



A Handbook on Revenue Budget Exercise 2017-18

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MESSAGE

The budget is one of the most important policy documents of any government. In fact, it is the transformation of the government's policy and priorities into practical action. The budget making process involves numerous stages. The completion of such an enormous task within a short span of time, requires extreme dedication and consistent hard work. Budget making is one of the primary responsibilities of the Revenue Division and FBR has been performing this job for years.

2. The publication of this booklet, explaining the process of the budget making, is a welcome initiative. It documents the efforts and steps taken by the FBR officers and staff. I am very impressed by the hard work done by the team involved in the budget making process. It is hoped that the revenue machinery will further accelerate its efforts in coming years and fetch the direly needed revenues for prosperity and economic development of our beloved country.

(Haroon Akhtar Khan)
Special Assistant to PM on Revenue



FOREWORD

Budget making is a task of National importance, which requires to be performed beyond the call of duty. Proposals for the next Financial Year Budget are firmed up by FBR by adopting a participatory approach through extensive consultations and discussions with stakeholders. Ensuring the secrecy of these Budget Proposals and Budget Documents before the announcement of Budget in an era of high ICT penetration is very challenging. Besides maintaining secrecy, FBR ensures the completion of this sensitive task in an efficient manner without any delays. The dedicated and hardworking officers and staff of FBR with their professionalism and expertise have always made this process successful.

2. The efforts of the team are commendable in bringing out this booklet. I appreciate the hard work put in by Mr. Majid Qureshi, Member (Admn)/Chief Coordinator Budget and his team in compilation of this booklet, explaining the steps and budget making process. I hope this booklet will be highly helpful for the officers and staff involved in the Budget making process and other readers.

(Dr. Muhammad Irshad)
Chairman FBR/
Secretary Revenue Division



PREFACE

Preparation of Revenue Budget is a major annual event at FBR (HQ) level, wherein the Technical Wings and the Administration Wing are occupied for at least three months before announcement of Budget. FBR initiates a broad consultation process with private sector i.e. Business Community and Chambers of Commerce and Public Sector i.e. Ministry of Commerce, Finance, Textile, Industries, BOI, EBD and all concerned departments, for primary goals of expanding revenue receipts, economic activities and creating additional fiscal space in the Federal Budget.

Soliciting revenue proposals and analyzing its complications on the overall economy is an arduous task, managed by FBR in a flaw less manner.

All activities relating to Budget exercise including, but not limited to, Drafting, Composing, Legal Vetting, Printing, Binding, Security, Administrative and Logistic arrangements in a seamless manner on a tight timeline was made possible through exceptional display of team work. The chronology of steps summarized in this book sheds some light on the entire process and may help educating the readers as well.

**(Muhammad Majid Qureshi)
Member (Administration)/
Chief Coordinator Budget**

Budget Work Flow Chart



Revenue Budget Plan



Pre-Budget Exercise

Functions	Responsibility	Timelines
<p>Stage-1 (Administrative Arrangements)</p> <ul style="list-style-type: none"> • <u>Step-I</u> Check Lists of administrative arrangements are prepared, assigning roles for preparation of budget, budgetary documents and their handling. Frequent meetings are held to monitor progress as per the Check Lists. • <u>Step-II</u> Chief Coordinator Budget, Coordinator Budget, Deputy Coordinator Budget, Chief Security Officer, Deputy Security Officer (from Admn & Management) Deputy Coordinators Budget (from Line Functions) and Coordinators from PRAL, Legal Wing, etc. are nominated. • <u>Step-III</u> Letters to different agencies like NTC, FGSH, CDA (Electrical/Maintenance/Water Supply) WAPDA, PCPPI, PRAL, dealers of Photocopiers/Printers etc. for logistic support and nomination of concerned technicians/engineers are sent. Procurement of paper/CDs/Tonnors/Folders etc. and other logistic support including meal arrangement are made. • <u>Step-IV</u> Security enhanced, letter to Collector Customs Rawalpindi is sent for deputation of inspectors/sepoyees for security duties. 	<p>Admn Wing</p> <p>Admn/Line Functions/IT Wing(PRAL)</p> <p>Admn Wing</p> <p>Admn Wing</p>	<p>It starts from the month of March but takes up volume in the month of May/ June, every year.</p> <p>March/April</p> <p>April</p> <p>April</p>
<ul style="list-style-type: none"> • <u>Step-V</u> Entry of visitors restricted, guests/visitors of Chairman, Members and Chiefs are allowed with prior appointments only. Media personals are allowed to visit Official Spokesperson only with prior appointment. Instructions are issued to display official ID cards. • <u>Step-VI</u> Letters to Members are sent for submission of lists of officers/staff who are essentially required to be engaged in the Budget exercise. 	<p>Admn Wing</p> <p>Admn Wing/Line Functions</p>	<p>April</p> <p>April</p>

<ul style="list-style-type: none"> • <u>Step-VII</u> Budget Control Room is set up. Rooms are allocated/assigned for Coordinators/Deputy Coordinators, Composing, Draftsman of Law Division Photocopy/Printers, Sorting/Binding of budget documents. 	Admn Wing	April
<p>Stage-2 (Working on Budget Proposals)</p> <ul style="list-style-type: none"> • <u>Step-I</u> Evaluation of budget proposals by the Line Functions, received/prepared during consultations with Trade Bodies. • <u>Step-II</u> Approval of budget proposals from Minister for Finance, Prime Minister and vetting of proposals by Ministry of Law & Justice. 	<p>Coordinators from Line Functions</p> <p>Chairman/Line Members</p>	It starts a day before the announcement of Federal Budget

BUDGET DAY EXERCISE

Functions	Responsibility	Timelines
<p><u>Stage-3 (Vetting of Budget Proposals)</u> Draft of approved budget proposals are sent to the legal experts of Law Division, stationed at FBR (HQ) for vetting.</p>	Coordinators/Deputy Coordinators from Line Functions	Starts on the Budget Day and continues till Budget Announcement
<p><u>Stage-4 (Composing)</u> Vetted Draft of proposed amendments in the tax laws are forwarded to the Composing Section set up for revenue budget exercise.</p> <p>Similarly approved drafts of SROs, Notifications, CGOs etc. and Budget speech (FBR Part) are sent to composing section.</p>	Coordinators/Deputy Coordinators from Line Functions	Budget Day
<p><u>Stage-5 (Preparation of Cabinet Summary)</u></p>	Signed documents are sent by Coordinators/Deputy Coordinators to the composing section.	Budget Day
<p><u>• Step-I</u> Summary for the Cabinet covering all the revenue proposals and their impact is developed and composed for printing.</p>	Coordinators/Deputy coordinators Budget	Budget Day
<p><u>• Step-II</u> Draft Cabinet Summary is sent to the Minister of Finance and Revenue for approval.</p> <p>Draft Budget Speech to be delivered by the FM is prepared and coordinated with Finance Ministry to incorporate the Revenue Division proposals(Part-II of the Speech) in the main speech of Finance Minister.</p>	Budget Speech Coordinator	Budget Day
<p><u>• Step-III</u> Summary for the Cabinet, approved by FM, is printed in the Printing Section and placed before the Cabinet Ministers in the Cabinet meeting on the day of announcement of Budget.</p>	In charge Printing Section	Budget Day
<p><u>• Step-IV</u> Changes in the Tax Laws in the Tax Proposals, proposed / approved by the Cabinet are incorporated in the tax laws / SROs / Notifications / CGOs. In the meanwhile, Notes for Clauses and Budget Highlights are also prepared, composed and printed.</p>	Coordinators/Deputy Coordinators from Line functions/ Composing/ Printing sections	Budget Day

<ul style="list-style-type: none"> • Step-V All the above documents are again sent to the legal experts of Law Division for their vetting. 	Coordinators/Deputy Coordinators from Line functions	Budget Day
Stage-6 (Printing of Budget Documents)		
<ul style="list-style-type: none"> • Step-I Printing, sorting and Binding of Summary for the Cabinet and its transportation and placement before the Cabinet. • Step-II Printing, Sorting and Binding of Finance Bill and its Schedules after clearance/amendments from the Cabinet and incorporating the changes • Step-III Printing, Sorting and Binding of SROs, CGOs, Notifications and Budget Highlights after clearance/amendments of Budget proposals from the Cabinet and incorporating the changes. • Step-IV Production of Budget CDs containing all the above documents. • Step-V Allocation of number of sets of budget documents (hard copies and CDs), their packing in special leather bags for transportation to National Assembly and Senate and for the special press conference by the FM on next day of the budget announcement. 	<p>Printing Section/Admin/SS Council</p> <p>Printing Section/Admin/SS Council/Deputy Coordinators from Line Functions</p> <p>IT Wing/PRAL</p> <p>Admin/SS Council</p>	<p>Starts on the Budget day and continues till Budget announcement.</p> <p>Budget Day</p> <p>Budget Day</p> <p>Budget Day</p>
Stage-7 (Transportation of Budget Documents)		
<ul style="list-style-type: none"> • Step-I Transportation of Budget Documents (including Finance Bill, Budget Highlights, Notifications, SROs, CGOs etc.) to National Assembly and Senate. 	Admin/SS Council	Budget Day
Stage-8 (Technical Press Briefing)		
<p>Technical Press Briefing for the journalists is conducted at FBR (HQ) by Chairman / Members or their Chiefs immediately after the budget announcement to brief them on taxation measures and its impact to ensure correct reporting in the media. However, This briefing is done with the prior approval of Chairman.</p>	Press Briefing arranged by FATE Wing/Attended by Chairman/Line Members/ Chiefs	Budget Day

<p>Stage-9 (Public Access to Budget Documents) • Step-I Budget Documents including Finance Bill, its Schedules, Customs Tariff, Notifications, SROs, CGOs and Budget Highlights uploaded on FBR website www.fbr.gov.pk immediately after the Budget speech by Finance Minister.</p>	IT Wing/PRAL	Budget Day
<p>• Step-II Re-enforcement of FBR Helpline facility and extending its working hours for next 15 days to satisfy the taxpayers' queries regarding taxation measures immediately after the announcement of budget.</p>	FATE Wing	Budget Day

POST BUDGET EXERCISE

Functions	Responsibility	Timelines
<p><u>Stage-10</u> <u>(Post-Budget Press Conference)</u> Transportation of Budget Documents/CDs (including Finance Bill, Budget Highlights, Notifications, SROs, CGOs etc.) for the special press conference by the FM on next day of the budget announcement.</p>	<p>FATE Wing/ Secretary (PR)</p>	<p>Next day of the Budget Announcement</p>
<p><u>Stage-11</u> <u>(Attending the Budget Sessions)</u> Nominated FBR offices attend National Assembly/Senate Sessions to incorporate the changes introduced by different parliamentary committees and later on are approved by the Parliament into the Finance Bill, during the whole Budget Session. This also includes the re-vetting from the Law Division of the said documents.</p>	<p>Admin Wing/SS(Council)/Officers from Line Functions.</p>	<p>It starts from the next day of the budget session and continues till the passage of Finance bill.</p>

Administrative Arrangements for Revenue Budget Exercise



**ADMINISTRATIVE ARRANGEMENTS TO BE MADE IN CONNECTION WITH
ANNUAL REVENUE BUDGET 2017-18**

S.#	ARRANGEMENTS REQUIRED	ACTION BY
1	Appointment of Chief Coordinator/ Coordinator Budget/ Deputy Coordinator Budget.	Secretary (Admn & Coord).
2.	Appointment of Chief Security Officer (Budget)/Deputy Chief Security Officer (Budget).	Secretary (Admn & Coord).
3	Appointment of Coordinators/Deputy Coordinators Budget from each technical Wing for coordination/ assistance to the Chief Coordinator Budget.	Secretary (Admn & Coord)
4	Appointment of Coordinator from IT Wing / PRAL for coordinating budget matters.	Secretary (Admn & Coord)
5	I. Appointment of Incharge Printing & Binding. II. Appointment of Incharge Composing Rooms.	Secretary (Admn & Coord)
6	Holding of Pre-budget meetings	Secretary (Admn & Coord)
7	Ban on entry of visitors except Chairman, Members/Chiefs.	Secretary (S&M)
8	Display of official identity cards.	Secretary (S&M)
9	Letters to different agencies like NTC, FGSH, CDA (Electrical / Maintenance / Water Supply), IESCO, dealers of Photo-copiers/ Printers etc for logistic support and nomination of concerned Technicians / Engineers.	Secretary (S&M)
10	To finalize the list of Urdu & English Computer Operators (who will type Budget documents in a Typing Pool).	Secretary (Admn & Coord).
11	Letter to Collector Customs Rawalpindi for deputation of Inspectors for Budget duty in FBR.	Secretary (S&M)
12	Arranging Binding/stitching staff from PCPP.	Secretary (Admn & Coord)
13	An estimate of SROs to be issued in the Budget 2017-18.	Respective Coordinators Budget / Deputy Coordinators to intimate. Secretary (Admn & Coord)
14	I. Necessary software and hardware support to be provided by IT Wing / PRAL. II. Budget speech and other documents to be placed on FBR's Website by IT Wing / PRAL after conclusion of Finance	Coordinator IT Wing / PRAL. FATE Wing/Coordinator IT Wing / PRAL.

