary (LA&T), Finance Department.
- viii) The Section Officer (E&A) Finance Department with the request to circulate the instructions to all the officers belonging to the Punjab Local Fund Audit Department working in the Finance Department.

(MUHAMMAD RASHID ZAHOOR)
SECTION OFFICER (B&E-I)