

Monthly Activity Report (July, 2021)				
	Month	July, 2021	Year	2021
1	Office			Trade Development Authority of Pakistan, Islamabad
2	Head of office (Name & Designation)			Mr. Shahzad Ahmed khan, Director General
3	Officer Posted			1. Mr. Muhammad Ishaq Shinwar, Director 2. Muhammad Tahseen, Deputy Director (Delegation/event/GSP) 3. Ms. Sadia Khan, Deputy Director (SRO,s) 4. Mr. Khalid Baig, AD 5. Mr. Tahir Shafi, AM 5. Mr. Amin ur Rehman, AM 6. Mr. Tariq Khan, AD 7. Mr. Asif Raza, Law Officer 8. Mr. Shakeel Abbasi, Superintendent 9. Mr. Ali Yar Khan, AD 10. Mr. Muhammad Ahmad Hassan, AD
S NO	Name of officer Involved	Activity Description)		Objectives, Results and follow up
1	Muhammad Shakeel Abbasi, Assistant Director (SRO)	Day to day file pertaining to the Administrative and Financial matters of SRO,s (Mirpur AJK Peshawar, Gilgit , Abbottabad, Swat)	July , 2021	<p>TDAP, Peshawar</p> <ol style="list-style-type: none"> All utilities bill processed. POL File processed Repair of Machinery & Equipment File Processed TA/DA File processed It Equipment File processed <p>TDAP Abbottabad</p> <ol style="list-style-type: none"> Electricity bill processed and issued the cheque. Gas Charges bill processed and issued cheque. TCS bill processed and issued cheque Telephone bill processed and issued cheque Office equipment case processed and sent back to TDAP, Abbottabad Activity Report Processed

		July, 2021	<p><u>TDAP, Mirpur (AJK)</u></p> <ol style="list-style-type: none"> 1. Electricity bill processed and issued the cheque. 2. Gas Charges bill processed and issued cheque. 3. TCS bill processed and issued cheque 4. Telephone bill processed and issued cheque <p><u>TDAP, Swat</u></p> <ol style="list-style-type: none"> 1. All Utility bills received and processed <p><u>TDAP, Gilgit</u></p> <ol style="list-style-type: none"> 1. All utility bills received and processed. 	
	GSP, FTA and other forms signed	July, 2021	14 GSP forms issued and stamped for different companies	
	Worked assigned by TDAP Headquarters	July, 2021	<p>Hotel booking of Secretary, Chief Executive and Director General TDAP, Karachi</p> <ol style="list-style-type: none"> 1. Adjustment Account sent to TDAP, Headquarters Karachi 	
	Work assigned by MOC	July, 2021	As per instructions of Ministry of Commerce and TDAP Karachi, this office is given the task of affixing of Uzbekistan visas for Pakistani businessmen. Accordingly, a team of officials have designated for the assignment to receive the passport and submit to Uzbekistan Embassy. 100 Visas endorsed and stamp. All the passports dispatch to Businessmen. As per instruction of Ministry of Commerce TDAP, Islamabad booked the venue in Serena Hotel for a press conference of Advisor to the Prime Minister on	
2	Mr. Khalid Mehmood Baig, AD(HR)	APPOINTMENT OF GSP OFFICER AT TDAP, ISLAMABAD	7th July, 2021	Medical Fitness Certificate in respect of Mr. Ahmed Jawad Malik, GSP, Officer Forward to TDAP, Karachi.