S.#	ARRANGEMENTS REQUIRED	ACTION BY
	Minister's speech.	
15	Final number of pages for Finance Bill is to be given by each Deputy Coordinator.	Respective Coordinators Budget / Deputy Coordinators.
16	Instructions to avoid use of internet till announcement of the budget except in rare/important official cases.	Coordinator IT Wing / PRAL.
17	Arrangement for purchase of Flash Drives for use in Budget documents.	Secretary(S&M)/Second Secretary (Store)
18	IT Wing / PRAL to ensure proper arrangement for counter attack on "Virus" and install latest anti-virus program on the PCs.	Coordinator IT Wing / PRAL.
19	Assistance for preparation of Budget speech. In this connection, a number of good Urdu-English / English-Urdu dictionaries are to be required.	Secretary (Admn & Coord)/Librarian
20	Respective sections engaged in budget exercise will be requested to requisition the necessary supplies like toner for printers and paper etc.	Secretary(S&M)/Second Secretary (Store)
21	All sections engaged in budget exercise to communicate particulars of PCs and Printers to IT Wing / PRAL to enable them to scan the machines from any virus.	Coordinator IT Wing / PRAL.
22	List of computer, machines to be provided by the Coordinators/Deputy Coordinators to IT Wing / PRAL.	Coordinator IT Wing / PRAL.
23	Preparation of CDs for budget documents after the announcement of budget.	Coordinator IT Wing / PRAL/ Secretary(PR)/ Secretary(S&M)//SS(Store)
24	Part-II of the Budget Speech (Tax proposals) both English and Urdu is prepared by the Revenue Division/FBR will also include the portions to be supplied by the Finance Division.	Chief Coordinator Budget to nominate Budget Speech Coordinator in consultation with Chairman, FBR.
25	Letter to Coordinators for submission of lists of:- (i) Officers / staff essentially required to be engaged in the Budget exercise for payment of <u>meal charges</u> ; (ii) Officers / staff who are essentially required to be retained in FBR till announcement of budget.	Secretary (S & M) Secretary (Admn & Coord)

S.#	ARRANGEMENTS REQUIRED	ACTION BY
26	Security arrangements	Secretary(S&M)
27	Generators are to be re-checked before starting budget exercise after due notice to all.	Secretary(S&M)
28	Request to Ministry of Law for posting of suitable officers for vetting of budget documents.	Secretary (Admn & Coord)
29	To process case for giving contract to the Caterer for arrangement of meal during the confined Budget days.	Secretary(S&M)
30	To ascertain actual required number of copies of Budget documents.	Coordinators / Incharge Printing, Sorting & Binding
31	To make suitable arrangements for provision of Trunks with necessary armed security staff and transport for carrying Budget documents from FBR to Cabinet Block and Parliament House.	Secretary (S&M)/Second Secretary (Store)
32	Vacation of rooms for Budget Printing/Sorting etc and demonstration of printers.	Secretary (S&M)
33	Maintenance of record of written permission of the Chief Coordinator Budget in respect of officers deputed for official assignment(s) outside FBR at the time of announcement of budget.	Secretary (S&M)
34	Adequate arrangements to be made by Second Secretary (Council) for dispatch to and distribution of budget documents in the Cabinet meeting including entry passes for officers/officials who will carry documents.	Secretary (Admn & Coord)/ Second Secretary (Council)
35	Required number of copies of summary for the Cabinet and accompanying documents to be delivered to Section Officer Cabinet Division under usual security arrangements, at least one hour before the Cabinet meeting.	Secretary (Admn & Coord)/ Second Secretary (Council)
36	Information regarding entry of officers in PM's Secretariat for Cabinet Meeting for delivery of documents etc. to be obtained by SS(Council).	Secretary (Admn & Coord)/ Second Secretary (Council)
37	Arrangements for special transport facility for delivery of Budget documents before the Cabinet and Parliament House.	Secretary (S&M)/Second Secretary (Transport)
38	To allocate offices of Coordinators/ Deputy Coordinators in close proximity.	Secretary (S&M)

S.#	ARRANGEMENTS REQUIRED	ACTION BY
39	To provide adequate accommodation for the Composing Section.	Secretary (S&M)
40	Covering letters to be prepared for dispatch of Finance Bill to Senate/ National Assembly.	Second Secretary (Council)
41	To approach Ministry of Finance for assigning an official who should (on approval of the Budget by the Cabinet) e-mail the documents "Budget at Glance" and "Part-1 Speech"	Coordinator IT Wing/PRAL /Secretary (PR)
42	Deputy Coordinators will ensure that all Budget documents including SROs/Notifications are made available at the Web Control Room after approval for the Budget by the Cabinet.	FATE Wing, Deputy Coordinators, Coordinator IT Wing / PRAL.
43	Coordinators / Deputy Coordinators working on Finance Bill in all Wings shall ensure proper proof-reading of the material, till the last stage of printing.	Coordinators / Deputy Coordinators
44	The IT Wing / PRAL Composing Section will accept documents only signed by the respective Coordinators.	Incharge Composing/ Coordinator IT Wing / PRAL.
45	Up-loading of budget document (Tariff)	FATE Wing/Coordinator IT Wing / PRAL.
46	Final printing requires signatures of Coordinator/Deputy Coordinator	Coordinators & Incharge Printing, Sorting & Binding.
47	Sufficient lighting arrangements in the rooms where special budget work will be done.	Secretary (S&M)
48	To introduce folder for placing budget documents in a befitting manner.	Secretary (S&M)/Second Secretary (Store) / Incharge Printing, Sorting & Binding.
49	Training of English/Urdu computer operating staff of budget dealing sections by IT Wing / PRAL.	Incharge Composing/Coordinator IT Wing / PRAL.
50	Finalization of Food Menu for budget days	Secretary (S&M)
51	To ensure that secret material of summary for the Cabinet is not included in any CD to be given to other agencies.	Coordinator IT Wing / PRAL / Secretary (PR)
52	Time lines to be followed by the Coordinators and Deputy Coordinators for handing over the printing material to budget composing section.	Coordinators / Deputy Coordinators.

S.#	ARRANGEMENTS REQUIRED	ACTION BY
53	Preparation of summary for the Cabinet	Coordinators / Deputy Coordinators.
54	Restrictions on information system usage during Federal Budget 2017-18.	Coordinator IT Wing / PRAL.
55	Implementations of SOP for grant of “budget honorarium” and “meal charges”.	Secretary (S&M)
56	Availability of funds under the head “entertainment” for meal charges, “honoraria” and “reward”	Secretary(Expenditure) / Secretary (S&M)
57	Provision of lap-top to officers dealing with budget policies/proposals.	Secretary (S&M)/Second Secretary (Store)

SOP's for Core Budget Team



SOP's FOR ANNUAL BUDGET Composing

1. Nomination of Incharge Composing Section as overall Head of Composing at least two to three weeks before the announcement of Budget.

2. Responsible for the following tasks:-
 - i) To follow timelines given by Chief Coordinator Budget
 - ii) To supervise/ensure the training of composing staff for at least one to two weeks before Budget day.
 - iii) To accept documents signed by respective Coordinators.
 - iv) Coordination with the Coordinators /Dy. Coordinators for timely submission of Budget Documents.
 - v) To ensure that secret Budget material is not leaked to any other agency.
 - vi) Burning/destruction/shredding of waste budget papers and loose discarded sheets;
 - vii) To liaise with vetting team.
 - viii) Coordination with the Incharge Printing and Binding Section.

SOP's FOR ANNUAL BUDGET Vetting

1. Nomination of Coordinator Vetting to act as FBR Focal person for vetting of Budget document at least two to three weeks before the announcement of Budget.
2. To contact Ministry of Law for Vetting team at least two to three weeks before the announcement of Budget.
3. To allocate offices to vetting team of Law and Justice Division.
4. Responsible for the following tasks:-
 - i) To follow timelines given by Chief Coordinator Budget
 - ii) To liaise with vetting team of Justice and Law division.
 - iii) To accept documents signed by respective Coordinators.
 - iv) Coordination with the Coordinators / Dy. Coordinators for timely submission of Budget Documents.
 - v) To ensure that secret Budget material is not leaked to any other agency.

SOP's FOR ANNUAL BUDGET Printing, Binding and Sorting

1. To test Photocopiers Machines a week before Budget Day.
2. To follow timelines given by Chief Coordinator Budget for printing of Budget document.
3. The printing & binding is carried out within the specified area in the basement. The Incharge Printing, Binding and Sorting is responsible for the following tasks:-
 - i. To accept documents signed by respective Coordinators
 - ii. Coordination with the Composing Team for timely submission of Budget Documents.
 - iii. Preparation of folders.
 - iv. Preparation of budget sets
 - v. To ensure that secret printing material is not given to any other agency before Budget Speech.
 - vi. Burning/destruction/shredding of waste budget papers and loose discarded sheets;
 - vii. Dispatch of budget documents; and
 - viii. Coordination with the staff of Printing Corporation of Pakistan Press (PCPP).

SOP's FOR ANNUAL BUDGET Coordinator IT Wing/PRAL

1. To provide necessary software and hardware support.
2. Installation of PCs and training of Budget document Composing staff.
3. Virus check/scan on all computers at the start of Budget exercise, at least two(2) weeks before the announcement of Budget. A final virus check on all computers two(2) days before Budget announcement date.
4. Marking of the cleared machines and flash drives and ensuring that no other machines or flash drives is used during Budget exercise.
5. To supply distinctly marked and serially numbered flash drives with stickers in transparent plastic packing to each Budget section for preparation of Budget documents. Each Budget document i.e Finance Bill, Cabinet Summary, Notes on Clauses and Salient Features would be copied on a separate flash drive.
6. Placement of Budget speech and other documents on FBR's Website after conclusion of Finance Minister's speech, under the supervision of FATE Wing after obtaining final Budget documents from Coordinators/Deputy Coordinators.
7. Restrictions on information system/Internet usage during Budget exercise, a day before the announcement of Budget Speech.
8. To disable the following items at the time of virus scanning from computers to be used in Budget exercise:
 - i. CD drive
 - ii. USB port
 - iii. Internet Card
 - iv. Ethernet Card
9. Preparation of Budget Documents CDs for distribution in Cabinet Meeting, National Assembly, Senate and for Press.
10. Coordination with Ministry of Finance for obtaining "Budget at Glance" and "Part-I of Budget Speech" (Final Documents) electronically for up-loading on the web.

SOP's FOR ANNUAL BUDGET Secretary(S&M)

Being Deputy Chief Security Officer (Budget), he is responsible for the internal and external security of Federal Board of Revenue during the Budget exercise.

1. All Security arrangements and preparation of Security Plan for Budget Day (at least two weeks before announcement of Budget) under the supervision of Chief Security Officer.
2. Arrangements of funds for meal Charges and Budget Honorarium(by early April).
3. Arranging, testing of Walky-Talky for core Budget Team (at least two weeks before Budget announcement).
4. Provision of Walky-Talky to core Budget Team(at least two days before Budget announcement).
5. Ban on entry of visitors except Chairman, Members/Chiefs (at least two weeks before Budget announcement).
6. Maintenance of record of written permission of the Chief Coordinator Budget in respect of officers deputed for official assignment(s) outside FBR at the time of announcement of Budget.
7. To allocate offices of Coordinators/ Deputy Coordinators in close proximity (two weeks before announcement of Budget)
8. To allocate offices to vetting team of Law and Justice Division (two weeks before announcement of Budget).
9. To provide adequate accommodation for the Composing Section (two weeks before announcement of Budget)
10. Vacation of rooms for Budget Printing, Sorting and Binding (two weeks before announcement of Budget).
11. To arrange Trunks /Bags for carrying Budget documents from FBR to Cabinet Block and Parliament House (two weeks before announcement of Budget)
12. To float Tender to award contract for provision of meal during the Budget (at least four weeks before Budget announcement).
13. To Contact agencies like NTC, FGSH, SNGPL, CDA, (Electrical / Maintenance / Water Supply/ WAPDA dealers of Photocopies / printers etc for logistic support and nomination of concerned technicians / engineers (Three/Four weeks before announcement of Budget).
14. To make necessary arrangements for armed security staff and transport from Collectorates of Customs (at least two weeks before Budget announcement).
15. Sufficient lighting arrangements in the rooms where special Budget work will be done (two weeks before announcement of Budget).
16. Provision of blank CDs for Budget documents (two weeks before announcement of Budget)
17. Regular checking of Generators for provision of un-interrupted electric supply (two weeks before announcement of Budget).
18. Provision of necessary supplies like toner for printers, papers and Flash drive etc. (two weeks before announcement of Budget).
19. Provision of Lap-top to officers dealing with Budget policies / proposals, if needed (two

SOP's FOR ANNUAL BUDGET
Secretary(Admin & Coord)

1. All Administrative arrangements including getting approval for nomination of Chief Coordinator Budget, Coordinator Budget, Chief Security Officer and Coordinators/Deputy Coordinators from Technical Wings(At least two months before Budget announcement).
2. Holding of Pre-Budget meetings. First Budget meeting may be arranged at least one month before Budget announcement).
3. Selection of a team of skilled Urdu and English typist at least two to three weeks before the announcement of Budget.
4. To Arrange Binding & Sorting staff from PCPP at least two to three weeks before the announcement of Budget.
5. To contact Ministry of Law for nomination of Vetting team at least two to three weeks before the announcement of Budget.
6. Provision of library facility and arranging Urdu-English/ English-Urdu dictionaries and books on Income Tax, Sales Tax, Federal Excise and Customs (two weeks before announcement of Budget).
7. Issuance of Budget Circular No.1 at least two to three weeks before the announcement of Budget.
8. Obtain recommendations for Budget night duty from respective Coordinators at least two to three weeks before the announcement of Budget.
9. Display of List of Officers and Officials who are required to stay at FBR(Hq) during Budget night at Notice Board on the eve of Budget announcement Day.
10. Issuance of Budget Circular No.2 at least two to three days before the announcement of Budget.
11. To liaise and coordinate with SO Cabinet Division for Special Budget Meeting (two weeks before announcement of Budget).
12. Dispatch and distribution of Budget Documents in the Special Cabinet meeting including issuance of entry passes for officers/officials who will carry Budget documents including Summary for the Cabinet.
13. Dispatch of Finance Bill to National Assembly and Senate including issuance of entry passes for officers/officials.
14. To devise a Budget document dispatch plan and carry out a mock exercise (one week before announcement of Budget).
15. Nominations for Finance Divisions Camp Office and preparation of Duty Roaster for Budget Session.

IMPORTANT

CIRCULARS /LETTERS /

OFFICE ORDERS /OFFICE MEMRANDUMS ETC.

**GOVERNMENT OF PAKISTAN
REVENUE DIVISION
FEDERAL BOARD OF REVENUE**

C.No. 6(1)Coord/2017

Islamabad, the 17th February, 2017

OFFICE ORDER

SUBJECT: - ARRANGEMENTS FOR THE REVENUE BUDGET 2017-18.

The following officers of Federal Board of Revenue, Islamabad are appointed as Chief Coordinator / Coordinator/Deputy Coordinator / Chief Security Officer and Deputy Chief Security Officer for the Revenue Budget 2017:-

S.#	Name	Designation	Budget Assignment
1.	Mr. Muhammad Majid Qureshi	Member(Admn)	Chief Coordinator (Budget)
2.	Dr. Tariq Ghani	Chief(Admn)	Coordinator (Budget)
3.	Mr. Muhammad Junaid Jalil Khan	Chief (Mgt. Customs)	Chief Security Officer (Budget)
4.	Mr. Saleem-ur-Rehman	Secretary(S&M)	Deputy Chief Security Officer (Budget)
5.	Mr. Mahmood Aslam Butt	Secretary (Admn & Coord)	Deputy Coordinator (Budget)

2. This issues with the approval of Secretary Revenue Division/Chairman, FBR.

(Rahmatullah)

Second Secretary (Coord)

Ph: 9222278

Distribution:

PS to Finance Minister.
Secretary, Finance Division.
SA to Chairman, FBR.
All Members, FBR
All officers of FBR.

**GOVERNMENT OF PAKISTAN
REVENUE DIVISION
FEDERAL BOARD OF REVENUE**

C.No. 6(1)Coord/2017

Islamabad, the 20th February 2017

SUBJECT: - ARRANGEMENTS FOR THE REVENUE BUDGET 2017-18.

