DOTGazette

Message by Director General DOT(IR)

It is a matter of immense pride and pleasure to have thirty eight young and enthusiastic probationary officers of 38th specialized training program entering the Inland Revenue Service of Pakistan. I am convinced that you will come across great professional and training opportunities here at DOT. Your stay here will prove to be a stepping stone to your future life as a dedicated and professional officer of Inland Revenue service.

Directorate General of Training & Research (IR) is an ace training institution in the realm of taxation and finance. Undoubtedly, success of an organization largely depends on the worth and quality of its human capital. DOT recognizes this fact and therefore, attaches great significance to the training and capacity building of the workforce, the serving officers and officials as well as the fresh entrants into service. A well trained and skilled workforce is a prerequisite for enhanced organizational development. Directorate General is continuously reviewing, updating and modernizing its training programs to keep pace with the changes and developments occurring at the national and global level.

Federal Board of Revenue (FBR) is aspiring for a positive change to bring about facilitation for taxpayers, satisfaction of the workforce and an instrument for a self reliant economy to combat the ills of retarded growth, rampant poverty and low tax to GDP ratio. In this scenario, FBR reflects a silver lining struggling to make a difference. Each and every individual in the organization can make this difference provided there is a passion to do so. This inspiration keeps us going to cope with the future needs of FBR. Continuity and perseverance must be adhered to achieve success and stability.

I would like the probationary officers to make optimum use of training facilities and amenities available at DOT to fully equip themselves with requisite skills essential for a successful and meaningful career in tax management and administration. Focus on achieving excellence in the field of public



finance and taxation would be the hall mark of the upcoming specialized training program. Simultaneously and equally research activity is also of paramount importance. It provides a very potent, effective and useful backup to support and maintain an ideal level of professionalism and administrative expertise integrally related to their professional pursuits. Moreover, in today's world progress and development in every field of life is heavily dependent on the research activity being carried out in diverse areas. We must all understand and realize the momentous task that lies ahead. Therefore my advice to the young officers is they must come up to the expectations and fully align themselves with the vision and mission of the FBR.

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Welcome!

The DOT faculty and staff extend their heartfelt felicitations to Mr. Khawar Khurshid Butt on assuming the charge of Director General DOT(IR). We wish him the best of luck in his present assignment. We are sure that with his experience and knowledge, DOT(IR) will greatly benefit.

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EDITORIAL

The July - November issue of DOT Gazette is an attempt to highlight the key activities held at Directorate General of Training & Research Inland Revenue [DOT (IR)] Lahore during the past four months. DOT (IR) entered the new financial year with a focused and fast paced activity oriented schedule. The first major event was the reception of 38th (STP) Specialized Training Program, who after completing their Common Training Program joined this apex training institute of Inland Revenue. The new officers were given a warm reception and since then, their professional pursuits have been in full swing.

Aristotle said, "Pleasure in the job puts perfection in the work". This holds true in all our endeavors at DOT (IR), because while organizing any in-service training for the officers or the staff of IR, due diligence is exercised at each level at DOT. With this intention a number of refresher trainings both for the officers and staff of IR were conducted during these months.

During this period, Mr Khawar Khurshid Butt assumed the responsibility of this prestigious institution as Director General DOT (IR). He has laid special emphasis on conducting the refresher training for the work force of IR. Besides, under his supervision efforts are under way to make DOT gazette a more frequent feature.

Visit of World Bank Team

World Bank Team comprising of Mr. Orlando and Mr. Taqi Sharif visited DOT (IR) Lahore on 25th July 2011 to evaluate the training programmes in DOT(IR). They were given a warm welcome by the Director General, Director and faculty members. After a brief introduction and visit of the DOT premises they were given a presentation about the specialized training programme and in-service training of officers and officials of Inland Revenue. The team was also apprised about the outstation training programmes for the officials of BS-7 to BS-15. It is added that FBR values its employees and is always trying to enhance the skills of its workforce and with this objective extensive training programmes have been designed in DOT (IR) to improve the professional skills of officials and officers of the department to meet the future challenges. World Bank team appreciated the efforts of DOT faculty and emphasized that foreign training programmes should also be planned for the FBR workforce. World Bank team looked into all details and modules of training and were satisfied with the effort being made to update the knowledge and skills of FBR workforce. They were of the opinion that these training courses will be helpful to meet the future challenges of newly created Inland Revenue department.








