

Government of Pakistan
Revenue Division
Federal Board of Revenue
(Admn/HR Wing)

C.No.1(10)S(HRD)/2016/Vol-I/39428-R

Islamabad, the 8th April, 2026

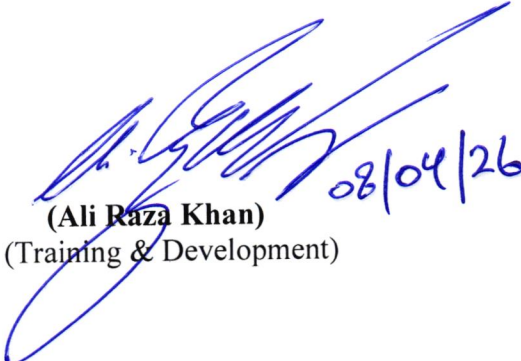
NOTIFICATION
(Addendum)/ (JDs/KPIs)

Consequent upon the revised strength of officers (BS-17 & above) of the **Directorate General of International Taxes Operations, Islamabad** notified vide Board's Notification No.3(12)SSM/2020 (Part)/38430-R dated 07.04.2026, the Competent Authority i.e. Secretary, Revenue Division/Chairman, Federal Board of Revenue (FBR) has approved modification/ revision of **Job Descriptions (JDs) & Key Performance Indicators (KPIs)** in respect of following officers, as annexed: -

S.No.	Nomenclature of Post	BPS
1	Chief / Director (Exchange of Information)	20
2	Secretary/ Additional Director (Automatic Exchange of Information)	18/19
3	Secretary/ Additional Director (Exchange of Information-Operations)	18/19
4	Secretary/ Additional Director (Exchange of Information on Request)	18/19
5	Chief/ Director (International Taxes)	20
6	Secretary/ Additional Director (Tax Treaties & Conventions)	18/19
7	Secretary/ Additional Director (Transfer Pricing)	18/19
8	Secretary/ Additional Director (International Tax Operations)	18/19

2. Effective immediately, the approved JDs/KPIs of the above-mentioned officers of Directorate General of International Taxes Operations, FBR, Islamabad supersedes the previously issued JDs/KPIs.

Encl: As above.


(Ali Raza Khan) 08/04/26
Secretary (Training & Development)

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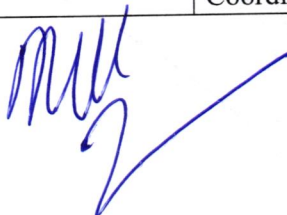
- i. SA to Chairman, FBR, Islamabad
- ii. Member (IR-Operations), FBR (HQ), Islamabad
- iii. Director General (International Taxes), FBR, Islamabad
- iv. Chief (Management/HR-IR), FBR (HQ), Islamabad
- v. Chief (TPS), FBR (HQ), Islamabad
- vi. Secretary (Automation/SSM), FBR (HQ), Islamabad

Position title:		Chief/ Director (Exchange of Information)		
Grade:		20		
Function:		All functions related to Exchange of Information (Automatic Exchange of Information (CRS), Spontaneous Exchange of Information & Exchange of information on Request)		
Reporting Officer:		Director General (International Tax Operations)		
Sr #	Job Description	KPIs	Weight (%age)	Final Score
I	All matters related to outward transmission under Common Reporting Standard (CRS) of Automatic Exchange of Information (AEOI)	Registration, Enrollment and Monitoring of Reporting Financial Institutions (RFIs): 50% Sending CRS data, after due diligence, to foreign jurisdictions within the statutory timeline: 50%	25%	
ii	All matters related to inward receipt of Common Reporting Standard (CRS) and sharing of information under CRS to the field offices and monitoring of utilization of information by field offices	Analysis of CRS data received from foreign jurisdiction and its dissemination to field formations: 50% Monitoring for effective utilization of shared information by field offices and its reporting: 50%	25%	
iii	All matters related to inward and outward Exchange of Information on Request (EOIR)	Identification of potential avenues and preparation of EOIRs sent to foreign jurisdictions : 25% Processing of EOI requests from other offices and foreign jurisdictions: 10% Timely processing of EOIRs received and reported back to requesting jurisdiction: 25% Monitoring for effective utilization of shared information by field offices and its reporting: 40%	15%	
iv	All matters related to Spontaneous Exchange of Information (SEOI);	Identifying potential SEOIs for foreign jurisdictions: 30% SEOIs received and timely	10%	