Chief Coordinator Budget and Coordinator Budget have already been nominated for the Revenue Budget 2017-18 for overall coordination of Budget exercise.

2. It is requested to kindly nominate the Coordinator/Deputy Coordinator Budget for Income Tax, Sales Tax/Federal Excise, Customs and I.T. respectively to coordinate for the Budget Proposals/Policies relating to the respective taxes and I.T. support for assistance of the Chief Coordinator Budget.

(Mahmood Aslam Butt)
Secretary (Admn & Coord)/
Deputy Coordinator Budget
Ph: 9215645

Distribution:

1. **Member (Customs), FBR**
2. **Member (IR-Policy), FBR**
3. **Member (IR-Operations), FBR**
4. **Member (IT),FBR**

- CC:
1. **Member (Admn)/Chief Coordinator Budget**
 2. **Chief (Admn)/Coordinator Budget**
 3. **Chief (Mgt. Customs)/Chief Security Officer Budget**
 4. **Secretary (S&M)/ Deputy Chief Security Officer Budget**

**GOVERNMENT OF PAKISTAN
REVENUE DIVISION
FEDERAL BOARD OF REVENUE**

C.No. 6(1)Coord/2017

Islamabad, the 15th March, 2017

OFFICE ORDER

SUBJECT: - ARRANGEMENTS FOR THE REVENUE BUDGET 2017-18.

The following officers of Federal Board of Revenue, Islamabad are appointed as Coordinators/Deputy Coordinators for the Revenue Budget 2017-18:-

S.No.	Name & Designation	Budget Assignment
1.	Mr. Sajidullah Siddiqui, Chief(ITP)	Coordinator Budget (Income Tax)
2.	Ms. Reema Masud, Secretary (Income Tax Budget)	Deputy Coordinator Budget (Income Tax)
3.	Mr. Zulfiqar Hussain Khan, Chief (ST&FE-Policy)	Coordinator Budget (Sales Tax & Federal Excise- Policy)
4.	Mr. Muhammad Zaheer Qureshi Secretary (ST&FE-Budget)	Deputy Coordinator Budget (Sales Tax & Federal Excise)
5.	Syed Asad Raza Rizvi, Chief (International Customs)	Coordinator Budget (Customs)
6.	Mr. Sheraz Ahmad, Secretary (Enforcement & Coord)	Deputy Coordinator Budget (Customs)
7.	Mr Zain-ul Abideen Sahi, Chief(IT)	Coordinator Budget (IT Wing/PRAL)
8.	Mr. Aamer Javed, Second Secretary (IT-I)	Deputy Coordinator Budget (IT Wing/PRAL)

2. This issues with the approval of Member (Admn)/Chief Coordinator (Budget).

(Mahmood Aslam Butt)
Secretary (Admn & Coord)/
Deputy Coordinator Budget
Ph: 9215645

Distribution:

PS to Finance Minister.
Secretary, Finance Division.
SA to Chairman, FBR.
All Members, FBR
All officers of FBR.

**GOVERNMENT OF PAKISTAN
REVENUE DIVISION
FEDERAL BOARD OF REVENUE**

C.No. 6(1)Coord/2017

Islamabad, the 30th March, 2017

Subject: - **BUDGET DUTY 2017-18**

Mr. Mohammad Iqbal, Chief (International Taxes-IR), has been nominated as Incharge Composing for Annual Revenue Budget 2017-18.

1. This issues with the approval of Member (Admn)/Chief Coordinator Budget

(Mahmood Aslam Butt)
Secretary (Admn & Coord)/
Deputy Coordinator Budget

**Mr. Mohammd Iqbal,
Chief (International Taxes-IR),
FBR, Islamabad.**

Distribution:

1. Chief Coordinator, Budget, FBR.
2. All Coordinators/Deputy Coordinators Budget.
3. Chief Security Officer Budget, FBR.
4. Deputy Chief Security Officer Budget, FBR.
5. Incharge Printing & Binding Budget

**Government of Pakistan
Revenue Division
Federal Board of Revenue**

C.No.6(1)Coord/2017

Islamabad, the 30th March, 2017

Subject: **BUDGET DUTY 2017-18**

Mr. Muhammad Junaid Jalil Khan, Chief (Management-Customs) has been nominated as overall Incharge of Prining & Binding for Annual Revenue Budget 2017-18.

2. This issues with the approval of Member (Admn)/Chief Coordinator Budget.

(Mahmood Aslam Butt)
Secretary (Admn & Coord)/
Deputy Coordinator Budget

Mr. Muhammad Junaid Jalil Khan
Chief(Mgt. Customs)
FBR, Islamabad.

CC:

1. Chief Coordinator, Budget, FBR.
2. All Coordinators/Deputy Coordinators Budget, FBR.
3. Chief Security Officer Budget, FBR.
4. Deputy Chief Security Officer, Budget, FBR.

**Government of Pakistan
Revenue Division
Federal Board of Revenue**

C.No.6(1)Coord/2017

Islamabad, the 30th March, 2017

Subject: **BUDGET DUTY 2017-18**

Sardar Ali Khawaja, Chief (Legal-I), Legal Wing, FBR has been nominated as overall Incharge of Vetting Section for Annual Revenue Budget 2017-18. He will coordinate and liaise with the Vetting team of Law & Justice Division.

2. This issues with the approval of Member (Admn)/Chief Coordinator Budget.

(Mahmood Aslam Butt)
Secretary (Admn & Coord)/
Deputy Coordinator Budget

**Mr. Sardar Ali Khawaja,
Chief(Legal-I),
FBR, Islamabad.**

CC:

1. Chief Coordinator, Budget, FBR.
2. Member (Legal), FBR.
3. All Coordinators/Deputy Coordinators Budget, FBR.
4. Chief Security Officer Budget, FBR.
5. Deputy Chief Security Officer, Budget, FBR.

**Government of Pakistan
Revenue Division
Federal Board of Revenue

C.No.6(1)Coord/2017.

Islamabad, the 7th April, 2017

Subject:-**ARRANGEMENT FOR THE REVENUE BUDGET 2016-17.**

Dr. Muhammad Iqbal, Member (SPR&S), FBR has been nominated as Focal Person for Preparation of Presentation for Special Cabinet meeting. He will also prepare Part-II of the Budget speech (Tax Proposals).(both English and Urdu versions).

2. This issues with the approval of Secretary, Revenue Division/Chairman, FBR.

(Mahmood Aslam Butt)
Secretary (Admn & Coord)/
Deputy Coordinator Budget

1. **Member (Admn)/Chief Coordinator Budget, FBR.**
2. **SA to Chairman, FBR**
3. **All Coordinators/Deputy Coordinators Budget, FBR**
4. **Officer concerned.**

**Government of Pakistan
Revenue Division
Federal Board of Revenue**

C.No.6(1)Coord/2017

Islamabad, the 30th March, 2017

Subject: **BUDGET DUTY 2017-18**

The assignment of Coordination/translation and compilation of Part-II of Budget speech for Annual Revenue Budget 2017-18 has been assigned to **Ms. Rezwana Siddiqui, Chief (Reforms) and Mr. Hamid Raza Khan, Secretary (PR).**

2. This issues with the approval of Member (Admn)/Chief Coordinator Budget.

(Mahmood Aslam Butt)
Secretary (Admn & Coord)/
Deputy Coordinator Budget

1. **Ms. Rezwana Siddiqui,
Chief(Reforms)
FBR, Islamabad.**
2. **Mr. Hamid Raza Khan,
Secretary (PR), FBR.**

CC:

1. Chief Coordinator, Budget, FBR.
2. All Coordinators/Deputy Coordinators Budget, FBR.
3. Chief Security Officer Budget, FBR.
4. Deputy Chief Security Officer, Budget, FBR.

**Government of Pakistan
Revenue Division
Federal Board of Revenue**

C.No.6(1)Coord/2017

Islamabad, the 30th March, 2017

Subject: **ADMINISTRATIVE ARRANGEMENTS FOR ANNUAL REVENUE BUDGET EXERCISE FOR THE YEAR 2017-18.**

During the 1st meeting on Budget arrangements held under the chairmanship of Member (Admn)/Chief Coordinator Budget, it has been decided that a number of good Law Books/Urdu-English/English-Urdu Dictionaries and other Budget related books are to be made available by the Librarian as and when required by the Coordinators/Deputy coordinators and the officer(s) nominated for compilation/coordination of budget speech.

2. Librarian is, therefore, requested to ensure availability of requisite Law Books/Dictionaries and Budget related books in the Library of FBR(HQ).

3. This issues with the approval of Member(Admn)/Chief Coordinator Budget.

(Mahmood Aslam Butt)
Secretary (Admn & Coord)/
Deputy Coordinator Budget

Mr. Merajuddin Qureshi
Senior Librarian, FBR

Copy to:-

- 1) Chief Coordinator Budget
- 2) All Coordinators/Deputy Coordinators
- 3) Chief Security Officer
- 4) Deputy Chief Security Officer
- 5) Secretary (PR), FBR.

**Government of Pakistan
Revenue Division
Federal Board of Revenue**

C.No.6(1)Coord/2017

Islamabad, the 30th March, 2017

To, **Malik Hakam Khan**
Senior Legislative Advisor/Draftsman
Law & Justice Division
Islamabad

Subject: **VETTING OF BUDGET DOCUMENTS – ARRANGEMENTS
REGARDING**

I am directed to refer to the subject noted above and to say that Federal Budget is likely to be presented in National Assembly/Senate of Pakistan in May, 2017. During the preparation phase of Budget, officers of Ministry of Law, Justice & Parliamentary Affairs are deputed in FBR (HQ) a day before announcement of the Budget (as done last year) in order to avoid any inconvenience in the vetting of Finance Bill related to Budget SROs/Notifications on emergency basis.

2. It is requested to:-

- (i) Set up a Budget Cell (comprising of two/three officers) in the Ministry of Law, Justice & Parliamentary Affairs for expeditious vetting of Budget related documents.
- (ii) Depute the officers concerned, who are responsible for drafting/vetting of the SROs in FBR (HQ). The names and designation of the officers/staff, so deputed may please be intimated to the undersigned. The said officers may be asked to visit FBR a day before announcement of Budget. They may remain available in FBR till announcement of the Budget speech of Hon'able Finance Minister.

(Mahmood Aslam Butt)
Secretary (Admn & Coord)/
Deputy Coordinator Budget
Tel: 9215645

Copy to:-

1. Chief Coordinator Budget, FBR
2. All Coordinators Budget, FBR
3. Chief Security Officer Budget, FBR.
4. Mr. Sardar Ali Khawaja, Chief(Legal-I), FBR for follow up, please.

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F. No. 979/2017-D&L
Government of Pakistan
Law and Justice Division

Islamabad, the 5th April, 2017.

OFFICE MEMORANDUM

SUBJECT:- VETTING OF BUDGET DOCUMENTS - ARRANGEMENTS REGARDING.

The undersigned is directed to refer to the Federal Board of Revenue's letter No. C.No. 6(1) Coord/2017, dated the 30th March, 2017 on the subject noted above and to state that the following officers of Drafting and Legislation Wing are nominated for Budget Cell in the Ministry of Law and Justice namely:-

- (1) Malik Hakam Khan, Sr. Legislative Advisor.
- (2) Mr. Muhammad Azam Warraich, Legislative Advisor.
- (3) Mr. Muhammad Khashih-ur-Rehman, Additional Draftsman.
- (4) Mr. Abid Ali, Assistant Draftsman.
- (5) Ambreen Abbasi, DY.LA-II.

2. The following officers of the Drafting and Legislation Wing are deputed in FBR (HQ) for drafting / vetting of SROs a day before announcement of the Budget.

- (1) Sheikh Sarfraz Ahmed, Additional Draftsman.
- (2) Mr. Muhammad Israr, Deputy Draftsman.
- (3) Mr. Chand Ashraf, Assistant Draftsman.
- (4) Mr. Muhammad Aslam, Assistant Draftsman.


(Saadat Iqtidar Alam)
Section Officer (D&L)
☎ 9203465

Federal Board of Revenue,
(Mr. Mahmood Aslam Butt,
Secretary (Admn & Coord/
Deputy Coordinator Budget)),
Islamabad.

Distribution:-

- (1) All Officers concerned.


(Saadat Iqtidar Alam)
Section Officer (D&L)

26/4
SS (Coord)

seen by SS (Coord)
26/4/17

BUDGET BUSINESS

**Government of Pakistan
Revenue Division
Federal Board of Revenue**

C.No.6(1)Coord/2017

Islamabad, the 30th March, 2017

From: **Mahmood Aslam Butt**
Secretary (Admn & Coord)

To, **The Manager,**
Printing Corporation of Pakistan Press,
Islamabad.

Subject: **STENCILING OF FINANCE BILL ETC. FOR THE YEAR 2017-18**
- ARRANGEMENTS REGARDING

I am directed to refer to the subject noted above and to say that the Federal Budget for the year 2017 is expected to be announced in May, 2017. It is requested that staff of PCPP, Islamabad preferably those deputed last year, along with power driven and manual stitching machines may be detailed as per last year practice. The names of the officials to be detailed for binding and stitching work etc. may kindly be intimated to the undersigned at an early date.

2. The date and time when the staff of PCPP, so deputed, has to report FBR (HQ) will be intimated later on.

(Mahmood Aslam Butt)
Secretary (Admn & Coord)/
Deputy Coordinator Budget
Tel: 9215645

Copy to:

1. Chief Coordinator Budget, FBR.
2. All Coordinators Budget, FBR.
3. Chief Security Officer Budget, FBR.
4. Deputy Chief Security Officer Budget, FBR.

**GOVERNMENT OF PAKISTAN
REVENUE DIVISION
FEDERAL BOARD OF REVENUE**

C.No.6(1)Coord/2017.

Islamabad, the 17th March, 2017

Subject:- ADMINISTRATIVE ARRANGEMENTS FOR ANNUAL REVENUE BUDGET EXERCISE FOR THE YEAR 2017-2018

In order to over-view the administrative arrangements for the Annual Revenue Budget-2017-18, 1st meeting is scheduled to be held under the Chairmanship of Member (Admn)/Chief Coordinator Budget **on Tuesday the 21st March 2017 at 3:00 p.m** in the Conference Room No. 358 (3rd Floor), FBR (HQ). The proposed agenda for the meeting is enclosed.