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Research Methodology by Mr. Iqbal M. Khan

Extension lecture on Research Methodology was organized at DOT (IR) Lahore on 13.08.2011 for the Probationary Officers of 38th STP.Renowned scholar Mr. Iqbal M Khan from Lahore School of Economics was invited to deliver the lecture. It was attended by DOT faculty and Probationary Officers. Resource person discussed literature review and explained that review will be guided by research objectives or by issues or thesis being argued and will provide the frame work for further work. He dilated upon different methods to conduct research and explained the difference between qualitative and quantitative methods. Qualitative research is the studied use and collection of a variety of empirical materials such as case study , personal experience, introspective, life story, interview, observations that describe routine and problematic moments and meanings in individual lives. Research is based on the observations, inquiry and investigation on rational suppositions of the world around us. During the presentation the resource person also dilated upon data analysis, reporting and presenting the results. He also highlighted the importance and different styles of referencing.

It was an interactive and informative session and the young officers asked various questions related to the topic which were satisfactorily answered. It was a useful session and it enhanced the knowledge of the probationary officers to prepare the research reports as per laid down standards.

Research Syndicates of 38th STP

Research is prerequisite of development and is a central activity at all progressive academic institutes therefore it has been made integral part of specialized training programme. Probationary Officers of 38th STP have been divided into six Research Syndicates to prepare research papers on following topics:

1. Energy crisis-Its impact on the economy and revenues in Pakistan. What options are available to address the problem?
2. Reasons for rapid growth of Banking sector in Pakistan and its impact on revenue generation.
3. Role of Automobile Industry in economic development of Pakistan. Its impact on growth negative as well as positive.
4. Contribution of cement Industry in economic development of Pakistan.
5. Property boom its impact and taxability.
6. Textile sector is the back bone of economy of Pakistan. The ills faced by the sector and its contribution towards economic development.

Research activity is an important segment of Specialized Training Programme (STP) and it is considered essential to improve knowledge, professional skills and investigative techniques of young officers. During the process they learn about the business processes and commercial practices. Moreover they have to record their findings about socio-economic aspects of the research topics. Research activity helps in confidence building and communication skills because they have to present their research papers after completion.

The prime responsibility of the faculty of DOT is to ensure that all training programmes are continually updated and tailored to meet the criteria of our changing roles as public servants. Our vision for the future is to develop training courses that offer a better view of tax administration and management along with leadership values, and an exploration of current fiscal issues through research and enquiry.

With this objective current issues are included in research topics for every Specialized Training Programmes. Group Research and presentation of research paper has been made integral part of the Specialized Training Programme in order to mobilize the collective intelligence of officers and to provide them an opportunity to speak their mind and articulate their views in an impressive and befitting manner.







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Construction Projects at DOT

To cope with the International Standards, provision of state of the art facilities at DOT is one of the most focused areas of Federal Board of Revenue towards achieving excellence in terms of academic and interactive learning environment. Construction of Sports Complex, Second floor of Tariq Aziz Block and Category-V apartments are a few development projects underway. Completion of these projects would give an impetus to new learning environment coupled with recreational facilities for the trainees as well as for the International delegates. This is an effort to improve the image of Pakistan in the comity of nations. A dedicated team of professionals from Pak PWD under the supervision of Director DOT and Secretary Projects, FBR is continuously struggling to complete these projects at the earliest.

Brief description of projects is as under.