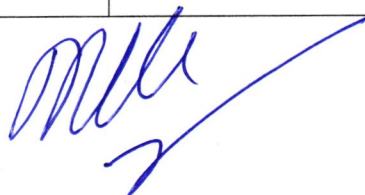


		processing: 30%		
		Monitoring for effective utilization of shared information by field offices and its reporting: 40%		
v	Preparation of Monthly Performance Report (MPR) with regard to S:No:(i), (ii), (iii) & (iv) above;	Monitoring of Monthly Performance Report: 40%	5%	
		Analyzing and highlighting areas of improvement: 40%		
		Coordination with Zones: 20%		
		Disposal: 50% Quality: 50%		
vi	National Assembly and Senate Business related to S:No:(i), (ii), (iii) (iv) & (v) above	Assembly and senate questions processed and timely responded: 100%	5%	
		Disposal: 50% Quality: 50%		
vii	All matters related to Peer Review with regard to S:No:(i), (ii), (iii) & (iv) above	AEOI Peer Review: 60%	10%	
		EOIR Peer Review: 30%		
		SEOI Peer Review: 10%		
viii	Policy input on issues related to S:No:(i), (ii), (iii) (iv), (v), (vi),& (vii) above	Timely response on Policy input request and quality of responses: 100%	5%	

Position title:		Chief /Director (International Taxes)		
Grade:		20		
Function:		International Taxes		
Reporting Officer:		Director General (International Tax Operations)		
Sr #	Job Description	KPIs	Weight (%age)	Final Score
i	All matters related to negotiations and renegotiations of the Agreements for the Avoidance of Double Taxation Agreements (ADTAs)	Timely initiation for negotiations and renegotiations of ADTAs: 40% Vetting of draft ADTAs: 30% Improvements and Revision (where needed) of existing ADTAs: 30%	20%	
ii	All matters related to negotiations and renegotiations of other Bilateral/Multilateral Agreements and Conventions	Timely initiation for negotiations and renegotiations of agreements/conventions : 30% Supervision / Vetting of draft agreements/conventions: 30% Revision (if needed) of existing agreements/ conventions : 30%	10%	
iii	All matters related to outward/inward transmission of Country-by-Country Reporting (CbCR) and monitoring/utilization of information received	Effective coordination for data receiving from foreign jurisdiction: 20% Analysis of data and its transmission, after due diligence to foreign jurisdictions: 20% Monitoring & utilization of CbCR:30% Peer Review of CbCR: 30%	15%	
iv	All matters related to transfer pricing audit and monitor the performance of field offices	Coordination and ensuring data quality in selection of transfer pricing cases for audits: 60% Monitoring of such audit cases: 40%	15%	
v	Preparation of Monthly Performance Report (MPR) related to S:No: (i),(ii), (iii) & (iv)	Timely receipt, monitoring and analysis of Monthly Performance Report: 40% Analyzing and highlighting areas of improvement: 40% Coordinating monthly Commissioner's	5%	



		Conference: 20%		
vi	<p>Liaison with all Tax Authorities and Multilateral Organizations</p> <p>All matters related to Inclusive Framework on BEPS and UN Committee of Experts on International Cooperation in Tax Matters</p> <p>Matters related to MAP under the ADTAs;</p> <p>Matters related to International NGOs</p> <p>Vetting / concurrence for International Agreements for Loans / Grants</p> <p>Issues related to the Multilateral Convention on Mutual Administrative Assistance in Tax Matters</p> <p>All matters related to membership fee received from various bodies such as OECD, CATA etc.</p>	<p>Effective and timely coordination activities with respective organizations and accomplishment of related tasks: 100%</p> <p>Timely processing of all issues and disposal thereof as per requirement: 100%</p> <p>Disposal: 50% Quality: 50</p> <p>Supervision of matters related to MAP and disposal as per requirement: 20%</p> <p>Effective coordination with Ministry of Interior and other organisations on matters related to INGOs for timely processing of such cases: 20%</p> <p>Tasks supervised and timely performed and disposed of related to international agreements regarding loans/ grants : 30%</p> <p>Tasks supervised and timely performed related to MAAC: 30%</p> <p>Effective coordination and timely processing of all the tasks related to payments of membership fee, etc: 100%</p>	10%	
vii	All matters related to Joint Ministerial Commissions and Joint Economic Council	Effective coordination and ensuring timely execution of tasks related to JMCs, JECs etc.: 100%	10%	
viii	Issues related to Certificate of Residence, Foreign Tax Credits, Certificate of tax sparing/credit and Certificate of payment of tax in Pakistan;	Timely processing and disposal of received requests : 100%	3%	



