

Government of Pakistan
(Revenue Division)
Federal Board of Revenue
(Administration/HR)

C.No. 1(1)Secy(Admn)/2023


Islamabad, the 11th January, 2023

CIRCULAR

Subject: **SOP REGARDING ENTRY OF VISITORS/GUESTS IN FBR (HQ), ISLAMABAD.**

I am directed to refer to the subject cited above and to say that keeping in view the prevailing sensitive security situation in the country, the following SOPs have been formulated that may strictly be observed so as to streamline and maintain a proper office environment: -

- (i) Visitors/Guests of all officers shall be allowed entry subject to prior written intimation by the officer/s concerned to the main reception.
 - (ii) The officers shall depute a staff member to receive the guest/visitor at the main reception to accompany the guest to the concerned office/seeing off at the reception.
 - (iii) CNIC of the guests (excluding VIP Guests/Foreign delegates) will be retained by the receptionist and will be returned at the time of leaving.
 - (iv) Receptionist will hand over a visitor's card that shall be appropriately displayed by the guest/visitor and a visitor's slip to the visitor that shall be signed by the visited officer at the time of leaving.
 - (v) No guest/visitor shall be allowed to visit any other officer in the FBR House except the one who has sent intimation. Any violation shall be the responsibility of the visited officer.
 - (vi) Reception staff will maintain proper register of visitors besides maintaining entries in computer.
2. These instructions shall strictly be complied with by all concerned.


(Mohtsin Ihsan)
Secretary (Admn)
11/1/2023

Distribution:

- 1) All Members/DGs, FBR
- 2) SA to Chairman, FBR
- 3) Chief (Admn & Finance), FBR
- 4) All Officers/Officials, FBR
- 5) All security staff concerned (By Name) with the direction to ensure strict implementation of the aforesaid instructions.
- 6) Master Folder