



# GOVERNMENT OF KHYBER PAKHTUNKHWA

## FINANCE DEPARTMENT

Finance Department, Civil Secretariat, Peshawar

finance.gkp.pk

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

Dated Peshawar, the August 15, 2025

To

1. The Additional Chief Secretary, P & D Department, Khyber Pakhtunkhwa.
2. The Senior Member, Board of Revenue, Khyber Pakhtunkhwa.
3. The Additional Chief Secretary, Home & Tribal Affairs Department, Khyber Pakhtunkhwa.
4. All Administrative Secretaries to Govt. of Khyber Pakhtunkhwa.
5. The Principal Secretary to Governor, Khyber Pakhtunkhwa.
6. The Principal Secretary to Chief Minister, Khyber Pakhtunkhwa.
7. All Divisional Commissioners in Khyber Pakhtunkhwa.
8. All Heads of Attached Departments, Khyber Pakhtunkhwa.
9. All Deputy Commissioners in Khyber Pakhtunkhwa.
10. The Registrar, Peshawar High Court, Khyber Pakhtunkhwa.
11. The Secretary, Provincial Assembly, Khyber Pakhtunkhwa, Peshawar.
12. The Registrar, Khyber Pakhtunkhwa Service Tribunal Peshawar.
13. The Secretary, Khyber Pakhtunkhwa Public Service Commission, Peshawar.

**Subject: STANDARD OPERATING PROCEDURES (SOPs) FOR CREATION AND MODIFICATION OF POSITION CODES**

Dear Sir,

I am directed to refer to the subject cited above and to state that position code integrates the budgeted post with payroll of an employee and is an essential pre-requisite for processing of payroll. The existing Standard Operating Procedures (SOPs) for creation and modification of position codes both for regular and project posts have been revised and the updated SOPs, along with the requisite proformas have been uploaded on the website of Finance Department and can be downloaded through link <https://www.finance.gkp.pk/article/standard-operating-procedure-for-position-codes>.

2. I am further directed to convey that the revised SOPs shall be followed for provision of pre-requisites regarding creation or modification of position codes, please.

Yours faithfully,

  
**WASEEM ULLAH KHAN)**  
**ASSISTANT DIRECTOR IT-VIII**

**Enclosed as Above**

**Endst: No. & Date Even.**

Copy forwarded for information to the: -

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

  
**ASSISTANT DIRECTOR IT-VIII**

## STANDARD OPERATING PROCEDURE (SOPs) FOR CREATION OF POSITION CODES

FMIU, Finance Department is using SAP Organizational Management (OM) Module for integration of payrolls 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, contract, MPs Scale, supernumerary post, or employee who is on Special Duty (OSD) or the employee who is suspended for temporary period. FMIU, Finance Department create/ modify the position codes and its allotment for processing of payroll is the domain of respective Accounts Offices. Following are the pre-requisites for creation of position codes: -

1. **Fresh Creation of Position Codes:** Position codes, for fresh posts shall be created after approval on file and sanctioned letter shall be conveyed to FMIU for creation of position codes. Proforma-I along with required documents, mentioned therein, shall be filled for fresh position codes of the exiting sanctioned posts.
2. **Change in Existing Position Codes:** - Proforma-II shall be filled in for those position codes which are required to be changed/updated according to sanctioned strength.
3. **Shifting of Existing Position Codes:** - Proforma-III shall be filled in along with required documents for shifting of required position codes on account of transferring posts from one office to another.
4. **Restoration of Existing Position Codes:** - Position code of the existing post delimited being vacant since long will be restored upon viable justification i.e Appointment, Promotion and Posting/Transfer Order after approval from the competent authority.
5. **Project Posts:** - Position codes for the posts of development projects shall be created after revenue clearance and approval from the Competent Authority of Finance Department. **Proforma-IV** shall be filled in along with required documents, mentioned therein.
6. **Supernumerary posts/MP Scales/OSD/Contract posts:** - Position codes for these posts shall be created for the period in accordance with the sanction, issued by Finance Department or conveyed through file to FMIU after approval.
7. **Suspended Employee Posts:** - Position code for employee, suspended by the competent authority shall be created for the period in accordance with the order issued by Finance Department, if the processing of salary through payroll system is required.
8. **Own Pay Scales, Personnel Upgradations & Time Scales:** - 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.
9. The concerned Assistant Director of FMIU will ensure the availability of all pre-requisites as described in above paras before creation/modification of position codes and will maintain record of all documents in such a manner to be traced instantly.