x	National Assembly and Senate Business with regard to S:No:(i), (ii), (iii), (iv), (v), (vi), (vii), (viii), (ix), (x), (xi), (xii), (xiii) & (xiv) above	National Assembly and Senate questions processed and timely responded: 100% Disposal: 50% Quality: 50%	4%	
xi	Policy input on issues related to S:No:(i), (ii), (iii), (iv), (v), (vi), (vii), (viii), (ix), (x), (xi), (xii), (xiii), (xiv) & (xv) above	Timely response on Policy input request and quality of responses: 100%	5%	
xii	All Administrative matters related to Directorate General International Tax Operations	Liaison, coordination, processing, resolution and finalization of administrative matters of the directorate: 100%	3%	



Position title:		Secretary/ Additional Director (Automatic Exchange of Information)		
Grade:		19		
Function:		International Taxes		
Reporting Officer:		Chief (Exchange of Information)		
Sr #	Job Description	KPIs	Weight (%age)	Final Score
i	All matters relating to Outward Automatic Exchange of Information under the CRS	Ensuring receipt of CRS data as per the statutory timelines, its scrutiny, transmission to foreign jurisdictions and its follow up: 50% Registration, Enrollment and Monitoring of Reporting Financial Institutions (RFIs) in order to ensure discharge of statutory obligations within given timelines: 50%	60%	
ii.	Monitoring of RFIs in coordination with State Bank of Pakistan, Securities & Exchange Commission of Pakistan and other regulators	Ensuring that no RFIs remain outside the ambit of statutory requirements, effective monitoring and proper Coordinating activities: 50% Initiation of penal and prosecution actions in case of violation of statutory obligations: 50%	20%	
iii	Updating the list of relevant Notifications and list of intended partners for the purposes of AEOI	Continuous updation of all the relevant notifications and lists of intending partners for the purpose of AEOI: 100%	10%	
iv	Issuance of guidelines/SOPs related to CRS for the RFIs	Effective, timely coordination with all the stakeholders for issuance of guidelines /SOPs : 100%	5%	
v	National Assembly and Senate Business related to S.No.(i), (ii), (iii) & (iv),	Timely processing of National Assembly and Senate questions and ensuring proper response: 100% Disposal: 50% Quality: 50%	5%	



Position title:		Secretary/ Additional Director (Exchange of Information Operations)		
Grade:		19		
Function:		International Taxes		
Reporting Officer:		Chief (Exchange of Information)		
Sr #	Job Description	KPIs	Weight (%age)	Final Score
i	All matters relating to Inward Automatic Exchange of Information under the CRS	Receiving of CRS data from foreign jurisdictions: 50% Identifying potential cases and coordinating with field offices for their effective utilization : 50%	40%	
ii.	All matters related to sharing of information under CRS to the field offices and monitoring of utilization of information	Monitoring of utilization of information by field offices: 100%	40%	
iii	All matters related to inward Spontaneous Exchange of Information and sharing of information to the relevant field offices	Scrutiny of SEOI from foreign jurisdictions received and sharing of SEOI to relevant field offices : 50% Monitoring of utilization of SEOI by relevant field offices: 50%	20%	



Position title:		Secretary/ Additional Director (Exchange of Information On Request)		
Grade:		19		
Function:		International Taxes		
Reporting Officer:		Chief (Exchange of Information)		
Sr #	Job Description	KPIs	Weight (%age)	Final Score
i	All matters related to inward & outward Exchange of Information on Request (EOIR)	<p>Identification of potential avenues and preparation of EOIRs sent to foreign jurisdictions : 25%</p> <p>Processing of EOIR requests from other offices and foreign jurisdictions: 10%</p> <p>Timely processing of EOIRs received and reported back to requesting jurisdiction: 25%</p> <p>Monitoring for effective utilization of shared information by field offices and its reporting: 40%</p>	80%	
ii.	All matters related to outward Spontaneous Exchange of Information	<p>Identifying potential SEOIs for foreign jurisdictions: 30%</p> <p>SEOIs received and timely processing: 30%</p> <p>Monitoring for effective utilization of shared information by field offices and its reporting: 40%</p>	20%	