NOMINATION OF BS-18 OR EQUIVALENT OFFICERS FOR 32ND MID CAREER MANAGEMENT COURSE AT NATIONAL INSTITUTE OF MANAGEMENT, LAHORE, KARACHI, PESHAWAR, ISLAMABAD AND QUETTA FROM 27-9-2021 TO 03-12-2021.	8th July, 2021	Latest medical report in Original and Circular Vita (CV) Forward to MOC,
GRANT OF 30 DAYS L.F.P	14th July, 2021	leave request of Ms. Samia Saleem, AD, for 30 days L.F.P forward to TDAP, Karachi.
Leave Charts of Officers/Officials, TDAP, Isb	18th July, 2021	Preparing leave Chart for approval from DG, ISB.
RENT OF RESIDENTIAL BUILDING	23th July, 2021	A Cheque amounting Rs. 103,499/- received from TDAP, Karachi in respect of Mr. N.A. Shakir, Ex- DD. The same is forward to concerned officer.
FAMILY PENSION CASE	27th July, 2021	Reminder to TDAP, HQr's Karachi
JOINING OF GSP, OFFICER TDAP, ISLAMABAD	27th July, 2021	A letter correction in joining date forward to TDAP, HQr's Karachi
REVISION OF RATE INTEGRATED ALLOWANCE OF BPS-01 TO BPS-04	29th July, 2021	Reminder to TDAP, HQr's Karachi.
PAYMENT OF RENT OF OFFICE BUILDING OF TDAP, ISLAMABAD	30th July, 2021	A letter sent to SLIC for meeting to discuss the repair/maintenance issues before signing the fresh lease agreement between the TDAP, ISB.
VARIOUS C/L, OFFICE ORDER, EXPLANATION WERE PROCESSED	July, 2021	

		Purchase of items and stationery/printing visiting officials cards and Daries for officers	July, 2021	
3	Mr. Tahir Shafi, AM	Expenditure Statement, TDAP, Islamabad was prepared for the Month of July 2021 and forwarded for approval		To share Monthly Expenditures with TDAP, Karachi
		Preparation of cash books on Monthly basis.		To keep track record of all transactions done
		Preparation of cheques (Repair/ maintenance and operating expenses) as per rules/approvals		Various files were approved and moved from Admin and Transport section.
		Processed Payments for May 2021 Electricity bills, Gas bills, Internet service providers. Processed payments for Telephone usage. Processed Repair cases for vehicles.		
		Payments/Approvals related to Mango Festival 2021 held at the President House		
		Processed TDAP payments related to the Visit of Uzbekistan		

4	Mr. Amin ur Rehman, AM	Corona Vaccination Focal person from TDAP, Islamabad region. I collected/compiled and shared data with TDAP, Karachi		The data was shared with TDAP, Karachi on daily basis as per instructions.
		Shared Monthly Leave record of all employees with TDAP, Karachi		
		Pursued 1st quarter, foreign exchange release 2021 in Finance Division		The release was approved after follow up visits. Information shared with TDAP, Karachi.
		Opening of New Bank Account for Pakistan Pavilion, Expo 2020. The case was pursued in the Finance Division		The file was approved by the Secretary, Finance Division.
		Official Duty at the Mango Show, held at The President House on 13th July 2021.		Performed Duty with Parliamentary Secretary and other VIPS.

5	Mr. Tariq Khan, AD	RCCI EDF Project Establishment of Export Display Centre for Women Entrepreneurs.	26.07.2021 29.07.2021 29.07.2021 30.07.2021	<p>A reminder sent to Mr. Ali Snagi, Assistant Director(EDF), TDAP Karachi with the request to share latest update ,if any from EDF Secretariat, Islamabad regarding RCCI EDF project titled "Establishment of Display Center for Women Entrepreneurs /SMEs". The Director General, TDAP Islamabad issued a letter to Executive Director, EDF, Islamabad with the request to expedite the hiring of 3rd Party Engineering Firm for physical and financial audit of civil structure building i.e RCCI's EDF project titled "Establishment of Display Center for Women Entrepreneurs /SMEs".</p> <p>An in house meeting with the Executive Members of RCCI held in the office of D.G, TDAP Islamabad. The RCCI has discussed the current status of its EDF project titled "Establishment of Display Center for Women Entrepreneurs /SMEs". RCCI has shown its willingness that if Pakistan Engineering Council (PEC) is ready to verify the credentials of the shortlisted selected by RCCI for designing or drawing of the project, RCCI will bear the cost for this task.</p> <p>A Zoom meeting held on 30.07.21 at 11:00 Am in which Executive Director, EDF Islamabad, The Secretary(EDF), Ministry of Commerce, Director General, TDAP Islamabad and concerned Deputy Director from TDAP Karachi attended. The matter for hiring of 3rd Party Engineering Firm for physical and financial audit of civil structure projects including RCCI's was discussed in the zoom Meeting. The D.G, Islamabad shared with the participants of meeting that RCCI has agreed if PEC validates the category and experience of the firm selected by RCCI for design & drawing of building, the cost would be beard by RCCI. The Executive Director, EDF was of the view that RCCI may be has asked to approach PEC for this to save the time till the finalization of 3rd Party Engineering Firm for physical and financial audit of civil structure projects. The same has been conveyed to RCCI the same day.</p>
		Consultant Salary Account	01.07.2021 09.07.2021 28.07.2021	<p>i. The approval for deposit of income tax f0or the period from Dec,2020 to June,2021 has been sought from D.G, Islamabad.</p> <p>ii. The approval for cancellation of cheques of advertisement was also sought from D.G, Islamabad as the signatory from MoC was changed.</p> <p>iii. The new letter for change of signatory from MoC received and submitted to NBP, Aabpara Branch.</p> <p>iv. Four cheques were issued on a/o payment of advertisement bills of 4 dailies and handed over to Press Information Department for disbursement to the concerned parties.</p> <p>Mr. Farid Ahmad, A.D(EDF) TDAP Karachi was informed on phone about the budget position in the Consultant Salaries Account as the present balance does not meet the</p>