2. It is requested to kindly make it convenient to attend the meeting on the said date and time.

Encl: **As above.**

(Mahmood Aslam Butt)
Secretary (Admn & Coord)/
Deputy Coordinator Budget

Distribution:

1. Member (Admn)/Chief Coordinator Budget.
2. Chief (Admn)/Coordinator (Budget).
3. Chief(Mgt. Customs)/Chief Security Officer (Budget).
4. Chief (International Customs)/Coordinator Budget (Customs)
5. Chief (ITP)/Coordinator Budget(Income Tax)
6. Chief(ST & FE-Policy)/ Coordinator Budget (ST & FE)
7. Secretary (Income Tax Budget)/Deputy Coordinator Budget (Income Tax)
8. Secretary (Enforcement & Coord)/Deputy Coordinator (Customs)
9. Secretary (ST&FE-Budget)/(Deputy Coordinator Budget (ST&FE)
10. Secretary (Admn & Coord)/Deputy Coordinator Budget
11. Secretary (S&M)/Deputy Chief Security Officer.
12. Secretary (Expenditure)
13. Secretary (PR)
14. Second Secretary (IT-I)/Deputy Coordinator Budget.
15. Second Secretary (Council)
16. Second Secretary (Coord)
17. Second Secretary (transport/Store)
18. Second Secretary (S&M) is requested to make necessary arrangements of refreshment etc.

**GOVERNMENT OF PAKISTAN
REVENUE DIVISION
FEDERAL BOARD OF REVENUE**

C.No. 6(1)Coord/2017

Islamabad, the 27th March, 2017

Subject: - **MINUTES OF THE FIRST BUDGET MEETING FY 2017-18.**

To overview the administrative arrangements for the Annual Revenue Budget 2017-18, first Budget meeting was held on 21st March, 2017 (Tuesday) at 03.00 P.M. in the Conference Room of FBR (HQ), Islamabad. The meeting was presided over by Member (Admn) / Chief Coordinator Budget and was attended by the participants as per attached list. The meeting commenced with recitation from the Holy Quran.

2. Chief Coordinator Budget in his opening remarks welcomed all the participants. He gave his vision for conducting Budget exercise and emphasized that Budget is an event of National importance, which should be performed beyond the call of duty. He also advised that efforts be made for completion of Budget exercise in efficient manner, so that time lines are met and there are no delays. He further stressed all the concerned to ensure secrecy of the Budget Proposals/ Documents.

3. Deputy Coordinator Budget/Secretary(Admn & Coord) gave a detailed presentation on pre-Budget, Budget day and Post Budget administrative arrangements required to be made for the Budget exercise 2017-18 along with role and responsibilities of various Sections involved in the Budget exercise.

4. Chief(Admn)/Coordinator Budget emphasized Chief Security Officer and all concerned to make sure that Summary for the Cabinet and all relevant Budget documents are retrieved back after Special Cabinet meeting. He also requested Chief Security Officer to prepare a comprehensive Budget Security Plan keeping in view secrecy of Budget Document/Proposals.

5. During the meeting following decisions were taken:-

- i. Following nominations will be made by the Chief Coordinator Budget in a separate meeting.
 - a) Incharge of Composing;
 - b) Incharge of Printing & Binding;
 - c) Focal person for coordination/compilation/preparation of presentation for the Special Cabinet meeting;
 - d) Nomination for coordination/ translation and compilation of part-II of Budget speech;

- e) Focal Person for coordination with MOF for obtaining documents through e-mail “ Budget at Glance” and “Part-1 Speech”;
- f) Constitution of Committee to liaise on Legal issues concerning other departments;
- g) Incharge for coordination and attachment with Vetting Team of Law & Justice Division;

(Action to be taken by Chief Coordinator /Coordinator/Deputy Coordinator Budget.)

- ii. Member (IR-Policy) and Member (Customs) may be requested to nominate one officer each for Finance Division’s Camp Office at parliament House, Islamabad.

(Action to be taken by Coordinator/Deputy Coordinator Budget).

- iii. Walky-Talky sets will be provided to the core Budget team with SOPs for its meaningful/effective use.

(Action to be taken by Chief/Deputy Chief Security Officer)

- iv. SOPs for use of Laptops, Flash Drives, Mobile Phones and handling of Budget related documents may be prepared by Chief Security Officer and Deputy Chief Security Officer in order to ensure the secrecy during the Budget exercise.

(Action to be taken by Chief/Deputy Chief Security Officer)

- v. To maintain secrecy of Budget proposals/documents, an undertaking will be signed by the core Budget team.

(Action to be taken by Coordinator/Deputy Coordinator Budget).

5. Chief (International Customs)/Coordinator Budget (Customs) and Chief (IT) were granted leave of absence in the meeting.

6. Chief Coordinator Budget advised Deputy Coordinators Budget from Customs and IT Wings to note down the relevant roles and responsibilities to be performed during the Budget exercise and convey them to their Coordinators.

7. The meeting ended with a vote of thanks by the Chair.

(Mahmood Aslam Butt)
Secretary (Admn & Coord)/
Deputy Coordinator Budget

Distribution.

- 1. Member (Admn)/Chief Coordinator Budget
- 2. SA to Chairman, FBR
- 3. All Coordinators/Deputy Coordinators Budget
- 4. Chief Security Officer/Deputy Chief Security Officer.

**GOVERNMENT OF PAKISTAN
REVENUE DIVISION
FEDERAL BOARD OF REVENUE**

C.No.6(1)Coord/2017(Pt).

Islamabad, the 2nd May, 2017

BUDGET CIRCULAR NO. 1 OF 2017

Subject:-**BUDGET 2017– DOCUMENTS AND THEIR FORMAT.**

The following Budget documents are required to be prepared by the concerned sections: -

2. **Budget Speech – Part-II:**

- a) English Version
- b) Urdu Version

(Action to be taken by Member (IR-Policy)/All Coordinators/Deputy Coordinators Budget/Incharge Composing/Printing & Binding/Vetting).

2. **Finance Bill 2017:**

- a) Bill.
- b) Notes on clauses.
- c) Summary of Tax measures.
- d) Revenue effect of each Tax measure.
- e) Aggregate Revenue effect.
- f) Schedules.

(Action to be taken by Member (IR-Policy)/All Coordinators/Deputy Coordinators Budget/Incharge Composing/Printing & Binding/Vetting).

3. **Summary for the Cabinet – Budget Part-II:**

- a) Summary of each Tax measure & other Budgetary proposals.
- b) Revenue effect of Tax measures.
- c) Aggregate Revenue effect.
- d) Annex, if any.

The Summary for the Cabinet would be compiled/prepared in the “Composing Room” under the personal supervision of Coordinators/Deputy Coordinators Budget (Direct/Indirect Taxes) and Incharge Composing under intimation to Dr. Muhammad Iqbal, Member (IR-Policy) to enable him to prepare and arrange presentation for the Cabinet at the time of approval of Budget proposals, as per last year’s practice.

(Action to be taken by Member (IR-Policy)/All Coordinators/Deputy Coordinators Budget/Incharge Composing/Printing & Binding/Vetting).

4. **SROs/Notifications**

(Action to be taken by All Coordinators/Deputy Coordinators Budget/Incharge Composing/Printing & Binding/Vetting).

5. **Administrative Instructions:**

(Action to be taken by Secretary (Admn & Coord)).

6. **Salient features of the Budget** (Highlights of Income Tax, Sales Tax & Federal Excise and Customs).

(Action to be taken by All Coordinators/Deputy Coordinators Budget).

7. All Budget documents shall be prepared in the same format as of last year. The material shall be provided in the format on computer "Flash Drive", which will be provided by Coordinator IT Wing/PRAL. No Flash Drives other than those supplied by Coordinator IT Wing/PRAL should be used. The dummy document texts in the given format should be generated and forwarded by 8th May, 2017 to the Chief Coordinator/Coordinator (Budget) as well as to Mr. Zainul Abidin Sahi, Coordinator Budget, IT Wing/PRAL. Necessary training to the composing staff is to be given by Coordinator IT Wing/PRAL. Trial of last year's Budget exercise pointing out the problems faced in the composing process should be completed by 8th May, 2017 which is to be attended by Coordinators/Deputy Coordinators and Mr. Zainul Abidin Sahi, Coordinator IT Wing/ PRAL.

(Action to be taken by All Coordinators/Deputy Coordinators Budget/Incharge Composing/ Coordinator IT Wing/ PRAL).

8. The material for Budget speech is to be provided directly to Dr. Muhammad Iqbal Member (IR-Policy) who is coordinating the preparation of Budget speech both English and Urdu versions. He will be assisted by Ms. Rizwana Siddiqui, Chief (Reforms) and Mr. Hamid Raza Khan, Secretary (PR).

(Action to be taken by Member (IR-Policy)/All Coordinators/Deputy Coordinators Budget).

9. SRO numbers are to be obtained from the Printing Corporation of Pakistan Press, Islamabad by the Concerned Coordinators / Deputy Coordinators.

(Action to be taken by Coordinator/Deputy Coordinator Budget (Income Tax)).

10. Sections involved in the Budget exercise should convey a realistic estimate of number of pages of their respective Budget documents to the Incharge Printing and Binding by 8th May, 2017.

(Action to be taken by all Coordinators/Deputy Coordinators Budget/Incharge Printing & Binding).

11. The details of computer equipment (including printers) and the software being used by each section involved in the preparation of Budget documents should be conveyed to Mr. Zainul Abidin Sahi, Coordinator IT Wing/ PRAL by 8th May, 2017 under intimation to the Chief Coordinator/Coordinator. Mr. Zainul Abidin Sahi, Coordinator IT Wing/PRAL shall ensure to scan and check the equipment from any virus or malfunctioning at least by 10th May, 2017.

(Action to be taken by Coordinator IT Wing/PRAL, all Coordinators/Deputy Coordinators Budget).

12. All Sections involved in the Budget exercise should ensure smooth functioning of their computer equipments in coordination with Mr. Zainul Abidin Sahi, Coordinator IT Wing PRAL and to convey their requirements of computer stationery etc. to the concerned Administration Section/Store well in advance. In case of any problem, Mr. Faheem Anwar Burney, Second Secretary (Store) may be contacted.

(Action to be taken by Coordinator IT Wing/PRAL, all Coordinators/Deputy Coordinators Budget/Incharge Printing & Binding/Composing/Vetting/Second Secretary (Store))

**(Muhammad Majid Qureshi)
Chief Coordinator (Budget)**

All officers concerned (by name).

Copy for information to:

SA to Chairman, FBR

**GOVERNMENT OF PAKISTAN
REVENUE DIVISION
FEDERAL BOARD OF REVENUE**

C.No. 6(1)Coord/2017.

Islamabad, the May, 2017

BUDGET CIRCULAR NO. 2 OF 2017

Subject:- **WORK PLAN - BUDGET 2017**

Following guidelines are issued to ensure smooth execution of Budget exercise.

1. **General Security**

Dr. Ahmad Shahab, Chief (Management), FBR has been appointed as Chief Security Officer (Budget) and shall be responsible for the internal and external security of Federal Board of Revenue during the Budget exercise. Mr. Saleem-ur-Rehman, Secretary (S&M) will act as Deputy Chief Security Officer (Budget).

2. I. **Logistics**

Mr. Saleem-ur-Rehman, Secretary (S&M) is the over-all Incharge of logistics/supplies and serving of meals etc.

II. **Administration**

Mr. Mahmood Aslam Butt, Secretary (Admn & Coord) is the overall Incharge of administration and Budget arrangements.

3. **Attendance of officers and members of staff**

Officers and members of staff on Budget duty whose presence is required in FBR will report for duty in FBR House at 8:00 a.m sharp on 26th May, 2017 to their respective supervisors and shall stay within the FBR building till further orders after announcement of the Budget speech in National Assembly. Any officer deputed for official assignment(s) outside FBR, will leave FBR House only with the written permission of the Chief Coordinator (Budget). Chief Security Officer (Budget)/Deputy Chief Security Officer (Budget) shall maintain a record of all such permissions.

(Action to be taken by Chief Security Officer (Budget)/Deputy Chief Security Officer (Budget)/all officers/officials on Budget Duty).

4. Officers on Budget duty and those accompanying the Chairman and Members to the National Assembly session shall, soon after the conclusion of Finance Minister's Budget speech, re-assemble in FBR House for further instructions. No officer of FBR or functionary of other departments on Budget duty in FBR House shall leave the premises without prior permission of the Chief Coordinator (Budget).

5. **Preparation and arrangement of Budget Documents:**

As already communicated vide Budget Circular No. 1, the following Budget documents are to be prepared by the respective Wings:

(A) **Summary for the Cabinet**

The material for Summary for the Cabinet would be conveyed by respective Wings to Dr. Muhammad Iqbal, Member (IR-Policy), who will arrange, consolidate and prepare presentation on the Budget proposals for the Special Cabinet Meeting.

(Action to be taken by Member (IR-Policy)/all Coordinators/Deputy Coordinators/Incharge Composing/Printing & Binding/Vetting/Secretary (PR)

(B) **Budget Speech**

- i) English and Urdu versions of Finance Minister's Budget Speech shall be provided by Dr. Muhammad Iqbal, Member (IR-Policy) for printing. He will be assisted by Ms. Rizwana Siddiqui, Chief (Reforms) and Mr. Hamid Raza Khan, Secretary (PR).
- ii) Respective Coordinators/Deputy Coordinators will ensure;
 - (a) correctness of changes in the Master document at computer work station; and
 - (b) that the same font and type styles are used.

(Action to be taken by Member (IR-Policy)/all Coordinators/Deputy Coordinators/Incharge Composing/Printing & Binding/Vetting/Secretary (PR).

(C) **Finance Bill**

- i) Each Wing shall provide (on flash drives) their portion of vetted Finance Bill through respective Coordinators/Deputy Coordinators of technical Wings to the Composing Section and shall coordinate and over-see all changes in the Finance Bill.
- ii) The Finance Bill shall be accompanied with Notes on Clauses on a separate flash drive;
- iii) Respective Coordinators shall:
 - (a) oversee the incorporation of changes in the Master documents/ Finance Bill through respective Deputy Coordinators;

- (b) ensure that the insertions/changes do not disturb the sequence of the documents.

(Action to be taken by All Coordinators/Deputy Coordinators/Incharge Composing/Printing & Binding/Vetting).

(D) Notifications

- i) The concerned Chiefs shall communicate in writing by 25th May, 2016 the expected number of notifications intended to be issued on the Budget day to Mr. Sajidullah Siddiqui, Coordinator (Income Tax) (intercom 532);
- ii) Mr. Sajidullah Siddiqui, Coordinator (Income Tax) shall obtain from Manager, Printing Corporation of Pakistan Press (PCPP) the serial numbers block for SROs to be issued by the Board;
- iii) The fair-typed original and signed copies of notifications issued by each Wing shall be provided by concerned Secretaries to the Respective Coordinators/Deputy Coordinators for each Wing who shall in turn ensure that all notifications bear the sequential SRO numbers and the signatures of the concerned officer and then deliver them to Mr. Sajidullah Siddiqui, Coordinator (Income Tax)
- iv) Mr. Sajidullah Siddiqui, Coordinator (Income Tax) shall send these notifications alongwith a covering letter to the Manager, PCPP (through R&I Branch) after the conclusion of Budget speech. By the same letter he shall intimate unused SRO numbers to Manager, Printing Corporation of Pakistan Press.
- v) All Chiefs of Technical Wings are advised to keep ready alternative notification(s), if any, in case any “numbered notification (s)” is/are withdrawn.

