

EXPORT OVERDUE CASES.

- ?? To issue show cause and legal notices to the defaulter exporter for non-realization of proceeds.
- ?? To collect information/documents related to the outstanding bills from the A.D. for prosecution purpose.
- ?? To refer the cases to Enforcement Section for lodging complaint against the exporter in the Adjudication Court.
- ?? To allow closure of the overdue cases on realization of full export proceeds or under the instructions of Enforcement Section. To allow remittance for claims lodged by Importers on the local Exporters an account of: -
 - i) Export Commission.
 - ii) Quality Claims.
- ?? Post Facto Checking of 'M' Forms relating to claims on account of commission and short weight etc.
- ?? Receipt the Original 'E' Forms from Custom Authorities and other SBP Offices.
- ?? Trace out the original 'E' Forms and Shipping the same when required by the Export Section, Enforcement Section in case of any default by the Exporters.
- ?? To check the triplicate 'E' Forms in respect of Advance Payment received from Authorize Dealers and issue the instruction regarding removal of irregularities if any.
- ?? Checking of triplicate 'E' Forms with reference to short shipment notices and invoices.
- ?? Sorting and arranging the original 'E' Forms month wise port wise received from Custom Authorities.
- ?? To verify the E.D. statements received by Karachi Office.
- ?? Receipt the Original 'E' Forms from Custom Authorities and other SBP Offices.
- ?? Trace out the original 'E' Forms and Shipping the same when required by the Export Section, Enforcement Section in case of any default by the Exporters.
- ?? To check the triplicate 'E' Forms in respect of Advance Payment received from Authorize Dealers and issue the instruction regarding removal of irregularities if any.
- ?? Checking of triplicate 'E' Forms with reference to short shipment notices and invoices.
- ?? Sorting and arranging the original 'E' Forms month wise port wise received from Custom Authorities.
- ?? To verify the E.D. statements received by Karachi Office.
- ?? Receive and check half yearly statements from indenting agents/tour operators etc.
- ?? Get the PRCs verified submitted by these agents from Return Section.
- ?? Post the details of the statements and the amount of commission repatriated/to be repatriated in a Register.
- ?? Receipt the A/1/O-1, A-2/O-2 from Return Section and arrange them and check Bank wise, Branch wise and Currency wise.
- ?? Confirmation/Verification of P.R.Cs received Import Section, EPD: SBP: Head Office and other Field Offices.

- ?? Registration of Software Exporters.
- ?? Preparation of monthly statement regarding export proceeds by Software Exporters for onward submission to C & S Section.
- ?? Get the PRCs submitted by Software houses confirmed from Return Section. To handle the Establishment issues of the Department.
- ?? To circulates circulars issued by EPD: SBP:
- ?? Administration of Stationery and Dead Stock Articles.
- ?? Arrangements for receipt/distribution of Dak.
- ?? Maintenance of Index Section and arranging old record at Main Record Room.
- ?? Cases of Pakistani National going abroad for medical treatment in private/official capacity.
- ?? Approval of Advertisement charges, subscription/ membership fees, purchase of books in excess of prescribed limits.
- ?? Pension permits to retired Government employees residing abroad by debiting the Foreign Exchange allocation to concerned Department, Ministry against release order of Finance Division, Ministry of Finance, Islamabad.
- ?? Approval of Foreign Exchange to Government/Defence officials proceeding abroad deputation training study tour.
- ?? Approval in the cases of individual invitations in official capacity from the concerned institutions and private capacity to attend International Conferences and Seminars.
- ?? Verification of Forms 'M', T-1 & T-2 since received from A.Ds through Returns Section.
- ?? Approval of blanket permission.
- ?? To deal with student cases regarding study abroad.
- ?? Approval of Foreign Exchange to Government Departments, by debiting their Foreign Exchange allocations (other than imports).