

349

GOVERNMENT OF KHYBER PAKHTUNKHWA
FINANCE DEPARTMENT

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

Dated 19th March, 2018

- To:
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/updation 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

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.

**PROFORMA-I
(POSITION CODE PROFORMA)
(FOR REGULAR POSTS)**

DEPARTMENT: _____ DDO Code _____

REQUIRED

ACTION:(please tick ✓)
Please tick multiple boxes if
multiple actions are required

A. Position Creation <input type="checkbox"/>	B. Position Correction <i>(If ticked must also fill Proforma-II)</i>
C. Position codes Bifurcation <input type="checkbox"/> <i>(For DDO Code Bifurcation. If ticked, must also fill Proforma-III)</i>	

A. CREATION OF POSITION CODES				
S#	DDO Code	Designation <i>(As per Sanctioned Post)</i>	BPS <i>(Budgeted Pay scale)</i>	No. of Posts

Following Documents of the concerned office must be submitted:

- Printed copy of all the existing position codes from Finance Department website (www.finance.gkp.pk/articles/info-desk/position-code)
- Budget copy of sanctioned posts.
- Sanction letters of all the posts created, upgraded or re-designated during the current Fiscal Year.

B. CORRECTION OF POSITION CODES
Following Documents of the concerned office must be submitted: <input type="checkbox"/> Budget copy of sanctioned posts. <input type="checkbox"/> Sanction letters of all posts created/upgraded/re-designated during the current Fiscal Year. <input type="checkbox"/> Filled Proforma-II duly signed by Drawing and Disbursing Officer. <input type="checkbox"/> Posting/promotion order of official concerned, if post(s) is/are upgraded/re-designated partially amongst multiple posts in a DDO Code, already filled, and the change in filled position code/s of incumbents is required.

C. BIFURCATION OF POSITION CODES
<i>(For an Office divided into multiple sub offices or for sanctioned posts transferred from one office to another)</i> Following Documents of the concerned office must be submitted: <input type="checkbox"/> Bifurcation letter of sanctioned posts, issued by Finance Department. <input type="checkbox"/> Filled Proforma-III duly signed by Drawing & Disbursing Officer.

SUBMITTED BY	
Name:	Designation:
Department	Email address(if any)
Contact # (if any)	
Submission Date	Signature
<i>Note: Proforma once submitted, shall be collected after three working days, subject to any other circumstances which may delay the processing.</i>	

FOR OFFICE USE ONLY

Action taken by _____

Remarks _____

Signature & Date _____