(Action to be taken by All Coordinators/Deputy Coordinators/Incharge Composing/Printing & Binding/Vetting).

(E) Salient Features of the Budget

The salient features of the Budget should also be provided through the respective Coordinators/Deputy Coordinators on separate flash drives.

(Action to be taken by All Coordinators/Deputy Coordinators)

(F) **Administrative instructions:**

- (a) The respective Wings shall ensure that necessary Administrative instructions are issued to the concerned RTOs/LTUs and MCCs.
- (b) Coordinator IT Wing/PRAL would provide necessary software and hardware support. Coordinator IT Wing/PRAL, under the supervision of FATE Wing, would place the Budget speech and other documents on FBR's Website after conclusion of Finance Minister's speech. Coordinators/Deputy Coordinators will ensure that all final documents have been provided to Coordinator IT Wing/PRAL. through FATE Wing for this purpose.

(Action to be taken by Coordinator IT Wing/PRAL)

- (c) Coordinator IT Wing/PRAL will supply distinctly marked and serially numbered flash drives with stickers in transparent plastic packing to each Budget section for preparation of Budget documents. Each Budget document i.e Finance Bill, Cabinet Summary, Notes on Clauses and Salient Features would be copied on a separate flash drive. A final virus check on all computers shall be done on 12th May, 2017 and clearance obtained from Mr. Zainul Abidin Sahi, Coordinator IT Wing/PRAL. The cleared machines and flash drives would be marked by Coordinator IT Wing/PRAL. No other machines or flash drives should be used unless cleared by Coordinator IT Wing/PRAL. Mr. Mohammad Iqbal, Chief (International Taxes-IR) will also coordinate the entire exercise.

(Action to be taken by Coordinator IT Wing/PRAL/Incharge Composing)

- (d) Following items will be disabled at the time of virus scanning from computers to be used in Budget exercise:
- i. CD drive
 - ii. USB port
 - iii. Internet Card
 - iv. Ethernet Card

(Action to be taken by Coordinator IT Wing/PRAL/All Coordinators/Deputy Coordinators/Incharge Composing/Printing & Binding/Vetting).

6. **Preparation and Arrangements of Budget Documents-Printing and Dispatch**

(a) The Printing & Binding shall be carried out within the specified area in the basement. Mr. M. Junaid Jalil Khan, Chief(Mgt.Customs), FBR shall be the overall Head of Printing, Sorting and Binding of Budget documents alongwith the following tasks:-

- i) Preparation of folders;
- ii) Preparation of Budget sets;
- iii) Burning/destruction/shredding of waste Budget papers and loose discarded sheets;
- iv) Dispatch of Budget documents; and
- v) Coordination with the staff of Printing Corporation of Pakistan Press (PCPP).

(Action to be taken by Incharge Printing & Binding).

(b) Mr. Mahmood Aslam Butt Secretary (Admn & Coord) will make adequate arrangements for dispatch and distribution of Budget documents in the Cabinet meeting as well as in the Parliament. He will be assisted by Mr. Muhammad Shabbir, SS(Council). These arrangements include:-

➤ Entry passes for:

- i) the Cabinet Secretariat or Prime Minister's Secretariat (depending upon the venue) for officers/officials who will carry the documents;
- ii) National Assembly/Senate for Officers/Officials;
- iii) Vehicles and Drivers;
- iv) Other necessary arrangements.

(Action to be taken by Secretary (Admn & Coord))

7. Cabinet Meeting

a) The Chairman and concerned Members of Federal Board of Revenue, as well as the designated Chiefs shall attend the Cabinet Meeting on the Budget Day. They shall communicate the decisions of the Cabinet about changes, if any, as soon as they are taken, to the designated officers of Technical Wings of the Federal Board of Revenue. The decisions of the Cabinet will be conveyed by the following Liaison Officers:-

1. Mr. Sajidullah Siddiqui, Chief (ITP)
2. Syed Asad Raza Rizvi, Chief (International Customs).
3. Mr. Zulfiqar Hussain Khan, Chief (ST&FE-Policy)

- b) The following officers shall be available on green telephone of respective Members to receive messages and to draft the necessary amendments in accordance with the Cabinet decision and convey them to the respective Coordinators/Deputy Coordinators:-
- i) Ms. Reema Masud, Secretary (Income Tax Budget)
 - ii) Mr. Sheeraz Ahmed, Secretary (Enforcement & Coord).
 - iii). Mr. Zaheer Qureshi, Secretary (STB)

The consequential changes in the Finance Bill, Notes on Clauses, Budget Speech, SROs and Salient Features of the Budget, shall be conveyed by them. They shall also indicate the pages and places where these changes are to be incorporated. These changes will be communicated under their signatures to the above mentioned respective Coordinators/Deputy Coordinators, who shall in turn ensure that these changes are incorporated in the relevant documents. The designated officer would also check the correctness of the changes incorporated in the documents;

(Action to be taken by All Coordinators/Deputy Coordinators/Incharge Composing/Printing & Binding/Vetting).

- c) On return from the Cabinet Meeting, the Members will check and personally ensure the accuracy of all changes and amendment made by the Cabinet in various Budget documents.

(Action to be taken by All Coordinators/Deputy Coordinators/Incharge Composing/Printing & Binding/Vetting).

8. **Arrangements required in Connection with Cabinet meeting and National Assembly Session on Budget Day**

- (i) Mr. Mahmood Aslam Butt, Secretary (Admn & Coord) will ensure that the required number of copies of Summary for the Cabinet and accompanying documents are delivered to Section Officer, Cabinet Division at the venue of the Cabinet meeting under usual security arrangements, at least one hour before the scheduled commencement of Cabinet meeting. He will be assisted by Mr. Muhammad Shabbir, Second Secretary (Council).

(Action to be taken by Secretary (Admn & Coord)

- (ii) Mr. Mahmood Aslam Butt, Secretary (Admn & Coord) would obtain information regarding entry of officers, delivery of documents etc. and maintain contact with the concerned liaison officers in the Prime Minister's Secretariat/Cabinet Secretariat/National Assembly/Ministry of Finance. He shall also confirm exact timing, place and venue of Cabinet meeting.

Similar details be also obtained regarding delivery of Budget documents to the National Assembly/Senate, Finance Minister's Office and Finance Minister's Press Conference.

(Action to be taken by Secretary (Admn & Coord))

- (iii) Mr. Saleem-ur-Rehman, Secretary(S&M) shall supervise the arrangements for transport, dispatch and delivery of Budget documents. He will be assisted by Mr. Faheem Anwar Burney, Second Secretary (Transport).

(Action to be taken by Secretary (S&M))

9. **Conducting the Press**

Mr. Hamid Raza Khan, Secretary (PR) will liaise with Press, T.V. and Radio correspondents and provide the Budget documents/CDs to the journalists at Islamabad Press Club. He will also arrange distribution of Budget documents at the Finance Minister's press conference in consultation with Finance Minister's office/Finance Division.

(Action to be taken by Secretary (PR))

10. **Dispatch of Budget Documents to RTOs/LTUs/MCCs**

The practice of transportation of Budget documents for distribution to field offices has been discontinued, as all Budget documents will stand up-loaded at FBR's web-site immediately after Budget speech of the Finance Minister.

11. **Budget Documents CDs**

Budget documents will be distributed as per previous practice. 2000 CDs will be arranged by Second Secretary (Store). Distribution of Budget CDs to Journalists and Chamber of Commerce & Industries etc will be organized by FATE Wing after announcement of the Budget.

(Action to be taken by Secretary (PR)/Second Secretary (Store)

12. **Legislation Matters Pertaining to Finance Bill other than FBR**

A committee comprising of Mr. Amjad Zubair Tiwana, SA to Chairman , Syed Asad Raza Rizvi, Chief (International Customs) and Mr. Sajidullah Siddiqui, Chief(ITP) has been constituted to coordinate in respect of legislative matters pertaining to Finance Bill other than FBR (other Ministries/Divisions etc).

(Muhammad Majid Qureshi)
Chief Coordinator (Budget)

All officers of the Board

**Government of Pakistan
Revenue Division
Federal Board of Revenue**

C.No.6(1)Coord/2017(Pt).

Islamabad, the 31st March, 2017.

Subject: **ADMINISTRATIVE ARRANGEMENTS FOR ANNUAL REVENUE
BUDGET EXERCISE FOR THE YEAR 2017-18.**

During the 1st meeting on Budget arrangement held under the chairmanship of Member(Admn)/Chief Coordinator Budget, it has been decided that an undertaking will be signed by the Core Budget Team to solemnly affirm that secrecy of Budget proposals/documents shall be maintained till the time it is made public before the Parliament.

2. You are therefore, requested to sign the enclosed undertaking proforma.
3. This issues with the approval of Member(Admn)/Chief Coordinator Budget.

(Mahmood Aslam Butt)
Secretary (Admn & Coord)/
Deputy Coordinator Budget

**All Core Budget Team
FBR, Islamabad.**

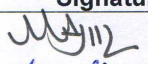
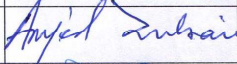

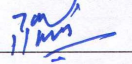
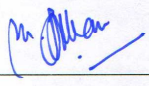
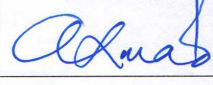

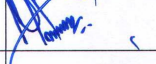
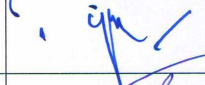
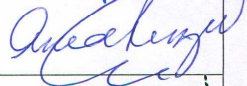
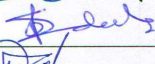


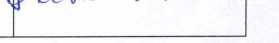
Copy for information to Chief Coordinator Budget

-55*

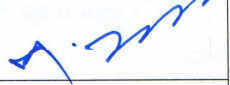
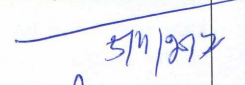
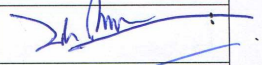

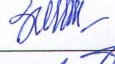

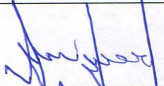




UNDERTAKING ON OATH

I, the undersigned officer/official of FBR do hereby solemnly affirm as under:-

- i) That in my capacity as the officer/official of FBR whatever information relating to the contents or part thereof the budget document shall come to my knowledge in the exercise of my official responsibility, I shall not share such information or any part thereof with **any person** repeat **any person** unless officially required towards smooth discharge of my duties.
- ii) That I will to the best of my ability and at all cost shall maintain the secrecy of this document or any part thereof till the time it is made public before the parliament.

S.No.	Name/Designation	Signature
1.	Mr. Muhammad Majid Qureshi, Member (Admn)/Chief Coordinator Budget.	
2.	Mr. Amjad Zubair Tiwana, SA to Chairman, FBR.	
3.	Mr. Mohammad Iqbal, Chief (International Taxes-IR)/Incharge Composing	
4.	Dr. Tariq Ghani, Chief (Admn)/Coordinator Budget.	
5.	Mr. Muhammad Junaid Jalil Khan, Chief (Mgt. Customs)/Overall Incharge of Printing & Binding	
6.	Dr. Ahmad Shahab, Chief (Management)/Chief Security Officer Budget.	
7.	Mr. Sardar Ali Khawaja, Chief(Legal-I)/Overall Incharge of Vetting Section.	
8.	Mr. Sajidullah Siddiqui, Chief (ITP)/Coordinator Budget (Income Tax)	
9.	Mr. Zulfiqar Hussain Khan, Chief(ST & FE-Policy)/Coordinator Budget (Sales Tax & Federal Excise-Policy)	
10.	Syed Asad Raza Rizvi, Chief(International Customs)/Coordinator Budget (Customs)	
11.	Ms. Syeda Adeela Bokhari Chief(IT)/Coordinator Budget(IT Wing/PRAL)	
12.	Ms. Rezwana Siddiqui, Chief(Reforms)	
13.	Mr. Afaque Ahmed Qureshi, Secretary (ITP).	
14.	Ms. Reema Masud, Secretary (Income Tax Budget)/Deputy Coordinator Budget (Income Tax).	

Conf. P/2017

15.	Mr. Muhammad Zaheer Qureshi, Secretary (ST&FE Budget)/ Deputy Coordinator Budget(Sales Tax & Federal Excise).	
16.	Mr. Muhammad Ibrahim, Secretary (Enforcement & Coord)/ Deputy Coordinator Budget (Customs).	
17.	Mr. Saleem-ur-Rehman, Secretary(S&M)/Deputy Chief Security Officer.	
18.	Mr. Mahmood Aslam Butt, Secretary (Admn & Coord)/Deputy Coordinator Budget.	
19.	Mr. Sanaullah Khan, Secretary (Expenditure).	
20.	Mr. Hamid Raza Khan, Secretary (PR).	
21.	Mr. Aamer Javed, Second Secretary (IT-I)/Deputy Coordinator Budget(IT Wing/PRAL).	
22.	Mr. Muhammad Shabbir, Second Secretary (Council).	
23.	Mr. Rahmatullah, Second Secretary (Coord).	
24.	Syed Faheem Anwar Burney, Second Secretary, S&M/Store & Transport).	
25.	Mr. Merajuddin Qureshi, Sr. Librarian.	

**GOVERNMENT OF PAKISTAN
REVENUE DIVISION
FEDERAL BOARD OF REVENUE**

C.No.6(1)Coord/2017

Islamabad, the 24th April, 2017

OFFICE ORDER

**SUBJECT: BUDGET ARRANGEMENTS FOR THE YEAR 2017-18 –
TRAINING OF ENGLISH/URDU COMPUTER OPERATING STAFF.**

Following officials of FBR are hereby nominated for necessary training on English/Urdu Computer programs in connection with Annual Budget for the year 2017-18 to be arranged by Coordinator I.T Wing/PRAL under the supervision of Incharge Composing Team:-

ENGLISH COMPOSING STAFF		
1.	Mr. Riaz Khan	Stenotypist (MIR-I Section)
2.	Syed Faiz Muhammad Naqvi	DEO, Secretary (Int. Taxes) Section
3.	Mr. Shaukat Hayat Khalil	Assistant Private Secretary
4.	Raja Shah Sawar	Assistant Private Secretary, PAC Section.
5.	Mr. F.R. Iftikhar	Private Secretary(Mgt. Cus-I).
6.	Mr. Tanveer Ahmed	Stenotypist (Projects)
7.	Mr. Abdul Ghani Nayyar	Assistant Private Secretary (Mgt.IR-IV)
STAND BY STAFF		
8.	Mr. Rab Nawaz	LDC, Secretary(Mgt-IR-I)
9.	Mr. Rashid Majeed	DEO, SS(PAC-Customs)
10.	Mr. Mubeen Raza	Stenotypist, Secretary (EOI)
URDU COMPOSING STAFF		
11.	Mr. Muhammad Masood	DEO (Mgt.IR-IV)
12.	Syed Takbir Hassan	UDC, Chief (FATE)

(Mahmood Aslam Butt)
Secretary (Admin& Coord)/
Deputy Coordinator Budget

DISTRIBUTION

All Concerned

**GOVERNMENT OF PAKISTAN
REVENUE DIVISION
FEDERAL BOARD OF REVENUE**

C.No.6(1)Coord/2017

Islamabad, the 2nd May, 2017.