Virtual International Trade Forum (EDF funded project of RCCI)	12.07.2021	Mr. Khurshied Barlas, Executive member of RCCI visited TDAP Islamabad and he was asked to furnish the verified and stamped copies of invoices/bills so that the same could be forwarded to TDAP HQRs, Karachi. However, on 28.07.2021, during meeting with RCCI Executive members, the same was come up discussion. Mr. Irfan Manan, Secretary General, RCCI informed that the series of virtual seminars/workshops almost completed and RCCI will submit the whole expenditure invoices/bills after verification and stamped by an authorized person to TDAP Islamabad for onward submission to TDAP HQRs, for payment of full amount/release of Rs.1.2 million approved by EDF Board for Virtual Trade Forum
Establishment of E-Commerce Cell in WTO wing of MoC	26.07.2021	Mr. Asfandyar Khan, Research Officer (WTO wing), Ministry of Commerce approached this office for signatures of cheques by TDAP signatory in respected of procurement done by WTO wing. The matter was discussed with the D.G, Islamabad who advised to convey the WTO wing the proper procedure before releasing any payment as per EDF rules. The same has been conveyed to the Mr. Asfanyar Khan, Research Officer(WTO wing), MoC.
Product Development Hub(EDF project of IWCCI)	02.07.2021 09.07.2021 19.07.2021 28.07.2021 29.07.2021 30.07.2021	a) PDH sent request for release of salaries and rent for the month of June,2021. b) This office has made a reference to the President, IWCCI with the request to furnish the consent of PDH employees for taking June,2021 salary as final salary and will not claim any payment w.e.f 01,07.2021 (as IWCCI and PHD did not serve any notices to the employees of PDH that the time period of project has been expire don 30.06.2021. c) Letter to PDH sent with the advice to approach EDF Secretariat, Islamabad for time extension of its project and no payment will be made out of available balance after 30.06.2021. d) An email sent to Mr. M.Ali Sangi, A.D(EDF) informed him about the status of PDH project and copy endorsed to EDF Islamabad and IWCCI as well. e) The D.G grant approval to release the rent of PDH premises for June,2021. f) The desired consents from PDH employees received from IWCCI. The D.G has grant permission to release the salaries cheques of 03 PDH employees for June,2021 only as two other employees did not furnish their consents.

