

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

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C.No.6 (5)Coord/2014.Pt.VI.

Islamabad, the 24<sup>th</sup> December, 2014


To

1. All Chief Commissioners of Inland Revenue
2. All Chief Collectors of Customs
3. All Director Generals
4. All Collectors of Customs
5. All Directors

Subject: **CONSTITUTION OF TAX REFORMS COMMISSION (TRC)-SUGGESTION FORM.**

I am directed to refer to the subject noted above and to say that Federal Minister for Finance & Revenue has constituted Tax Reforms Commission (TRC). The same has been notified vide FBR's notification dated 25<sup>th</sup> September, 2014. The inaugural meeting of the Commission was held on 18<sup>th</sup> October, 2014 and Second meeting of the Commission was held on 15<sup>th</sup> and 16<sup>th</sup> December, 2014. The Chairman, TRC has also constituted Sub-committees of the Commission. Mr. Abid H. Shaban has been designated as Convener of Administrative Tax Reforms Sub-committee.

2. I am further directed to enclose a copy of letter of Mr. Abid H. Shaban, Convener, Administrative Tax Reforms alongwith suggestion form for information and circulation to all the officers/officials under your administrative control.

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

Copy to:

- 1) Chairman, TRC
- 2) SA to Chairman, FBR
- 3) Member (Admin), FBR
- 4) Mr. Abid H. Shaban, Member, TRC/Convener

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Dear Officers and Staff of FBR ;

Greetings!

1. Government of Pakistan has constituted a **Tax Reform Commission (TRC)**. One of the very important task given to the Commission is **Review of Administrative Structure of FBR and taxpayer services**
2. As the Convenor of the Sub-Committee charged with Review of Administrative Structure of FBR and taxpayer services, I solicit your suggestions. We strongly feel that:
  - The individual closest to the job is in the best possible position to recommend improvements for the particular function, process, or operation.
  - That no one employee, or her/ his reporting senior(s) has all of the good ideas in any organisation.
  - That given an opportunity, the officers and staff of FBR can offer very pragmatic suggestions to bring about efficiency in field operations of FBR and FBR Head Office and thus contribute to the progress of the nation.
  - Our wish is for each employee of FBR to feel "more relevant" and turn that relevance into action so that it results in a future FBR that we all as citizens create and care for and our proud off.
  - We request that the suggestion(s) must be constructive, such as:
    - Changes in administrative structure that will result in contributing to the economy and tax collection
    - Changes in the current set up which will result in to efficiency of work flow/process
    - Changes directly increasing effectiveness of FBR operations. This could be at field level or FBR level
    - Suggestion leading to better taxpayer services
  - We request that for sake of ease in understanding, the suggestion(s) should be structured by stating:
    - Statement of the problem
    - Proposed solution to the problem
    - Possible benefits (including cost benefit) of the idea(s) to the operations.

The suggestions can be e-mailed at: [trc@fbr.gov.pk](mailto:trc@fbr.gov.pk) or sent on my personal email ID: [abid.shaban@shabanandco.com](mailto:abid.shaban@shabanandco.com). You are welcome to use the form attached below or send the suggestion vide an e-mail. Please ensure that the suggestions are positively sent by 15 January, 2015

Thank you for offering your suggestion and contributing to creating the future FBR that we all as citizens create and care for. We highly value your input.

Kind Regards,

Abid Shaban

OPTIONAL

**Suggestion form:**

**SUGGESTION TOPIC:** \_\_\_\_\_

**I believe this Suggestion will:** (please check all that apply)

Contribute to the economy and tax collection

Contribute to efficiency

Directly increase effectiveness of the FBR operations.

Result in Better Taxpayer Service

Other (please explain)

**Description/statement of Problem:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Attach additional pages if necessary to provide a full detailed explanation)

**Description of Proposed Solution of the problem:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Attach examples, photos, etc., as needed to explain)

**Possible benefits (including cost benefit) of the idea(s) to the operations:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Attach additional analysis, reference material, etc., as needed to explain)

- Each suggestion should state a specific problem, define or describe its cause and propose definite solution. It should also include the benefits to the Federal Board of Revenue, the cost to implement versus the savings and when the savings will be realized.
- Please use additional sheets if needed. Thank you .

**OPTIONAL:**

Full Name: \_\_\_\_\_

Station Location: \_\_\_\_\_ Phone /Cell No.: \_\_\_\_\_

Email:-----

Position Title: \_\_\_\_\_

Do you wish to be contacted: Yes \_\_\_\_\_ No \_\_\_\_\_