CIRCULAR

Subject:-**BUDGET ARRANGEMENT FOR THE YEAR 2017-18 –TRAINING
OF ENGLISH/URDU COMPUTER OPERATING STAFF.**

Please refer to Coordination Section's Office Order of even number dated 24th April, 2017 on the above subject and to say that necessary training on English/Urdu Computer programs in connection with Annual Budget for the year 2017-18 has been arranged from 4th May 2017 till announcement of Budget from 04.00 PM to 05.00 PM in Composing Room No.277, 2nd Floor, (Conference Room),FBR (HQ).

2. All Composing officials are requested to attend subject training w.e.f. 4th May, 2017 (from 04.00 PM to 05.00 PM) in Composing Room 2nd Floor, FBR (HQ).

(Mahmood Aslam Butt)
Secretary (Admn & Coord)/
Deputy Coordinator Budget

1. **Chief Coordinator/Coordinator Budget.**
2. **Incharge Budget Composing.**
3. **Coordinator Budget IT Wing/PRAL.**
4. **Officers Incharge with the request to spare the officials concerned after office hours for the subject training.**
5. **Chief Security Officer/Deputy Chief Security Officer.**
6. **Chief (FATE), FBR.**
7. **Secretary (PR), FBR.**
8. **Officials concerned with request to ensure punctuality in attending training, failing which they would be liable to disciplinary action.**

CC: SA to Chairman, FBR.

FINANCE DIVISION
(Office of DG Media)

71-

No. 416/2017-DG-Media (F)

Islamabad, April 20, 2017

(Handwritten initials)

SUBJECT: PROVISION OF DOCUMENTS OF FEDERAL BUDGET 2017-18

21 APR 2017
M(A)
word!

Keeping with the past tradition, distribution of budget documents, including those related to FBR would be carried out at the time of launching of budget.

(Handwritten initials)

2. (Bud) It is requested that 500 copies of the documents/cds may be provided for dissemination to local and foreign media as well as Pakistan Missions.

24 APR 2017
COA

3. Mr. Imtiaz Hussain: 0306-5589613 and Mr. Majid Ali 0315-5143373 would coordinate collection of the documents from FBR according to schedule to be decided later.

Saeed
↓
24/4

4. It is requested that officers concerned in the FBR may be asked to facilitate timely provision of the requisite documents in coordination with the officials mentioned above.

(Signature)
(Saeed Javed)
Director General (Media)

Dr. Muhammad Irshad,
Chairman FBR,
Islamabad.

225/4
SP (Coord)
supdt
28/4

50573
PER eDOX Div. No. /Ch. Sect.
Received in
on 21 APR 2017

**Government of Pakistan
Revenue Division
Federal Board of Revenue**

C.No.6(1)Coord/2015

Islamabad, the 27th April, 2017

Subject: **PROVISION OF DOCUMENTS OF FEDERAL BUDGET 2017-18**

The undersigned is directed to refer to Finance Division's No. 416/2017-DG-Media(F) dated 20th April, 2017 on the above subject and to say that Mr. Hamid Raza Khan, Second (PR), FBR (HQ), Islamabad has been deputed to coordinate with the DG Media of Finance Division for timely provision of the Budget Documents 2017-18. His contact details are as under:-

Office Address:	Room No. 157 (1 st floor), FBR House, Islamabad.
Office Telephone:	051-9208407
Cell No.	0333-5023333
E-mail address:	Secretary.pr.fbr@gmail.com

(Mahmood Aslam Butt)
Secretary (Admn & Coord)/
Deputy Coordinator Budget
Ph: 051-9215645

Finance Division,
Director General (Media),
(Mr. Saeed Javed),
Government of Pakistan,
Islamabad

CC:

1. Chief Coordinator Budget, FBR
2. SA to Chairman, FBR.
3. Coordinator Budget, FBR
4. Chief (FATE), FBR
5. Secretary (PR), FBR alongwith copy of subject letter of DG Media, Finance Division, Islamabad.

GOVERNMENT OF PAKISTAN
REVENUE DIVISION
FEDERAL BOARD OF REVENUE

C.No. 6(1)Coord/2017

Islamabad, the 2nd May, 2017

Subject: - ARRANGEMENT FOR THE REVENUE BUDGET 2017-18.

During the 1st meeting on Budget arrangements held on 21st March,2017 under the chairmanship of Member (Admn)/Chief Coordinator Budget, it has been decided that only Budget dealing officers/officials, whose services are essentially required, shall be retained in FBR House for about 48 hours before announcement of the Federal Budget-2017-18.

2. Coordinators concerned are therefore, requested to kindly furnish lists of such officers/officials of the respective Wings at bare minimum level latest by 15th May, 2017.

(Rahmatullah)
Second Secretary (Coord)

1. Chief Coordinator Budget
2. Coordinator Budget(Income Tax)
3. Coordinator Budget(Sales Tax & Federal Excise)
4. Coordinator Budget (Customs)
5. Coordinator Budget IT Wing / PRAL
6. Incharge Printing/Binding
7. Coordinator Budget.
8. Chief Security Officer Budget.

(P-126/C) *
-75

NATIONAL ASSEMBLY SECRETARIAT

No.F.25 (1)/2017-Legis

Islamabad, the 21st April, 2017

OFFICE MEMORANDUM

Subject:- **SUPPLY OF BUDGET DOCUMENTS FOR THE YEAR 2017-2018.**

The undersigned is directed to state that the Budget for the year, 2017-2018 is likely to be presented in the National Assembly in the last Week of May, 2017. Making the budget documents available to the Members of the National Assembly in time to enable them to study the same, will be essential part of this exercise.

MAG/12
24 APR 2017

2. Normally, Assembly documents are supplied to the Members both in English and Urdu. On this basis, 500 sets of the Budget documents will be required each in English and Urdu, excluding the demand of the Press, which is usually met by the Finance Division itself. Detailed break-up of requisite number of budget sets is as under:-

(CA)

		<u>ENGLISH</u>	<u>URDU</u>
(1)	For MNAs	342	342
(2)	For Ministers/Advisers who may not be MNAs	10	10
(3)	For Library and Officers of National Assembly	100	100
(4)	Extra for misplacement if any	48	48
		-----	-----
		500	500
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2. It is, therefore, requested that arrangements may kindly be made for the supply of above said number of sets of Budget documents to this Secretariat, well before the commencement of Budget Session, 2017. All the Budget documents including Economic Survey and Budget in details (pink books) may be tied in one bundle.

22/4

(MUHAMMAD MUSHTAQ)
Joint Secretary (Legis.)
Tele. No. 9208213

SIS/2-R

The Finance Division,
(Mr. Tariq Bajwa, Finance Secretary),
Government of Pakistan,
ISLAMABAD.

Contd.P/2.

GOVERNMENT OF PAKISTAN
REVENUE DIVISION
FEDERAL BOARD OF REVENUE

Subject: - SUPPLY OF BUDGET DOCUMENTS FOR THE YEAR 2017-18.

Kindly find enclosed herewith a copy of self-explanatory National Assembly Secretariat Office Memorandum No.F.25(1)/2017-Legis, dated 21st April, 2017 on the above subject for information and necessary action, please.

Encl:- As above.

(Mhamood Aslam Butt)
Secretary (Admn & Coord)
Deputy Coordinator Budget

1. **Incharge Printing & Binding Budget.**
2. **Coordinator IT Wing/PRAL Budget.**
FBR U.O.No.6(1)Coord/2017, dated 27th April, 2017.

CC: - i) **Chief Coordinator Budget, FBR.**
ii) **SA to Chairman, FBR.**
iii) **Second Secretary (Council), FBR.**

SENATE SECRETARIAT

No.F.11(1)/2017-Legis.

Islamabad, the 22nd February, 2017.

OFFICE MEMORANDUM

Subject:- **ASSESSMENT OF REQUIREMENT OF BUDGET PUBLICATIONS
FOR THE YEAR 2017-2018.**

AM

1 FEB 2017

(A)

The undersigned is directed to refer to the Finance Division, (Budget Wing), Islamabad, O.M. No.F.1(4)/BPO/2017-2018/48., dated the 8th February, 2017, on the above subject and to enclose herewith the requisite information on the required proforma as desired.

2. It is also requested that Urdu version of all documents may also be provided along-with English version.

AM

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Encl: **As above.**

sd/2
(MUHAMMAD AZAM)

Section Officer
Tele: No. **9103149.**

22/2/17
S (Budget)

by

**Ministry of Finance, Revenue, Economic Affairs,
Statistics and Privatization,**
[Dr. Syed Nayyar Shah, (Budget Publication Officer)],
Finance Division (Budget Wing),
Government of Pakistan,
Islamabad.

Copy forwarded for necessary action to:-

1. Syed Ejaz Ali Shah Wasti, (Economic Adviser), Economic Advisers Wing, Finance Division, Government of Pakistan, Islamabad.
2. Dr. Muhammad Afzal, (Chief), Plan Coordination Section, Planning and Development Division, Government of Pakistan, Islamabad.
3. Mr. Riaz Hussain, (Deputy Chief), Public Investment Programming Section, Planning and Development Division, Government of Pakistan, Islamabad.
4. Member Administration, Federal Board of Revenue, Government of Pakistan, Islamabad.

sd/2
(MUHAMMAD AZAM)
Section Officer

79-5
15

PROFORMA FOR ASSESSMENT OF BUDGET PUBLICATIONS

Name of Ministry/Division/Department **Senate Secretariat, Islamabad.**

Sl. No.	Name of Publication	Number of copies required	Remarks if any
1.	Complete sets of the Budget Documents for the year 2017-2018.	150	Each English and Urdu versions.
2.	Budget Speech of the Minister for Finance, Revenue, Economic Affairs, Statistics and Privatization for the year 2017-2018.	250	-do-
3.	all other documents relating to the Budget 2017-2018.	150	-do-
4.	The Economic Survey for the year 2016-2017.	175	-do-
5.	Annual Plan 2017-2018.	150	-do-
6.	Public Sector Development Programme (PSDP) 2017-2018.	150	-do-
7.	The Finance Bill, 2017.	200	-do-

**GOVERNMENT OF PAKISTAN
REVENUE DIVISION
FEDERAL BOARD OF REVENUE**

Subject: - ASSESSMENT OF REQUIREMENT OF BUDGET PUBLICATIONS FOR THE YEAR 2017-18.

Kindly find enclosed a self-explanatory copy of Senate Secretariat, Islamabad's Office Memorandum No.F.11(1)/2017-Legis,dated 22ns February, 2017 alongwith enclosures on the above subject for information and necessary action, please.

Encl:- **As above.**

(Mahmood Aslam Butt)
Secretary (Admn & Coord)/
Deputy Coordinator Budget

1. **Incharge Printing, Binding & Sorting Budget.**
2. **Coordinator, IT Wing/PRAL.**

FBR, U.O. C.No. 6(1)Coord/2017, dated 28th April,2017

- CC: i). **Coordinator Budget, FBR**
ii). **SA to Chairman, FBR.**
iii). **Second Secretary (Council), FBR.**

GOVERNMENT OF PAKISTAN
(REVENUE DIVISION)
FEDERAL BOARD OF REVENUE

C.No. 5(3)S&M/2017

Islamabad, the 12th April, 2017

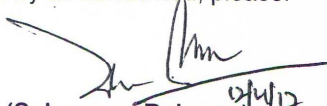
CIRCULAR

Subject: **BAN ON VISITORS IN THE FEDERAL BOARD OF REVENUE (HQ), ISLAMABAD.**

Due to heavy engagements of Chairman and Members of FBR in the Budget related exercise and for the purpose of maintaining secrecy, entry of the visitors in Board's premises is being restricted with immediate effect. Following procedure shall apply until further orders:-

- (i) Only visitors of the Chairman/Members shall be allowed entry subject to the approval of the concerned officers. In case a visitor has prior appointment, the concerned Private Secretary will intimate the Receptionist to this effect well before time.
- (ii) In case of any commitment of the concerned Officers, the Private Secretary will convey suitable instructions to the Receptionist, including any re-scheduling of the meeting.
- (iii) In case a confirmed meeting is to be cancelled for any reason, intimation thereof should be given to the Receptionist well before the appointment time.
- (iv) No Officer/Staff other than the Chairman/Members is allowed to receive visitors in his room.

2. These instructions may strictly be complied with by all concerned, please.


(Saleem-ur-Rehman)
Secretary (S&M)/
Dy. Chief Security Officer (Budget)

Copy for information:-

- 1) All Members/DGs, FBR
- 2) SA to Chairman, FBR
- 3) All officers of FBR (HQ)
- 4) Secretary (Admn & Coord)/Dy. Coordinator Budget.
- 5) All Security Staff (**By Name**) with the directions to ensure strict compliance of the above instructions.
- 6) Reception Desk, FBR/Notice Board

Handwritten notes and signatures:
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SCA/C
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SSA/Coord
18/3/17
14/4

BUDGET BUSINESS

GOVERNMENT OF PAKISTAN
(REVENUE DIVISION)
FEDERAL BOARD OF REVENUE

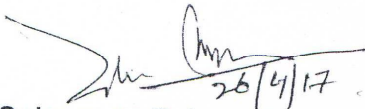
C.No.5(3) S&M/2017

Islamabad, the 26th April, 2017

CIRCULAR

Subject: **BUDGET ARRANGEMENTS 2017-18- INSTRUCTIONS REGARDING.**

In view of the ongoing Revenue Budget Exercise for the year 2017-18, all officers/officials are requested to display their official Identity Cards, without fail.