Emerging Pakistan Cell (MOC)	09.07.2021 30.07.2021	<ul style="list-style-type: none"> • Salary cheque issued to Mr. Nabeel Butt, Research & Communication Specialist, Ministry of Commerce for June,2021. • Salary cheque issued to Mr. Nabeel Butt, Research & Communication Specialist, Ministry of Commerce for July,2021.
Peshawar Women Chamber of Commerce & industry – Skill Development Programme for Women	July,2021	The Director General, TDAP Islamabad has approved the release of payment against purchase of Split Air conditioner, release of 2% of security deposit and 10% performance guarantee in respect of supplier of Split Air conditioner. Moreover, the instructions of D.G, Islamabad to Director, TDAP Peshawar to asked PWCCI for proper entry of Split A/C in the stock register and retendering for procurement of remaining machinery and stationery items.-
Model Custom Collectorate Appraisalment and Facilitation Office, Peshawar – Centralized Office / Residential Accommodation	05.07.2021	<ul style="list-style-type: none"> • The D.G , TDAP Islamabad issued approval for release of payment on account of purchase of Containers subject to site visit and satisfactory report in the matter. •The payment should be made in compliance of completion of all codal formalities and as per agreement with the firm, issue of work order and completion of job.
Sawabi CCI and Swabi University project	01.07.2021 30.07.21	<ul style="list-style-type: none"> • TDAP, Peshawar office had meeting with SAWABI Chamber of Commerce and Swabi University in which the Director, TDAP Peshawar informed the Swabi Chamber of Commerce & Industry that before releasing the approved EDF grant, Swabi Chamber of Commerce & Industry may signed a legal agreement with TDAP Peshawar as per EDF rules. •On the instructions of D.G Islamabad, the director Peshawar has shared scheduled of meetings of D.G Islamabad with Swabi Chamber of Commerce & Industry.
Hunza Chamber of Commerce & Industry – KADO joint project of Empowerment of SMEs in Gilgit Baltistan	July,2021	The joint account between TDAP Gilgit and Hunza Chamber of Commerce & Industry has been opened. This office advised A.D TDAP Gilgit to sent the formal letter of NBP, Gilgit for opening of account to TDAP (TDF-ED), Karachi for further necessary action.
Haripur Chamber of Commerce & Industry – EDF project “R&D Cell	19.07.2021	Another reminder sent to TDAP Karachi with the request the take up the matter with EDF Islamabad in matter as Haripur Chamber of Commerce & Industry is waiting for reply from TDAP Islamabad.

		FTI Charsadda project,	06.07.2021	An email sent to TDAP Peshawar and conveyed the instructions of Director General, TDAP Islamabad the Director, TDAP Peshawar may immediately prepare the case for inclusion of missing heads and submit to EDF for Board for approval.
		Monthly Expenditure Statement of EDF projects	27.07.2021	The monthly expenditure statement of all EDF projects at Islamabad was sent to TDAP HQRs Karachi.
6	Mr. Asif Raza, Law Officer	Mustafa Kamal vs Election Commission in PHC	06.07.2021	Follow up all the cases pending for adjudication before different Courts assigned by the competent authority/Ministry of Commerce. The undersigned obtained the copies of Orders dated 23.06.2021 and 06.07.2021 passed by the Hon'ble P.H.C, in 05 Writ petitions no. 5635/2020, 5636/2020, 5546/2020, 5531/2020 and 5532/2020 for updation of office record. Furthermore, the TDAP Hqr's has also requested to prepare the Parawise comments in W.P. No. 2518/ 2019, W.P. No. 224/ 2021, W.P.No.4121/2021 and Appeal No.1098(R)CS-2020 for onward submission to the relevant Courts. All information regarding the activities of Legal branch during the month of July 2021 has already shared to the Consultant Legal, TDAP, Hqr's Karachi.
		Sikandar Khan v/s RTO in PHC	06.07.2021	
		Mrs. Safia Naz v/s RTO in PHC	06.07.2021	
		Aftab Ahmed Noumani Vs TDAP in CJ, Isb.	07.07.2021	
		M/s Nazar Khan Vs FOP in PHC	08.07.2021	
		Shaukat Hussain. Vs. FOP etc in CJ, Isb.	09.07.2021	
7	Ahmed Jawad Malik, GSP Officer	Meeting with CE		Question answer Regarding job.
		Duties in Mango Show Assigned by DDMS Sadia		Duties to receive VIPs in Presidency.
		Calls for mango diplomacy for completion of documentation		Internal department calls directed by DG.
		Sending back documents of Roomi		Task Assigned by director for Mango diplomacy.
		Preparation of work order for the MS progressive growers.		Task Assigned by director for Mango diplomacy.