Position title:		Secretary/ Additional Director (Tax Treaties & Conventions)		
Grade:		19		
Function:		International Taxes		
Reporting Officer:		Chief (International Taxes)		
Sr #	Job Description	KPIs	Weight (%age)	Final Score
i	All matters related to negotiations and renegotiations of the Agreements for the Avoidance of Double Taxation Agreements (ADTAs)	Timely initiation of the process for negotiations and renegotiations of ADTAs : 50% Preparation / Vetting of draft ADTAs : 30% Coordination for revisions of existing ADTAs: 20%	35%	
ii.	All matters related to negotiations and renegotiations of other Bilateral/Multilateral Agreements and Conventions	Timely initiation for negotiations and renegotiations of agreements/conventions : 40% Supervision / Vetting of draft agreements/conventions: 30% Revision (if needed) of existing agreements/ conventions : 30%	25%	
iii	Matters related to Joint Ministerial Commissions and Joint Economic Council	Effective coordination and ensuring timely execution of tasks related to JMCs, JECs etc.: 100%	20%	
iv.	Related National Assembly and Senate Business with regard to S.No.(i), (ii), & (iii) above	Assembly and senate questions received and timely responded. 100% Disposal: 50% Quality: 50%	5%	
v.	Liaison with all Tax Authorities and Multilateral Organizations	Coordination activities assigned and timely performed with Tax Authorities & Multilateral Organization. 100% Disposal: 50% Quality: 50%	15%	



Position title:		Secretary/ Additional Director (Transfer Pricing)		
Grade:		19		
Function:		International Taxes		
Reporting Officer:		Chief (International Taxes)		
Sr #	Job Description	KPIs	Weight (%age)	Final Score
i	All matters related to Transfer Pricing Audit and monitor the performance of field offices	Coordination and ensuring data quality in selection of transfer pricing cases for audits: 60% Monitoring the outcome of such audit cases: 40%	20%	
ii.	All matters related to outward/inward transmission of Country-by-Country Reporting (CbCR)	Data receiving from foreign jurisdiction: 30% Data transmission to foreign jurisdictions: 30% Identifying non-filers of CbCR and initiating penal action:20% CbCR Peer Review: 20%	30%	
iii	Updating the list of relevant Notifications and list of intended partners for the purposes of CbCR	Updating of list of relevant notifications: 50% Identifying non-filers of relevant notifications: 30% Updating of list of intended partners for the purpose of CbCR: 30%	10%	
iv.	Issuance of guidelines/SOPs related to CbCR	Guidelines/ SOPs updated and issued: 100%	10%	
v.	Risk analysis of CbCR data and dissemination of relevant actionable CbCR data/information to field formations	Risk analysis of CbCR data: 50% Dissemination of actionable CbCR data/information to field formations: 50%	25%	



vi.	Related National Assembly and Senate Business with regard to S.No.(i), (ii), (iii), (iv) & (v) above	Assembly and senate questions received and timely responded. 100% Disposal: 50% Quality: 50%	5%	
Position title:		Secretary/ Additional Director (International Taxes Operations)		
Grade:		19		
Function:		International Taxes		
Reporting Officer:		Chief (International Taxes)		
Sr #	Job Description	KPIs	Weight (%age)	Final Score
i	All Administrative matters related to Directorate General International Tax Operations	Tasks assigned and timely disposal as per requirement: 100%	20%	
ii.	All legal matters related to Directorate General International Tax Operations	Legal matters assigned and timely disposal as per requirement: 100%	20%	
iii	All matters related to Issuance of Certificate of Residence	Timely processing of received requests :100%	20%	
iv.	Matters related to registration of International NGOs	Timely processing of matters related to INGOs as per requirement :50% Effective coordination with Ministry of Interior and other Government bodies:50%	20%	
v.	Vetting / concurrence for International Agreements for Loans / Grants	Ensuring quality and conformance of the international agreements in accordance with the governing statutory and multilateral provisions. 50% Timely finalization of Vetting / concurrence process: 50%	5%	



vi.	Matters related to assistance in recovery of taxes under Bilateral and Multilateral Agreements	Tasks assigned and timely finalization: 100%	10%	
vii.	All matters related to membership fee received from various bodies such as OECD, and CATA etc	Matter assigned related to membership fee and timely processing and finalization of the payment procedure: 100%	5%	

