

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

C.No.1 (45) SA to DG (WHT)/2015/155747-R

Islamabad, the 16th, November, 2015.

The Chief Commissioner,
Large Taxpayers Unit,
Islamabad/Lahore /Karachi.


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

Subject:

**UTILIZATION OF IMPORTANT DATA AND COMPLIANCE IN
URGENT MATTERS CONVEYED THROUGH OFFICIAL EMAILS BY
FBR -- INSTRUCTIONS REGARDING**

Kindly refer to the above subject.

2. This to state that the Board disseminates important data alongwith necessary instructions regularly through emails. Simultaneously important letters /updates /Circulars are also placed on the website to save time and to keep field formations updated on the latest issues and changes.
3. It has been learnt that sometimes required action gets delayed just because of the unavailability of the hard copy which is either not yet received by the concerned field office or hard copy not been sent by the Board.
4. In view thereof, it is requested that Chief Commissioners and all the officers in their field offices should frequently check their inboxes at regular intervals daily but at least once a day so that they should initiate necessary action upon the official mails (wherever needed) sent by the Board **without waiting for the hard copies of the same.**


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Copy for information to:

The Member (IR-Operations) FBR.