**MONTHLY PRODUCT PROGRESS REPORT – (October, 2020)**

**PART-I**

**Name and Designation of Officer: FAKEHA FAIZ, ASSISTANT DIRECTOR, TDAP, PESHAWAR**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sr. No.** | **Main Activities** | **Expected Outcome** | **Progress(Oct, 2020)** | **Way Forward(Next month)** |
| **Product (Marble)** |
| **1** | Submitted first draft of Comprehensive Report on Marble  | **Will provide an insight of the Sector which might in policy making about understanding the problems of the Sector and devise strategy to increase exports.** | Assigned a new product by the HQs. Submitted the first draft | Establishing contacts with stakeholders for the development and promotion the sector. Also visits to the Marble and meetings with the Association and other stakeholders to get a deeper understanding of the Sector. |
| **2** | Prepared a report related to the marble sector for Pakistan Afghanistan Trade & Investment Forum 2020 (Partnership for Mutual Benefit) | **Promotion of exports, facilitation of the exporters related to Afghanistan** | Assignment completed on time | - |
| **3.** | Provision of monthly data export and import figures to TDAP HQs | **Provide an insight in deeper understanding of the export trends of marble-** | Assignment completed on time |  |
| **4.** | Preparation of an analysis report on US GSP related to marble sector | **For duty free of marble tariff lines in US GSP** | Assignment given by TDAP HQs. Completed on time | - |
| **5.** | Making of product brochure for marble as assigned by TDAP HQs | **For easy availability of data on marble for exporters**  | Assignment given by TDAP HQs. Completed on time | - |
| **6.** | Establishing contacts with marble Association after the elections to get the list of new members | **For future liaison with marble exporters** | Assignment given by TDAP HQs. Completed on time |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Carry over Activities(last month)** | **Reason for Non- Execution****( If any )** | **Progress(\*month of the report\*)** | **Way Forward(for \*Next month\*)** |
| **Product # 01 (\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)** |
| ------None | -None | - | - |
| None | - | - | - |

**Officer’s take away for \*Month of the report\*:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Fakeha Faiz)

Assistant Director (TDAP, Peshawar)

**PART-II**

**MONTHLY ACTIVITY REPORT – (Oct 2020)**

**Name and Designation of Officer: Fakeha Faiz, Assistant Director, TDAP, Peshawar**

|  |  |  |
| --- | --- | --- |
| **1** | **WORK ASSIGNED BY TDAP, ISLAMABAD DIRECTORATE/PESHAWAR :** | **Activities Executed**The undersigned is also looking after the charge of Admin and Litigation sections of TDAP Peshawar. Represented Ministry of Commerce in the Peshawar High Court in several court cases during the month of October and collaborated with other departments like TDAP HQs, DGTO and Ministry of Commerce in this regard.Furthermore, the undersigned dispensed off the daily administrative matters of the office as directed. |
| **2** | **WORK ASSIGNED BY TDAP, HEADQUATERS KARACHI :** | **Activities Executed**1. Preparation of first draft of product report
2. Provision of monthly export/import data analysis to TDAP HQs
3. Analysis report on identification of tariff lines of Pakistan’s interest in US GSP
4. Creation of masterfolder of marble as assigned by TDAP HQs
5. Establishing contacts with the new members of Marble Association after elections
 |
| **3** | **WORK ASSIGNED BY MOC,****ISLAMABAD :** | **Activities Executed**1. Preparation of report for Pakistan and Afghanistan Trade and Investment Forum
 |

(Fakeha Faiz)

Assistant Director

(TDAP, Peshawar)

**MONTHLY PRODUCT PROGRESS REPORT – (October-2020)**

**PART-I**

**Name and Designation of Officer: Zahid Mohammad, Assistant Director, TDAP, Peshawar**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sr. No.** | **Main Activities** | **Expected Outcome** | **Progress(Oct-2020)** | **Way Forward(Next month)** |
| **Product (Gemstones Sector of KP)** |
| **1** | Sectorial Analysis Report on “Gemstone Industry of Pakistan” | To ensure optimum utilization of the gemstone industry by raising its value chain productivity.  | * Report submitted to TDAP, Islamabad
 | Will establish contacts with stakeholders for the development and promotion the sector. |
| **2** |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Carry over Activities(last month)** | **Reason for Non- Execution****( If any )** | **Progress(\*month of the report\*)** | **Way Forward(for \*Next month\*)** |
| **Product # 01 (\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)** |
|  |  |  |  |
|  |  |  |  |

**Officer’s take away for \*Month of the report\*:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

( Zahid Mohammad )