Jinnah Sports Complex:

- Badminton Court
- Squash Court.
- Table Tennis
- Snooker
- GYM

Academic Block on 2nd Floor of Tariq Aziz Block

- Conference Room
- Lecture Room
- Syndicate Room

Construction of 24 CAT-V Houses

- Sixteen houses: Under construction
- Eight house: Construction to be started

We pray to Allah Almighty to facilitate the process of completion of these projects on the expected dates.









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Sports Activities at DOT

The Directorate General of Training and Research (Inland Revenue), Lahore believes in the famous Latin quotation is 'Mens sana in corpore sano' meaning 'a sound mind in a healthy body'. Hence, the probationary officers are provided with the indoor and outdoor sports facilities to keep themselves physically fit. The Director General Mr. Khawar Khurshid Butt visited probationary officers on a brunch.

Being an athlete himself, he showed keen interest in sports activities and shared some of his experiences. The Director General was briefed about sports and physical activities of probationary officers after their classes. The probationary officers requested Director General to join badminton and table tennis matches. The probationary officers were impressed to see Director General making elegant and agile moves while playing badminton. After winning a Doubles match, Mr. Khawar Khurshid Butt along with young officers visited Table Tennis hall. The Director General once again surprised officers and played extremely well.

Afterwards, while visiting the gymnasium facility, the Director General appreciated the interest of young probationary officers in physical fitness activities. He also promised that the gymnasium will be upgraded with latest equipment.







Congratulations!

The DOT faculty and staff extends their best wishes to Madam Sameera Yasin on her promotion to BS 21. Congratulations! The success you achieved is the success you truly deserved.



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Visit of Probationary Officers of 38th STP to Orient Electronics (Pvt.) Limited

Local visits and study tours are one of the training methods adopted by the Directorate General of Training and Research (Inland Revenue), Lahore. This method helps in orientation of trainee officers to the practical aspects of class room lectures. In this regard, the probationary officers visited the manufacturing plant of Orient Electronics (Pvt) Limited situated at 26 km, Multan Road, Lahore on 23rd November, 2011. Orient is a leading local brand in home appliances and electrical accessories.

During the said visit, introduction of the Orient Group of Companies was given by the General Manager Finance and Taxation, Mr. Aleem Amin. It was explained that currently Orient Electronics (Pvt.) Limited is manufacturing Air conditioners, refrigerators, LCDs, Water dispensers, Washing Machines, vacuum cleaners, Energy savers etc. Apart from their own local brand name 'Orient', they are the manufacturers and sole distributors of the International brands in Pakistan namely 'Samsung' and 'Mitsubishi'.

After the introduction, the complete visit of the manufacturing plant was conducted. The probationary officers keenly observed the manufacturing of Samsung LCDs, Orient Air Conditioners, Water Dispensers, Refrigerators, Energy Savers and Packing material. The visit was concluded by a vote of thanks to the team of Orient Electronics (Pvt.) Limited.











PUBLIC SPEAKING CLASSES

In order to improve the communication skills of the young probationary officers of 38th Specialized Training Programme, Public Speaking classes have been introduced as an important component of the Training Programme. These classes have been made a regular feature with the aim of providing the opportunity to the young officers to express themselves effectively as they will have to deal with public while discharging their official duties in future.

Each officer is allocated 5 minutes time to express his views on the topic of his own choice. This public speaking can be based upon a Power Point presentation, paper notes or it can be extemporary. The speaking session is followed by a question answer session in which the fellow officers ask questions for clarification. This activity is supervised by the Additional Director (Training), DOT, Lahore.

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Refresher Training Courses for Officers

The Directorate General of Training and Research (IR) has been organizing a number of workshops on Sales Tax Act, 1990 and Federal Excise Act, 2005 since July, 2011. A series of such workshops were conducted for BS 17 and 18 officers and for officers in BS 19 and 20.

