

**POLICY DOCUMENT-III**

Government of Pakistan  
Federal Board of Revenue  
Directorate General  
Intelligence & Investigation (IR)  
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C.No.BTB/3/11-70800-R

Islamabad, May 17, 2011

The Chief Commissioner,  
Regional Tax Office,  
Karachi-I/Karachi-II/Karachi-III/  
Hyderabad/Sukkur/Quetta/Multan/  
Bhawalpur/Faisalabad/Sargodha/  
Lahore-I/Lahore-II/Gujranwala/Sialkot/  
Rawalpindi/Islamabad/Abbottabad/Peshawar.

Subject: **MONITORING OF BTB EXERCISE IN THE LIGHT OF KEY PERFORMANCE INDICATORS: BTB PERFORMANCE REPORT (BPR)**

Reference: subject cited above.

Broadening of Tax Base is rightly being projected as the sole ray of hope in the current economic scenario. FBR's ongoing BTB campaign is being focused with a lot of appreciation but with certain apprehensions as well. Results of this exercise are going to be evaluated by all concerned i.e. FBR, Ministry of Finance, GOP, International donors and the existing Tax payers. In the light of foregoing an objective appraisal of this exercise is need of the time. Such an evaluation & periodical review would help in strengthening and further streamlining the BTB operations in the field formations.

2. As BTB is one of the core functions of Directorate General I&I-IR, and it shoulders the responsibility of institutionalizing this function within FBR, therefore monitoring and evaluation of this exercise has also been vested with this organization. For the said purposes a simple monitoring mechanism based on well thought out KPIs has been evolved for across the board enforcement. Details are as under.

- (i) Directorate General I&I-IR has started providing segregated valuable information to the field formations. Details of the said information/data are enclosed herewith. (Annex-I) RTOs are

requested to reconcile the figure after certain additions/deletions in the light of cases transferred to and received from other Regions. Reconciled figure may be communicated by 25-5-2011 otherwise figures annexed as above will be treated as final. **RTOs at Karachi and Lahore are required to furnish their respective figures after mutual reconciliation because due to jurisdictional complications a lot of data was transmitted in a consolidated form, to be segregated by their joint teams.**

- (ii) RTOs being the main stakeholders and beneficiaries of this BTB campaign are equally obliged to identify maximum number of new potential tax payers in their respective jurisdictions. All such efforts need to be synthesized & documented, and for this purpose a separate format is being attached herewith. (Annex-II) In order to acknowledge the Regional BTB efforts during the current financial year RTOs may reflect their overall BTB achievements in the first BPR.
- (iii) Both streams of Data/information, whether provided by this Directorate General (Annex I) or gathered by RTOs themselves (Annex-II) need to be clubbed together for proper analysis. For the said end a specially designed format is attached. (Annex-III) The said format combines both the aforesaid data streams and then in the light of KPIs it evaluates the real performance of BTB unit/units. Part-A of this format is to be filled in by the concerned RTO and Part-B, by Directorate General I&I-IR. Such a mechanism would ensure fair reporting and objective analysis.
- (iv) Each BTB officer shall submit this report in respect of his respective BTB unit. Chief Commissioner concerned shall personally verify each such report before submission to the Directorate General I&I-IR. For the convenience of RTOs the first BTB Performance Report (BPR) shall cover the period 01.07.2010 to 31.05.2011 and it should be furnished by 07.06.2011. Then onwards BPR would be due by 7<sup>th</sup> of each succeeding month.

3. For any further clarification please contact Director (HQs) I&I-IR, FBR.

**(Shahid Hussain Asad)**

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Copy, for information, to:

1. SA to Chairman, FBR, Islamabad.
2. Member (IR), FBR, Islamabad.
3. Director, I&I IR, Karachi/Lahore.
4. Additional Director, I&I IR, Faisalabad.