Assistant Director

TDAP, Peshawar

**MONTHLY ACTIVITY REPORT – (October-2020)**

**PART-II**

**Name and Designation of Officer: Zahid Muhammad, Assistant Director**

|  |  |  |
| --- | --- | --- |
| **1** | **WORK ASSIGNED BY TDAP, ISLAMABAD DIRECTORATE/ PESHAWAR :** | **Activities Executed*** Meeting with dealers / exporters of Gur regarding HS Code.
* Submitted reply to PMDU regarding FTI complaint.
* Competed the course of action of relocation of FTI from TDAP to KP-TEVTA.
* Forwarded presentation on “Dates Import to USA” to DIK Chamber and date growers.
* Clarification of Agriculture Deptt. of Thailand forwarded to DIK Chamber and date growers.
* Submitted report to DG, TDAP, Islamabad on “An overview of Pakistan Mineral potential and Afghanistan Trade issues”.
* Meeting with Coordinator FPCCI regarding “Pakistan Afghanistan Trade Exhibition”
* Meeting with Women Chamber of Commerce & Industry, Peshawar.
* Paid salaries of FTI staff w.e.f April to July, 2020.
* Arranged meeting of the Secretary General, Pak Afghan Joint Chamber with the DG, TDAP, Islamabad.
* Meeting with President SCCI regarding “Pakistan Afghanistan Trade Exhibition”
* Meeting of Management Committee of FTI at TDAP, Pesh. on 16-Oct-2020.
* Circulated Meeting of Minutes of MC, FTI.
* Meeting with PC, Hotel regarding “Pakistan Afghanistan Trade Exhibition”
* Letter to GGIP regarding Auction of Unserviceable Lapidary’s machinery tools and electric appliances.
* Meeting of Management Committee of FTI at TDAP, Peshawar on 27-Oct-2020.
* Circulated Meeting of Minutes of MC, FTI.
* Process registration case of M/s Afnan Jewellers, Bannu.
* Routine matters in the capacity as DDO.
* Dealt routine matters of the FTI and GGIP (EDF funded projects).
 |
| **2** | **WORK ASSIGNED BY TDAP, HEADQUATERS KARACHI :** | **Activities Executed*** Contacted DIK Chamber of Commerce and Date Growers of DIK regarding Webinar on Exports of Date to USA.
* Attended Webinar on Exports of Date to USA through zoom video link at 07:00 pm to 09:00 pm.
* Submitted reply to TDAP, Hqrs regarding Federal Audit for the year 2019-20.
 |
| **3** | **WORK ASSIGNED BY MOC,****ISLAMABAD :** | **Activities Executed** |

(Zahid Muhammad)

Assistant Director

TDAP, Peshawar

**MONTHLY PRODUCT PROGRESS REPORT – (Oct 2020)**

**PART-I**

**Name and Designation of Officer: M. Amir Khan, Assistant Manager**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sr. No.** | **Main Activities** | **Expected Outcome** | **Progress(Oct, 2020)** | **Way Forward(Next month)** |
| **Product (Transport & Logistic)** |
| **1** | Prepared Comprehensive Report on Transport & Logistic | **May provide the general information to the readers, policy makers, decision makers** | Provided the constraints in the Transport Sector of PakistanAttended webinar and prepared press release “Netherlands-Pakistan Maritime Investment & Trade Opportunities” |  |
| **2** |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Carry over Activities(last month)** | **Reason for Non- Execution****( If any )** | **Progress(\*month of the report\*)** | **Way Forward(for \*Next month\*)** |
| **Product # 01 (\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)** |
|  |  |  |  |
|  |  |  |  |

**Officer’s take away for \*Month of the report\*:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(M Amir Khan)

Assistant Manager

(TDAP, Peshawar)

**PART-II**

**MONTHLY ACTIVITY REPORT – (Oct 2020)**

**Name and Designation of Officer: M. Amir Khan, Assistant Manager**

|  |  |  |
| --- | --- | --- |
| **1** | **WORK ASSIGNED BY TDAP, ISLAMABAD DIRECTORATE/PESHAWAR :** | Activities Executed1. Provided information to the CEO of KPEZDMC.
2. Provided information/data to Mineral Dept, KP
3. Provided data to SCC&I regarding Pak – CARs bilateral Trade
4. Arranged and accompanied Mr. Waqas Elahi, A.D, Karachi meeting with Tourism Dept, KP.
5. Issued GSP and FTA to the exporters.
6. Sent report of the COO to Hqrs.
 |
| **2** | **WORK ASSIGNED BY TDAP, HEADQUATERS KARACHI :** | Activities Executed1. Provided information regarding Honey Processing.
2. Input on the letter of MOFA letter regarding Maritime
3. Provided material for TDAP Broacher
4. Provided list of Honey exporters for registration of Honey Exporters of Pakistan with Saudi Food & Drug Authority
 |
| **3** | **WORK ASSIGNED BY MOC,****ISLAMABAD :** | Activities Executed |

(M Amir Khan)

Assistant Manager

(TDAP, Peshawar)