Workshops were also held on audit under Sales Tax Act, 1990 for officers of BS 17 and 18 from 17th to 19th of October and 24th to 26th of October, 2011. So far 150 officers have been participated.

S #	Name of the Course	From	To
1	Sales Tax Workshops for Officers of Inland Revenue	7-Sep-11	8-Sep-11
2	Sales Tax Workshops for Officers of Inland Revenue	10-Sep-11	
3	Sales Tax Workshops for Officers of Inland Revenue	14-Sep-11	15-Sep-11
4	Sales Tax Workshops for Officers of Inland Revenue	21-Sep-11	22-Sep-11
5	Sales Tax Workshops for Officers of Inland Revenue	28-Sep-11	29-Sep-11
6	Sales Tax Workshops for Officers of Inland Revenue	5-Oct-11	6-Oct-11
7	Sales Tax Workshops for Officers of Inland Revenue	12-Oct-11	13-Oct-11
8	Workshop on Audit under Sales Tax Act, 1990	24-Oct-11	26-Oct-11









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Training courses for officials of BS 7 to 15

In the back drop of the policy and structural changes taking place at the Federal Board of Revenue, particularly the formation of Inland Revenue, training courses for non gazetted staff have become essential. Refresher training course for staff at DOT(IR) have been designed and are continuously modified to match these changes. Federal Excise, Sales Tax and Income Tax are made part of every training module along with other topics of book keeping and services laws to foster enhanced efficiency and effectiveness amongst the official. We are aware of the problems and challenges that lie ahead never the less we are committed to ensuring that Directorate General of Training and Research continues to maintain its position as a progressive academic institute. Training courses for staff has been divided into three different segment.

1. Refresher Training Courses.
2. Customized Training Courses.
3. Training Courses for Out-stations.

Modules of training for refresher training courses include all import provisions of Federal Excise, Sales Tax and Income Tax laws. These courses have been designed to train the work force of newly formed Inland Revenue Department after amalgamation of previous Sales Tax and Income Tax Departments so that staff members can perform their duties in the new environment effectively.

In customize training programs resources person are invited deliver lecture on specific topics which require immediate attention as per the needs of the field formation.

Out station training programs have been prepared for official of RTO Gujranwala,



Sialkot, Faisalabad, Multan and Bahawalpur likewise the Regional Directorates of Islamabad and Karachi carrying out training programs within their jurisdiction.

So far nine different training programs have been carried out by DOT (IR) Lahore given as under:

S.#	NAME OF COURSE	FROM	TO
1	Customer Facilitation Training Project (for Officials)	11-Jul-11	15-Jul-11
2	Refresher Course for LDC/UDC, RTO Gujranwala	25-Jul-11	26-Jul-11
3	Refresher Course for LDC/UDC, Lahore	14-Sep-10	15-Sep-11
4	Refresher Course for Inspectors, Lahore	26-Sep-11	27-Sep-11
5	Refresher Course for LDC/UDC, Lahore	10-Oct-11	14-Oct-10
6	Sales Tax Audit – and its Various aspects for Inspectors, Lahore	18-Oct-11	20-Oct-11
7	Sales Tax Audit – and its Various aspects for Inspectors, Lahore	26-Oct-11	28-Oct-11
8	Refresher Course for Auditors/Inspectors (IR) RTO Gujranwala	23-Nov-11	24-Nov-11
9	Monitoring of Withholding Taxes for Auditors, Lahore	29-Nov-11	1-Dec-11

Success of an organization depends upon the worth of its Human Resources capital. Directorate General of Training and Research recognizes this fact and is making efforts to develop an all-inclusive and comprehensive roadmap for training the employees of Inland Revenue.

IT Training

In order to build computer competency of the officials of the field formation, DOT(IR) designed computer trainings of level-I,II and III for the officials of BS 07-16. Level I and II training has been successfully completed. So far seven courses of level-III have been organized from July 2011 to date. In these courses eighty one Inspectors from RTO and RTO-II, Lahore participated.





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