

SOPs FOR EXPORT OF WHEAT SCHEME 2014-15

| S.No | TASKS | RESPONSIBILITY |
|------|---|---------------------------------------|
| 1 | i) An agreement will be executed on a stamp paper of Rs. 1,000 between the Punjab Food Department and the exporter for purchase / sale of wheat for the purpose of the export of a specific quantity of wheat. ii) Payment of wheat + cost of bardana (less rebate amount in PKR@ USD55 per metric ton on interbank rate as of date of signing the agreement) be deposited within seven working days of signing the agreement. iii) An in Land Letter of Credit (less Rebate) will be forwarded by the issuing bank to Director Food Punjab. iv) In either case, the second party shall submit Bank Guarantee of 120 days from designated bank equal to the rebate amount within seven working days of signing the agreement. | Addl: D. F / DD (B&A) |
| 2 | Signature and CNIC of the rep. of the buyer forwarded by the Bank entered in the LC will be forwarded to the Director Food for onward transmission to the concerned DDF. | DD (B & A) |
| 3 | Bank Guarantee will be verified by the issuing bank | DD (B & A) |
| 4 | On verification of Bank Guarantee and deposit in SBP, An authority letter to the concerned DDF will be issued for release of wheat against the amount of cash deposit or ILC amount | DD (B & A) |
| 5 | Books of Commercial Invoice and delivery/dispatch report (as per specimen enclosed) will be arranged by Deputy Director Food concerned containing 6 copies of each paper in different colors (specimen to be provided by DD (P). These documents will be prepared /completed by the incharge centre at centre and sending to the concerned as following:- i. Original and 3 rd copy to Food Directorate, (1 st copy White and 3 rd copy yellow). ii. 2 nd DFC concerned (light Green) iii. 4 th copy for Deputy Director Food concerned (pink). iv. 5 th copy to the consignee / Rep. of exporter (Blue) 6 th copy will be retained as office copy and will remain with the incharge Centre for production at the time of audit(White). | DDF/DFC |
| 6 | Commercial Invoice and Delivery/Dispatch Report will be prepared at the centre level and will route through DFC and DDF to the DD (B&A). It should be ensured that while preparing these documents utmost care should be observed with regard to no overwriting or mis-calculation and misplacement. DFC and DDF to personally monitor this exercise. | DDF Concerned/ DFC Concerned |
| 7 | On receipt of Invoice and Delivery Report , the white copy will be forwarded by the Deputy Director Food (B&A) to the relevant Banks to lodge claim for re-imburement. | DD(B&A) |
| 8 | Daily progress of dispatch exporter wise will be intimated by incharge centre to the DFC and the DFC will forward the report to the Deputy Director Food, who will ensure submission of report to Food Directorate through email. | DDF / DFC |
| 9 | Original copies of Commercial Invoice / Delivery order to reach DD (B&A), through special messenger on Monday and Thursday at 08.00 A.M positively. | DDF / DFC |
| 10 | Exporter wise record of dispatches/sale of wheat will be maintained at centre, District, Divisional and DD (B&A). | DDF / DD (B&A) |
| 11 | The accounts of the day will be finalized at the centre daily after the day's dispatch. | DDF/DFC |
| 12 | The DDF, DFC and Incharge Centre will ensure that the lifting of wheat will be strictly in accordance of authority letter for release of | DDF/DFC |

| | | |
|----|--|-----------------------|
| | wheat by DD (B&A). This aspect should be especially monitored by the DFC and DDF concerned. | |
| 13 | Acknowledgement of each truck loaded with wheat from the centre will be obtained on SF-21 and gate out register from the authorized representative of the buyer. | DFC / Incharge centre |
| 14 | The copy of the Invoice and Delivery/Dispatch Report will be pasted in the SF-21 by the Centre Incharge. | Incharge Centre/DFC |
| 15 | The ILC, Cash deposit challan in Form 32, Invoice and Delivery/Dispatch Report will be treated as auditable document . | DD(B&A) /DDF/ DFC |
| 16 | On the completion of export, the exporter will submit the export documents as enlisted in agreement for the release of bank guarantee | DD (B&A) |
| 17 | On verification of documents from the quarters concerned and having final reconciliation, the bank guarantee will be released | DD (B&A) |
| 18 | The claim for rebate amount will be lodged with F.D. on monthly basis | DD (B&A) |
| | In case of failure of submitting of export documents with in specified period or non verification of export documents will be en-cashed. | DD (B&A) |

DISTRICT FOOD CONTROLLER _____

Book No. _____

Invoice No. _____

Dated. _____

COMMERCIAL INVOICE

DISTRICT FOOD CONTROLLER _____

NAME OF PR / FLAG CENTRE _____

(Buyer's Name & Address.)

IN CASE OF L.C:-

LC Number _____ dated _____

(Bank name) _____

IN CASE OF CASH DEPOSIT:-

Bank Name: State Bank of Pakistan, Lahore. Challan No. _____ Dated _____

Delivery / Dispatch Report Book No. _____ Sr. No. _____

Crop / Scheme Year 2014-15.

Godown / Open _____

| <u>DESCRIPTION OF GOODS</u> | | <u>RATE PER UNIT</u> | <u>AMOUNT (RS.)</u> |
|--|---------------------|---|----------------------------|
| Fair Average Quality (FAQ) wheat, other details as per agreement dated _____ | M. Tons wheat | Rs. 32000 Per Metric Ton, less rebate amount @ US#55 per Metric Ton | |
| | Jute bags (A-Class) | Rs. 134/ bag | |
| | PP bags | Rs. 38 / bag | |
| TOTAL | | | |

Rupees (in words _____ only)

We certify goods to be of Pakistani origin

Signature

Name & Designation of Incharge Centre

Stamp

Signature

Name of District Food Controller

Stamp

DISTRICT FOOD CONTROLLER _____

Book No. _____

Serial No. _____

Dated _____

DELIVERY / DISPATCH REPORT

PR / Flag Centre _____

M/S _____

IN CASE OF L.C:-

LC No. _____ Dated _____

Bank Name _____

IN CASE OF CASH DEPOSIT:-

Bank Name : State Bank of Pakistan, Lahore. Challan No. _____ Dated _____

Amount Deposited Rs. _____ In words _____

Directorate Authorization letter No. _____ Dated _____

We hereby confirm having delivered the following Goods

Commodity:- FAQ Wheat Scheme 2014-15

Quantity (Net weight of wheat without bags) _____ M.Tons

Packed in _____ Jute bags _____ PP bags.

The quantity and quality of the above mentioned goods have been checked and confirmed by the recipient and assured that these are strictly in accordance with the specifications laid down in the Agreement dated _____.

Signatures

Name & Designation of Incharge Centre:-

Stamp

ACKNOWLEDGEMENT / ACCEPTANCE

We hereby confirm that:-

- We have received / taken over the possession of above mentioned goods.
- We have checked the quantity and the quality of the goods and further confirm that the goods are in accordance with our agreed FAQ specifications in terms of Agreement dated _____ and above LC

Signatures

Name _____

CNIC No. _____

Authorized representative of M/S _____

Signatures Verified

Name & Designation of Incharge Centre:

Stamp.