(Saleem-ur-Rehman)
Secretary (S&M)/
Dy.Chief Security Officer (Budget)

Distribution

1. All Officers/Officials of the FBR (HQ).
2. Reception Desk, FBR/Notice Board

S. ul-Haq *26/4/17*

GOVERNMENT OF PAKISTAN
(REVENUE DIVISION)
FEDERAL BOARD OF REVENUE

C.No. 5(1)S&M/2017

Islamabad, the 26th April, 2017Subject: **GRANT OF MEAL CHARGES-RECOMMENDATION REGARDING.**

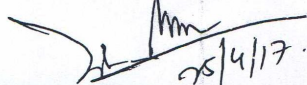
According to the existing policy, the officers/staff of FBR, sitting late beyond office hours, in connection with pre-budget exercise, can be sanctioned meal charges (as per approved rates), subject to maximum of 60 days, on the basis of recommendations of concerned Members and availability of funds. However, the number of days during which the employees remained on leave or tour, etc. shall be deducted from the total 60 days.

2. Accordingly, it is requested to kindly furnish list of officers/staff, **who are actually sitting late beyond office hours** during the period from **01.04.2017 to 30.04.2017**, for 30 days in the first phase, in connection with pre-budget exercise (2017-18) on the following format:-

S.No.	Name & Designation	No. of days during which the employee remained on tour/ leave etc or did not sit late beyond office hours (including closed holidays).	Number of days during which the officer/staff actually sit late (excluding the days at column 3).
(1)	(2)	(3)	(4)

3. The lists of employees should accompany attested copies of Attendance Registers strictly in accordance with SOP circulated vide Board's Circular No.5(2)S&M/2015 dated 1st February, 2016 failing which recommendations shall not be considered by the Admn Wing and **Late sitting shall also be checked through auto-attendance system.**

4. Only final/consolidated list of officers/staff of the respective Wing duly countersigned by the Member/DGs, FBR (HQ) concerned, should reach the undersigned **latest by 5th May, positively.** Any additional list(s) or piece-meal recommendations at subsequent stage shall not be entertained on any ground.


(Saleem-ur-Rehman)
Secretary (S&M)/
Dy. Chief Security Officer Budget

All Members/DGs, FBR (HQ)

Copy to:-

1. SA to Chairman, FBR
2. Chief (Management), FBR
3. Chief (Mgt-Customs), FBR
4. Chief (Admn), FBR
5. SO to SA to PM on Revenue

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S(A&C)
S(P)

BUDGET BUSINESS

GOVERNMENT OF PAKISTAN
(REVENUE DIVISION)
FEDERAL BOARD OF REVENUE

C.No. 5(3)S&M/2017

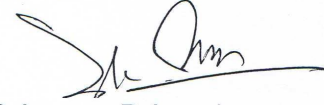
Islamabad, the 25th April, 2017

To: **The Collector**
Model Collectorate of Customs
Islamabad.

Subject: **SECURITY ARRANGEMENTS FOR THE REVENUE BUDGET EXERCISE (2017-18)**

I am directed to state that the Federal Budget for the year 2017-18 is expected to be announced in the last week of May, 2017.

2 It is requested to kindly nominate four Inspectors for special Budget duty, in addition to normal posting of inspectors on monthly rotation basis. Date and time of report of Customs staff at FBR House will be intimated later on.



(Saleem-ur-Rehman)
Secretary (S&M)/
Dy.Chief Security Officer (Budget)
Ph: 9203679

Copy to:-

1. Member (Admn)/Chief Coordinator Budget, FBR
2. Chief (Admn)/Coordinator Budget, FBR
- ✓ 3. Secretary (Admn &Coord)/Dy. Coordinator Budget, FBR

22/4/17
SP (Coord)
SP (Coord)
26/4

GOVERNMENT OF PAKISTAN
(REVENUE DIVISION)
FEDERAL BOARD OF REVENUE

C.No. 5(3)S&M/2017

Islamabad, the 25th April, 2017

To: **The Director (Water Supply),**
Capital Development Authority,
Islamabad.


Subject: **WATER SUPPLY ARRANGEMENTS IN FBR (HQ)'s BUILDING.**

I am directed to state that the Revenue Budget for the year 2017-18 is expected to be announced in the last week of May, 2017. The officers and staff of FBR as well as technical personnel of other agencies have to stay at FBR's building. All catering arrangements shall also be made within the Building.

2 In order to ensure smooth completion of this task of national importance within the stipulated time, it is requested to ensure regular/sufficient water supply for FBR's Building through main water supply line.

3 In addition a Water tanker may also be deputed specifically for FBR. Cash payment of the water tanker, as prescribed by CDA, would be made by FBR. The Driver of the Tanker may be directed to report to the undersigned for taking necessary guidance/direction, well in time.

4 The name and contact numbers (office/residence) of the officers and staff detailed for this task may be confirmed to the undersigned through **Fax No. 9219207** at the earliest please.


(Saleem-ur-Rehman)
Secretary (S&M)/
Dy. Chief Security Officer (Budget)
Ph: 9203679

Copy to:-

1. PS to Chairman, Capital Development Authority, Islamabad.
2. Chief Coordinator/Coordinator Budget, FBR
3. Secretary (Admn & Coord), FBR/Dy. Coordinator Budget
4. Assistant Director (Water Supply), CDA, 4 Bazar No. 8, Shop No.4, Sector G-6/4 Islamabad for immediate necessary action.

Handwritten notes and signatures:
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GOVERNMENT OF PAKISTAN
(REVENUE DIVISION)
FEDERAL BOARD OF REVENUE

C.No.5(3)S&M/2017

Islamabad, the 25th April, 2017

To: **The Director,**
Directorate General of Intelligence & Investigation-FBR,
Islamabad.

Subject:- **ALLOCATION OF TWO DOUBLE-CABIN PICKUP FOR THE
REVENUE BUDGET EXERCISE 2017-18 IN FBR (HQ) ISLAMABAD.**

I am directed to state that the Revenue Budget for the year 2017-18 is expected to be announced in the last week of May, 2017. Special security and transport arrangements are required for smooth completion of the Budget exercise, particularly for carrying budget documents for the Federal Cabinet and Parliament House, etc.

2. It is, therefore, requested that atleast one Double-Cabin Vehicle, (alongwith driver and POL) may kindly be placed at the disposal of FBR (HQ) immediately till completion of Budget exercise.


(Saleem ur Rehman)
Secretary (S&M)/
Dy.Chief Security Officer (Budget)
Ph: 9203679

Copy to:-

1. Chief(Admn)/ Coordinator Budget, FBR
- ✓ 2. Secretary (Admn & Coord)/Dy. Coordinator Budget, FBR

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GOVERNMENT OF PAKISTAN
(REVENUE DIVISION)
FEDERAL BOARD OF REVENUE

C.No.5(3)S&M/2017

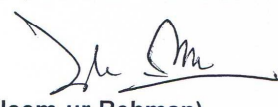
Islamabad, the 25th April, 2017

To: **The General Manager,**
Sui Northern Gas Pipeline Limited,
Plot 28-30, Service Road West I-9
Islamabad

Subject: **ARRANGEMENTS FOR THE REVENUE BUDGET EXERCISE 2017-18**
IN FBR (HQ) ISLAMABAD

I am directed to say that the Revenue Budget for the year 2017-18 is expected to be announced in the last week of May, 2017. More than 500 officers/staff of FBR and other departments shall be completely confined within FBR House for about 48 hours before announcement of the Federal Budget. All catering/food arrangements for two days will also be arranged within FBR House. The Centrally Airconditioned Plant shall also remain operational for more than 36 hours continuously.

2 In order to ensure uninterrupted gas supply in FBR House during this task of national importance, it is, requested that well trained technical staff may kindly be deputed directing them to report to the undersigned. The schedule of duty during budget session at FBR House will be communicated later on, as and when date of Budget announcement is finalized by the Government.


(Saleem-ur-Rehman)

Secretary (S&M)/
Dy.Chief Security Officer (Budget)
Ph: 9203679

Copy to:-

1. Member (Admn)/Chief Coordinator Budget, FBR
2. Chief(Admn)/ Coordinator Budget, FBR
3. Secretary (Admn & Coord)/Dy. Coordinator Budget, FBR

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GOVERNMENT OF PAKISTAN
(REVENUE DIVISION)
FEDERAL BOARD OF REVENUE

C.No. 5(3)S&M/2017

Islamabad, the 25th April, 2017

To: The Medical Superintendent,
Federal Government Services Hospital
Islamabad.

Subject: ARRANGEMENTS FOR THE REVENUE BUDGET EXERCISE 2017-18.

I am directed to say that the Revenue Budget for the year 2017-18 is expected to be announced in the last week of May, 2017. Pre-budget exercise has already been started in the FBR (HQ). Officers/Staff (including the Medical Officer and other paramedical staff of FBR dispensary) will be completely confined to FBR House two days before the announcement of the Federal Budget.

2 It is therefore, requested that special quota of medicines (in addition to normal supply) may please be ensured to the FBR dispensary, to meet emergent requirements, during the assignment of national importance.



(Saleem-ur-Rehman)
Secretary (S&M)/

Dy.Chief Security Officer (Budget)
Ph: 9203679

Copy to:-

1. Member (Admn)/Chief Coordinator Budget, FBR
2. Chief(Admn)/ Coordinator Budget, FBR
- ✓ 3. Secretary (Admn & Coord)/Dy. Coordinator Budget, FBR
4. Medical Officer, FBR (HQ) Dispensary.
5. Executive Director, F.G.S.H, Islamabad

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GOVERNMENT OF PAKISTAN
(REVENUE DIVISION)
FEDERAL BOARD OF REVENUE

C.No. 5(3)S&M/2017

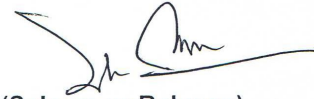
Islamabad, the 25th April, 2017

To: **The Executive Engineer (E),**
IESCO, Operation Division-I,
Street No. 39, Sector G-7/4,
Islamabad

Subject:- **BUDGET ARRANGEMENT (2017-18) IN FBR (HQ), ISLAMABAD –
ASSURANCE OF NON-LOAD SHEDDING OF ELECTRICITY.**

I am directed to say that the Federal Budget for the year 2017-18 is expected to be announced in the last week of May, 2017. The officers/staff of FBR are sitting late till night and even on closed days in connection with Budget exercise. Besides, about 500 officers/staff will be completely confined to FBR's building for more than 48 hours before announcement of the Federal Budget by the Finance Minister.

2. In order to ensure smooth functioning of this task of national importance, it is requested that the FBR House, Constitution Avenue, Islamabad may be excluded from the program of load-shedding/load management in G-5, if any, to ensure regular transmission of electricity (on 24 hours basis) till announcement of Federal Budget for the year 2017-18. Necessary confirmation in this regard may please be conveyed to the undersigned at the earliest.



(Saleem-ur-Rehman)
Secretary (S&M)/
Dy.Chief Security Officer (Budget)
Ph: 9203679

Copy for Information:-

- 1) Chief Coordinator Budget, FBR
- 2) Coordinator Budget, FBR
- ✓ 3) Secretary (Admn & Coord)/Dy. Coordinator Budget.

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GOVERNMENT OF PAKISTAN
(REVENUE DIVISION)
FEDERAL BOARD OF REVENUE

C.No. 5(3)S&M/2017

Islamabad, the 25th April, 2017

To: **The Divisional Engineer (VIP),**
National Telecommunication Corporation,
Islamabad.

Subject: **ARRANGEMENTS FOR THE BUDGET EXERCISE 2017-18.**

I am directed to state that the Federal Budget for the year 2017-18 is expected to be announced in the last week of May, 2017.

2 It is requested that two telephone technicians may be deputed for the Budget duty in FBR House under intimation to the undersigned. The schedule of duty during budget session at FBR House will be communicated later on.



(Saleem-ur-Rehman)
Secretary (S&M)/
Dy. Chief Security Officer (Budget)
Ph: 9203679

Copy to:-

1. Member (Admn)/Chief Coordinator Budget, FBR
2. Chief (Admn)/Coordinator Budget, FBR
3. ✓ Secretary (Admn & Coord)/Dy. Coordinator Budget, FBR

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GOVERNMENT OF PAKISTAN
REVENUE DIVISION
FEDERAL BOARD OF REVENUE
I.T WING

No. 1(31)S(IT)/2017/46241-1R

Islamabad the 12th April, 2017

**SOP FOR USAGE OF COMPUTERS/USB DRIVERS-COORDINATOR/DEPUTY
COORDINATOR BUDGET.**

- An official of PRAL shall once again scan, viruses, all the official computers/laptops/USB drivers of all Coordinator/Deputy Coordinators /Wings involved in budget exercise and their staff;
- The PRAL official shall mark scanned computers/laptops/USB drives using a permanent marks;
- Coordinators/Deputy Coordinators and their staff shall ensure that no unmarked USB Drives are used in marked computers and similarly no marked devices are used in unmarked computers;
- All concerned shall **not attach mobile data cables** (for charging or any other purpose) **a potential source of virus** to their computers/laptops).
- Before using USB drives, all concerned shall make sure that it has been scanned properly;
- In case only USB drive is used in any unmarked computer, whether in FBR or elsewhere the concerned officer/official shall send to device to I.T support Staff PRAL, FBR (HQ), (051-9208681, Inter Com 466) where it will be scanned before using it again; All officials of PRAL Support Staff has been instructed to assist for scanning of USB drives.



(Syeda Adeela Bokhari)
Chief IT)/Coordinator
Budget (IT Wing / PRAL)

Copy for Information:-

1. Chief Coordinator (Budget.)
2. All Coordinators/Deputy Coordinators.
3. Chief/Deputy Chief Security Officer Budget.
4. Secretary (Admn & Coord).
5. Second Secretary (Council).
6. Second Secretary (Coord).
7. Second Secretary (Store).
8. Mr. Mehboob-ur-Rehman, Senior Manager, PRAL to *supervise* scanning exercise.

**GOVERNMENT OF PAKISTAN
REVENUE DIVISION
FEDERAL BOARD OF REVENUE
I.T WING**

No. 1(31)S(IT)/2017

/86872-A

Islamabad the 24th May, 2017

Subject: RESTRICTIONS ON INFORMATION SYSTEMS USAGE DURING FEDERAL BUDGET 2017-18.

Due to Budget announcement on 26th May, 2017 restrictions on the access of servers/information systems running at FBR (HQ) will come in force from 4.00 p.m. 25th May, 2017 till the end of Budget speech as per following details:-

SR.	SYSTEMS	DETAIL
1	e-DOX	<ul style="list-style-type: none"> a. Message and Engagement features will be disabled and would not be accessible for the internal users of FBR House. b. Users located in the FBR house premises would only be limited in routing/marking their correspondence in the Wings located within FBR House. However, external users such as RTOs/LTUs/MCCs would be able to mark their correspondence to the internal users/Wings of FBR. c. All training versions of the e-Dox system would be inaccessible during the Budget days. d. Help desk for e-Dox will be closed.
2	HRIS	<ul style="list-style-type: none"> a. Access to the system for correction of disposition list, online application of leave and other facilities will be completely banned for field formations. b. Help desk for HRIS will be closed.

