

GOVERNMENT OF PAKISTAN
CABINET SECRETARIAT
ESTABLISHMENT DIVISION

No.8/2/2005-R-I

Islamabad, the 21st February, 2011.

OFFICE MEMORANDUM

Subject: - RE-DESIGNATION OF THE POSTS OF KEY PUNCH VERIFYING OPERATOR AS DATA ENTRY OPERATOR AND UPGRADATION FROM BS-10 BS-12.

IT PROFESSIONALS

The undersigned is directed to refer to the Finance Division's (Regulation Wing)'s O.M.No.F.1(10)/R-I/2010-1166 dated the 13th December, 2010 on the above subject and to state that the justifications in respect of the re-designation of the posts of Key Punch Verifying Operator as Data Entry Operator and up-gradation of the posts of Data Entry Operator from BS-10 to BS-12 are as under:-

- (i) With the introduction of latest computers, the work of key punching has become obsolete and data entry has taken its place.
- (ii) Different Ministries/Divisions/Departments are employing Data Entry Operators in difference pay scales thus giving rise to the requests from other Ministries/Divisions to upgrade their posts of DEO.
- (iii) The promotion posts of Data Entry Operators (BS-12) were Data Processing Assistant/Data Processing Supervisor/Data Control Supervisor (BS-14) which have been upgraded BS-16 in the Pakistan Computer Bureau and others Ministries/Divisions/Departments.

2. In view of the position stated at para-1 above, the case does not call for any management study by the M.S.Wing of this Division. Even otherwise, the posts of DEO do not belong to any occupational group/service.

3. The following information/documents in respect of the Pakistan Computer Bureau are attached:-

- (i) Statement showing the number of sanctioned posts of DEO (BS-10) and filled/vacant posts.
- (ii) Statement showing the length of service at the credit of the incumbents of the posts of DEO (BS-10).
- (iii) Recruitment Rules for the posts of Data Entry Operator.

4. As regards financial implication in respect of the upgradation of the posts of Data Entry Operator (BS-10) to (BS-12) in the Pakistan Computer Bureau, the same may be obtained from the Ministry of Information Technology/Pakistan Computer Bureau. Further, the requisite information in respect of other organizations employing Data Entry Operators, if required, may be obtained by the Finance Division directly from the concerned Ministries/Divisions/Departments.

IT PROFESSIONALS


(Raja Naved Iqbal)
Section Officer

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