

Embassy of Pakistan
Commercial Section
Dushanbe

Com-55/2021

September 30, 2021

Subject: **ADJUSTMENT ACCOUNT (PAKISTAN-TAJIKISTAN) BUSINESS FORUM AND MEETING OF JBC AT DUSHANBE (14-17 September 2021)**

Dear Sir,

Please refer to the above subject.

2. Pakistan-Tajikistan Business Forum and meeting of JBC was organized by Ministry of Commerce and TDAF in Dushanbe from 14-17 September, 2021. In line with the directions of Ministry of Commerce, vide letter No. 7(1)/2020-CARs dated September 2, 2021 (copy enclosed) **Annex-A**, an amount equivalent to USD 32,000/- was transferred from EMDF Account of Parep Tashkent to EMDF Account of Parep Dushanbe.

3. During the event, total expenditure amounting to USD 32,606/- was incurred. Breakup of expenditure and references of Annexures, which contain original receipts, invoices and internal noting, is given below:

Nature of Expense	USD	Annexure
Meals (Coffee Breaks, Lunch), other etc.	13809.28	Annex-B
Camp Office	461.04	
Transportation	3846.15	
Printing & Publication (Country Booklets & Directory)	3978.78	
Interpreters/Translators	5700	
Stationery	437.66	
Standeers/Roll ups	1782.49	
Badges & Direction Signs	1297.53	
Miscellaneous	1292.3	
Total	32,606/-	-

4. Bank Reconciliation Statements for Mission's EMDF Account (USD Currency) & EMDF Account (Local Currency) for the Month of September 2021 are given below:

Reconciliation of Mission's EMDF (USD Currency) September 2021		
Date	Description	USD
01/09/2021	Opening Balance	2845.70/-
02/09/2021	Transfer to Local Currency Account	(1000/-)


10/09/2021	Transfer to Local Currency Account	(500/-)
10/09/2021	Remittance from EDF, Tashkent	31,990/-
13/09/2021	Cash Withdrawal	(1,000)
13/09/2021	Commission on Cash withdrawal /Bank charges	(5/-)
13/09/2021	Transfer to Local Currency Account	(12,000/-)
21/09/2021	Transfer to Local Currency Account	(2653/-)
21/09/2021	Cash Withdrawal	(3,650/-)
21/09/2021	Commission on Cash withdrawal /Bank charges	(18.25/-)
27/09/2021	Transfer to Local Currency Account	(13,830.79/-)
29-09-2021	Closing Balance	USD 178.66/-

Reconciliation of EMDF (Local Currency Account) September 2021		
Date	Description	TJS
01/07/2021	Opening Balance	0
02/07/2021	Receipt from USD Account against (\$1,000)	11,321
02/09/2021	Cash Withdrawal	(11,200)
02/09/2021	Exchange rate differential	(11)
02/09/2021	Commission/Bank Charges on Cash withdrawal	(56)
10/09/2021	Receipt from USD Account against (\$500)	5,660.50
10/09/2021	Cash Withdrawal	(5,655)
10/09/2021	Exchange rate differential	(5.50)
10/09/2021	Commission/Bank Charges on Cash withdrawal	(28.28)
13/09/2021	Receipt from USD Account against (\$12,000)	135,840
13/09/2021	Cash Withdrawal	(130,000)
13/09/2021	Exchange rate differential	(120)
13/09/2021	Commission/Bank Charges on Cash withdrawal	(650)
21/09/2021	Receipt from USD Account against (\$2,653)	30,026.65
21/09/2021	Cash Withdrawal	(30,000)
21/09/2021	Exchange rate differential	(21.22)
21/09/2021	Commission/Bank Charges on Cash withdrawal	(150)
27/09/2021	Receipt from USD Account against (\$13,830.79)	156,523.05
27/09/2021	Exchange rate Differential	(96.82)
27/09/2021	Payment to Hyatt Regency	(156,183)
27/09/2021	Commission/Bank Charges on Cash withdrawal	(7)
29/09/2021	Closing Balance	5,187.38

5. Copies of Bank Statements for the Months of September-2021 for Mission's EMDF Account in both USD and Local Currency are attached as **Annex-C**.

6. In view of the above, it is submitted that approval of Secretary TDAP (being the competent authority for EMDF) may be obtained for the expenditure amounting to USD 32,606/- and the case may then be further processed/presented to EDF Board for approval.

Best Regards,



30/9/2021

(Rashid Imtiaz)

Trade & Investment Officer

Mr. Athar Khokhar
Director General
TDAP,
Karachi

Copy to;

- ✓ Ms. Maria Kazi, Joint Secretary (FT-II), Ministry of Commerce, Islamabad
- ✓ Mr. Shehzad Ahmed Khan, Director General, TDAP, Islamabad