3	e-FBR PORTAL	a. FBR e-portal/Server will remain accessible for authorized users outside FBR (HQ) premises but no one within FBR (HQ) will be allowed to access FBR e-portal during Budget Exercise.
4	STARR & SALES TAX SYSTEMS	a. STARR & SALES TAX Systems /Server will remain inaccessible for FBR (HQ) users, however, authorized users/outside FBR (HQ) premises will be allowed to access the System/Server.
5	PRAL & FBR NETWORK	a. While the local networks of PRAL (HQ)/CDA Block-II offices and FBR (HQ) will remain Operational individually, transfer to any files/documents from FBR (HQ) Network to PRAL (HQ)/CDA Block -II offices Network and vice versa will be banned. b. Internet services in FBR (HQ) will remain unavailable in FBR (HQ) till conclusion of Budget Speech by the Finance Minister.



(Zain-ul-Abdin Sahl)

Chief IT)/Coordinator Budget (IT Wing / PRAL)

Copy for Information:-

1. All Members /Chief Commissioners /Chief Collector (North/South)/ Collectors, MCC.
2. S.A to Chairman, FBR (HQ), Islamabad.
3. Secretary (Automation)/PD (STARRS/STMS) PD (Mahasil).
4. CEO, PRAL to ensure compliance of above listed restrictions.
5. Secretary (Admn & Coord), FBR (HQ), Islamabad.
6. Web-master, PRAL with the request to up-load this letter on FBR's web site.

Note:-

In the light of Secretary (Admin & Coord)/Deputy Coordinator Budget's letter No. C.NO. 6(1)Coord/2017 dated 22nd May, 2017 internet connections, except for Chairman and Members FBR shall become in active on 25th and 26th May, 2017 till conclusion of Budget Speech of the Finance Minister. Internet connection of Coordinators/Deputy Coordinators (if needed) will only be made active with prior approval of Chief Admin /Coordinator Budget.

**GOVERNMENT OF PAKISTAN
REVENUE DIVISION
FEDERAL BOARD OF REVENUE**

C.No.6(1)Coord/2017

Islamabad, the 18th May, 2017

Subject:-BUDGET ARRANGEMENTS FOR THE YEAR 2017

Reference Finance Division's D.O. letter No. 1(251)DBA/2017-527, dated 16th May, 2017 on the above subject.

2. The following officers of FBR are involved in the forthcoming Budget 2017 exercise. Their contact numbers have been given against each.

S.#	Name & Designation	Budget Responsibilities	Contact Numbers
1.	Mr. Muhammad Majid Qureshi, Member(Admn)	Chief Coordinator (Budget) to supervise all Budget arrangements.	Office: 051-9201353 Int.com: 513 Cell: 0336-5201022 E-mail: memberadmin@fbr.gov.pk
2.	Dr. Muhammad Iqbal, Member (IR-policy)/Focal Person.	Preparation of:- (i) Presentation for Special Cabinet meeting. (ii) Part-II of the Budget Speech (Tax Proposals)	Office : 051-9205221 Int.Com: 548(New Building) Cell : 0300-6608833 E-mail : memberir@fbr.gov.pk khiqbaldr@yahoo.com
3.	Malik Amjad Zubair Tiwana,	SA to Chairman, FBR.	Office: 051-9208827 Int.com: 512 Cell: 0300-6009600 E-mail: aztw@hotmail.com
4.	Dr. Tariq Ghani, Chief (Admn)	Coordinator (Budget)	Office: 051-9216745 Int.com: 524(New Building) Cell: 0336-2122822 E-mail: 786tariqghani@gmail.com
5.	Dr. Ahmad Shahab, Chief (Management)	Chief Security Officer (Budget)	Office : 051-9205408 Int.com: 525 Cell: 0333-4326116 E-mail: ahmadshahab11@hotmail.com

6.	Mr. Muhammad Iqbal Chief (International Taxes)	Incharge Composing (Budget)	Office: 051-9202771 Int.com: 533(New Building) Cell: 0300-9119219 E-mail: iqbalkhandcit@hotmail.com
7.	Mr. Zulfiqar Hussain Khan, Chief(Sales Tax & FE- Policy)	Coordinator Budget (Sales Tax & Federal Excise).	Office: 051-9219902 Int.com: 386 Cell: 0300-5001607 E-mail: zulfiqar-64@hotmail.com
8.	Mr. Sajidullah Siddiqui, Chief (Income Tax Policy)	Coordinator Budget (Income Tax)	Office : 051-9201742 Int.com: 532 Cell : 0334-3558201 E-mail : sajid.siddiqui@hotmail.com
9.	Mr. Muhammad Junaid Jalil Khan, Chief (Management Customs)	Overall Incharge of Printing, Sorting & Binding for Annual Revenue Budget 2017-18.	Office: 051-9201979 Int.com: 516 Cell: 0333-5129845 E-mail: mijkhan107@hotmail.com
10.	Syed Asad Raza Rizvi, Chief (International Customs).	Coordinator Budget (Customs)	Office: 051-9215314 Int.com: 540 Cell: 0300-9484444 E-mail: chiefic@fbr.gov.pk
11.	Mr. Sardar Ali Khawaja Chief (Legal-I).	Incharge Vetting Budget	Office : 051-9203061 Int.com: 704 (New Building) Cell : 0300-5011784 E-mail : sardaralikhawaja.ltu@gmail.com
12.	Mr. Zain-ul- Abidin Sahi, Chief (IT)	Coordinator Budget (IT Wing/PRAL) Focal person for coordination with Ministry of Finance for obtaining documents through e-mail "Budget at a Glance" and "Part-I of Speech" for Annual Revenue Budget 2017-18.	Office: 051-9215646 Int.com: 741(New Building) Cell: 0321-4405676 E-mail: zain.sahi@gmail.com.
13.	Ms. Rezwana Siddiqui, Chief(Reforms)	Assignment of coordination/ translation and compilation of Part-II of Budget Speech.	Office: 051-9204043 Int.com: 448 Cell: 0300-5220702 E-mail: rezwana1@yahoo.com

14.	Mr. Mahmood Aslam Butt Secretary (Admn & Coord)/Deputy Coordinator Budget.	Overall Budget Coordination / Administrative Arrangements	Office:051- 9215645 Int.com: 452 Cell: 0300-5051053 E.mail: mahmood.aslam@fbr.gov.pk
15.	Ms. Reema Masud, Secretary (Income Tax Budget)	Deputy Coordinator (Budget) (Income Tax)	Office: 051-9201448 Int.com:464 Cell: 0321-4041799 E-mail: secy.itb@fbr.gov.pk
16.	Mr. Zaheer Qureshi, Secretary (STB)	Deputy Coordinator (Budget) (Income Tax)	Office: 051-9222276 Int.com:219 Cell:0333-5507372 E-mail: zaheerqureshi@yahoo.co.uk
17.	Mr. Saleem-ur-Rehman, Secretary (S&M)	Deputy Chief Security Officer (Budget)	Office : 051-9203679 Int.com: 234/544 Cell : 0333-9988989 E-mail : razmian700@gmail.com
18.	Mr. Shahid Soomro, Secretary(TAGR)	To assist Incharge composing.	Office : 051-9202467 Int.com: 441 Cell : 0323-5551183 E-mail : shahidfbr@hotmail.com
19.	Ms. Rabia Yasir Durrani, Secretary (EI & IT)	To assist Incharge composing.	Office : 051-9205567 Int.com: 326 Cell : 0334-4124252 E-mail : rabiadurrani@fbr@gmail.com
20.	Mr. Sheeraz Ahmed , Secretary (Enforcement & Coord).	Deputy Coordinator (Budget) Customs	Office: 051-9215308 Int.Com: 342 Cell : 0321-2421000 E-mail: anti-smuggling@fbr.gov.pk
21.	Mr. Hamid Raza Khan, Secretary (PR)	Assignment of Coordination/ translation and compilation of Part-II of Budget Speech Media Management	Office : 051-9208407 Int.com: Nil Cell : 0333-5023333 0303-5023333 E-mail: secretary.pr.fbr@.gov.pk secretary.pr.fbr@gmail.com
22.	Mr. Aamar Javed, Second Secretary (IT-I), IT Wing, PRAL.	Deputy Coordinator Budget (I.T Wing/PRAL).	Office: 051-9215107 Int. com: 746 (New Building) Cell: 0300-5387268 E-mail: aamar.javed@fbr.gov.pk

23.	Mr. Muhammad Shabbir Second Secretary (Council)	Parliament Duties Budget.	Office: 051-9207193 Int.com: 235 Cell: 0321-5855153 E.mail: mshabbirpk@yahoo.com
24.	Mr. Juma Khan, Secretary(Exp.Budget)	Expenditure	Office : 051-9202648 Int.com: 241 Cell : 0312-1507202 E-mail : jumakhan1958@gmail.com
25.	Mr. Rahmatullah, Second Secretary (Coord)	Administrative Arrangements Budget.	Office : 051-9222278 Int.com: 436 Cell : 0334-2615205 E-mail: rahmatullah7145@gmail.com
26.	Syed Faheem Anwar Burney, Secretary(S&M/Transport & Store)	Logistics	Office : 051-9207162 Int.com: 385 Cell : 0300-9502241 E-mail : sfaheemburney@gmail.com

3. It is requested that "Budget at Glance" and "Part-I of Budget Speech" (Final Documents) may be mailed electronically to FBR for up-loading on the web at the following e-Mail address:

4. E-mail address:- **E-mail:** chiefit@fbr.gov.pk

(Dr. Tariq Ghani)
Chief(Admn)
Ph:051-9216745

Mr. Ghazanfar Abbas Jilani,
Additional Finance Secretary (Budget),
Finance Division
Islamabad.

- CC:
1. **SPS to Secretary Finance Division.**
 2. **All Members, FBR.**
 3. **S.A. to Chairman, FBR.**
 4. **Mr. Jibran Khalil Malik, Joint Secretary(Budget Implementation), Finance Division, Islamabad.**
 5. **All concerned Officers.**

Revenue Budget Exercise at a Glance

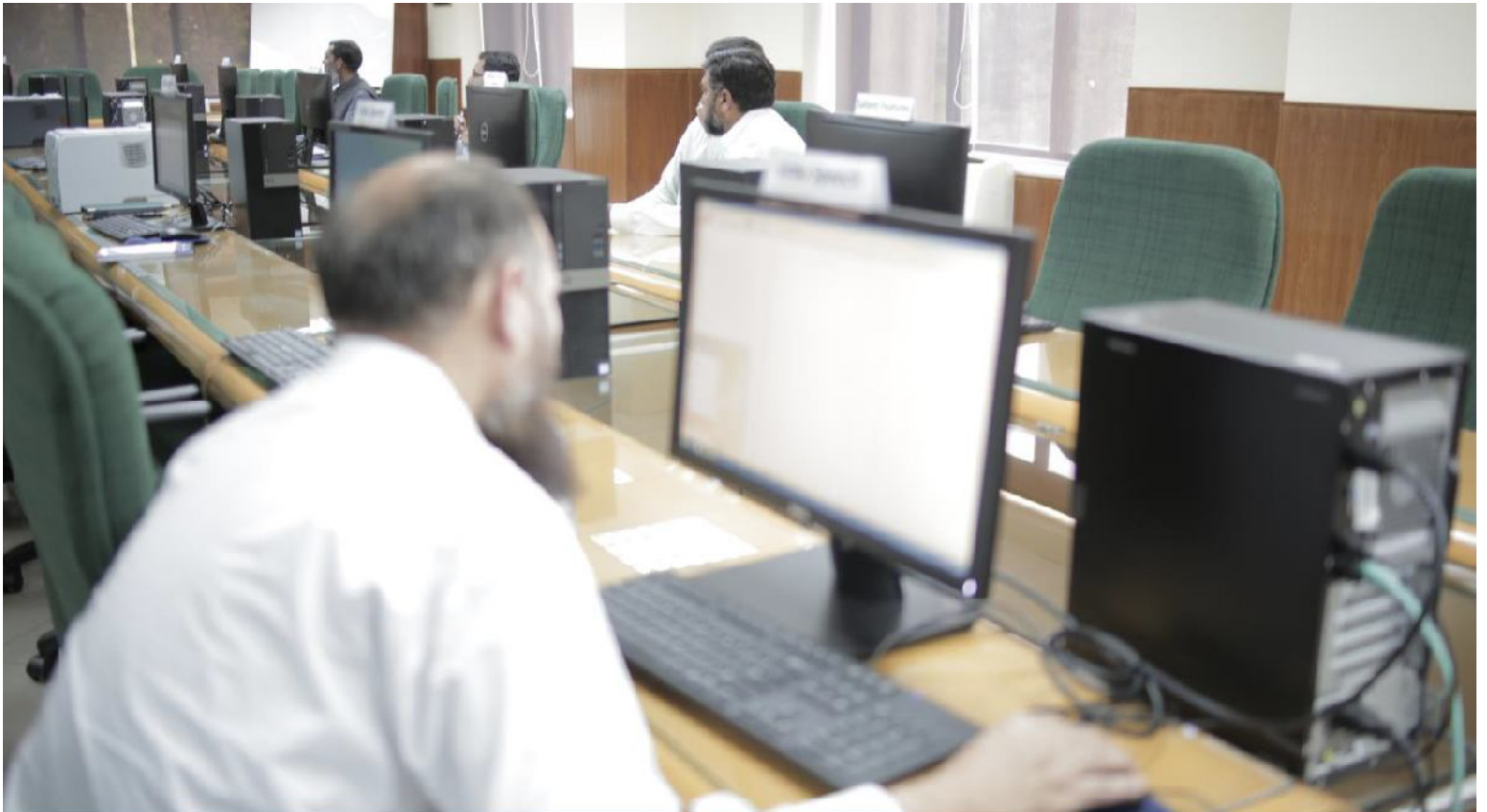




Budget meeting dated 21.03.2017



Meeting with Ministry of Information Technology and representatives of telecom industry.



Inauguration of composing room (2017-18)



Inauguration of Printing, Sorting & Binding room (2017-18)



Budget Document Sorting & Binding Process



Budget meeting on Administrative Arrangements



Mock Exercise-Dispatch of Budget Documents to PM Office, National Assembly and Senate.



Budget Documents Transportation to PM Office, National Assembly, Senate



Technical Press Briefing on Budget Proposals

POST BUDGET PRESS BRIEFING (2017-18)

By

Minister for Finance, Revenue, Economic Affairs,
Statistics and Privatization



Finance Minister Senator Mohammad Ishaq Dar briefs the media persons during post budget press briefing.



Post Budget Press Briefing (2017-18) by Finance Minister



Finance Minister meet up with Core Budget Team