**PROFORMA-I**  
**CREATION OF POSITION CODE FOR REGULAR POSTS**

DEPARTMENT: \_\_\_\_\_ DDO Code \_\_\_\_\_

S#	DDO Code	Designation (As per Sanctioned Post)	BPS (Budgeted Pay scale)	No. of Posts

***Following Documents of the concerned office must be submitted:***

- I. Budget copy of sanctioned posts.
- II. Sanction letters of all the posts created, upgraded or re-designated during the current Fiscal Year.

Signature of Drawing & Disbursing Officer

Dated: \_\_\_\_\_

Official Stamp: \_\_\_\_\_

Contact No: \_\_\_\_\_

Verified by Concerned Budget/Section Officer

Dated: \_\_\_\_\_

Official Stamp: \_\_\_\_\_

**PROFORMA-II**  
**CHANGE IN EXISTING POSITION CODES FOR REGULAR POSTS**

*(Existing Position codes can be downloaded from Finance Department Website)*

[www.finance.gkp.pk/articles/info-desk/position-code](http://www.finance.gkp.pk/articles/info-desk/position-code)

S#	Position Code	Position Code Status (Open/Filled)	Personnel No. and Name (If filled)	Existing Designation	New Designation	Existing BPS	New BPS	Action required?

**Note:**

- i. New Designation and BPS should be according to Sanctioned posts..

**Following Documents of the concerned office must be submitted:**

- I. Budget copy of sanctioned posts.
- II. Sanction letters of all posts created/upgraded/re-designated during the current Fiscal Year. Filled Proforma-II duly signed by Drawing and Disbursing Officer

Signature of Drawing & Disbursing Officer

Dated: \_\_\_\_\_

Official Stamp: \_\_\_\_\_

Contact No: \_\_\_\_\_

Verified by Concerned Budget/Section Officer

Dated: \_\_\_\_\_

Official Stamp: \_\_\_\_\_



PROFORMA-III

SHIFTING OF EXISTING POSITION CODES FOR REGULAR POSTS

(For an Office divided into multiple sub offices or for sanctioned posts transferred from one office to another)

(Existing Position codes can be downloaded from Finance Department Website)

[www.finance.gkp.pk/articles/info-desk/position-code](http://www.finance.gkp.pk/articles/info-desk/position-code)

S#	Position Code	Position Code Status (Open/Filled)	Personnel No (If filled)	Name (If filled)	Existing DDO Code	New DDO Code

- Note:**
- i. Bifurcation letter of sanctioned posts, issued by Finance Department.
  - ii. Position codes once bifurcated by Finance Department will take effect only when refreshed by concerned District Accounts Office/AG Office.

Signature of Drawing & Disbursing Officer                      Dated: \_\_\_\_\_

Official Stamp: \_\_\_\_\_                      Contact No: \_\_\_\_\_

Verified by Concerned Budget/Section Officer                      Dated: \_\_\_\_\_

Official Stamp: \_\_\_\_\_

### PROFORMA-IV FOR CREATION OF PROJECT POSITION CODES

Department	ADP No	Name of Project	Project ID	Object Code	DDO Code	Designation	BPS	No. of Posts	Mode of Appointment	Approval Date	End Date

**Note.**

- I. Revenue Clearance/Concurrence and Neutral Cost extension.

Signature of Drawing & Disbursing Officer

Dated: \_\_\_\_\_

Official Stamp: \_\_\_\_\_

Contact No: \_\_\_\_\_

Verified by Concerned Section Officer

Dated: \_\_\_\_\_

Official Stamp: \_\_\_\_\_