8	Mr. Muhammad Ahmad Hassan,AD	Handled charter flight work related to the Pak-Uzbek conference	Jul-21	Coordinated confirmations from business delegates, focal person for business delegates for ticket/payment related queries, processed and maintained record of their payments, oversaw the submission of payorders and reconciled payments with bank statements, made final lists for ticketing, coordinated with PIA for issuance of tickets. Total 138 tickets were issued which were coordinated by the undersigned.
		Represented TDAP on Inter Ministerial Meeting on 2nd Session of Pak-Bahrain Joint Ministerial Commission (JMC)	2-Jul-21	Gathered information and gave update on required queries at the meeting. Furthermore, apprised the HQs of the discussion and request at the meeting.
9	Ms. Sadia Khan, DD	Attended final stakeholders Meeting at The President Secretariate	09th July 2021	Meeting was arranged to discuss the final program, security clearance, final invitee list and preparations of Mango Festival 2021.
		Mango Festival 2021 held at President Secretariate	13th July 2021	TDAP joined hands with Rahim Yar Khan Chamber to organize Mango Festival 2021 at the Presidency. The festival was inaugurated by Dr Arif Alvi, President of Pakistan where growers from Sindh and Punjab displayed more than 20 varieties of commercially produced premium quality mangoes. The event provided a platform to the growers for promoting their varieties.
		Supervised and processed matters pertaining to admin of TDAP Islamabad office		All files were disposed off on time

		Processed matters pertaining to admin of SROs		All files were disposed off on time
		Supervised and processed matters pertaining to accounts of TDAP Islamabad office		All files were disposed off on time
		Processed matters pertaining to accounts of SROs		All files were disposed off on time
10	Mr. Omer Ehsan, DD	Pakistan Business Delegation to UZB	July, 2021	Facilitation of Business Delegation for information provision pre-event
		Women Entrepreneurship	July, 2022	Working on planning of ABP 2021-22 activities esp launching ceremony
11	Mr. Ali Yar Khan, AD	Pakistan Business Delegation to UZB	July, 2021	1. Compilation of facilitation data and generation of daily summaries of Visa, ticket and hotel statuses. 2. Provision of tickets to delegates & facilitation in hotel booking 3. Facilitation duty at State Lounge, Islamabad Intl Aitport
		MY TDAP	Jul, 2021	Routine uploading of reports by officers under TDAP ISB
		Conduct Guidelines for TDAP officers on overseas assignments	31-Jul-21	Developed conduct guidelines for TDAP officers on overseas assignments
		Display Centre Gilgit	Jul, 2021	Developed revised concept paper for Display Centre, Gilgit after meetings
12		Shahzad Ahmad Khan -DG and all officers of TDAP ISD	Meeting chaired by CE TDAP with Officers of TDAP ISD	08-07-2021

Shahzad Ahmad Khan -DG, Ishaq Shinwari Dir, Ms Maryam AD	Meeting with Rawalpindi Chamber of Commerce and Industry	28-07-2021	To discuss ABP 21-22 of TDAP ISD and seek support from Trade Bodies for Administrative and Financial Collaboration
Shahzad Ahmad Khan -DG, Ishaq Shinwari Dir, Ms Maryam AD	Meeting with Islamabad Chamber of Commerce and Industry	28-07-2021	To discuss ABP 21-22 of TDAP ISD and seek support from Trade Bodies for Administrative and Financial Collaboration
Shahzad Ahmad Khan -DG, Ishaq Shinwari Dir, Mr Tariq AD	Meeting of EDF for TORs for Audit	7/30/2021	To discuss TORs related to Hiring of 3rd Party Engineering Firms for Construction Related projects
Shahzad Ahmad Khan -DG, Ishaq Shinwari Dir, Ms Samia and Ms Maryam AD	Meetings and Coordination for Organizing Pakistan-Uzbekistan Business Forum		To enhance bilateral Trade, Investment and Connectivity between Pakistan and Uzbekistan
Shahzad Ahmad Khan -DG, Ishaq Shinwari Dir, Ms Sadia DD	Coordination for Holding Mango Festival at the		Mango Diplomacy
Shahzad Ahmad Khan -DG, Ishaq Shinwari Dir	and Execution of President of Pakistan Mango		Mango Diplomacy