



ZARAI TARAQIATI BANK LIMITED
Head Office, 1 Faisal Avenue, Islamabad

OPERATIONS DIVISION
(Business Process & Services Management Department)

Circular No.OD/22/2020

Dated:11.06.2020

All Zonal Chiefs/Chief Managers/Managers,
ZaraiTaraqiati Bank Limited,

Subject: **PRIME MINISTER'S COVID-19 PANDEMIC RELIEF FUND-2020.**

This is with reference to Finance Department, SBP Circular Letter No.02 of 2020 dated 02.04.2020 and FD No.04 of 2020 dated 20.04.2020. Govt. of Pakistan has established a relief Fund namely "**PM COVID-19 Pandemic Relief Fund-2020**" for providing relief and assistance to the people of Pakistan effected by the COVID-19.


The Fund shall accept donations from domestic and international sources. Following procedures/methodology is required to be adopted to enhance transparency in receiving the payments and facilitations to the donors.

1. All ZTBL branches are directed to open a collection Account with Title "**PM COVID-19 Pandemic Relief Fund-2020**" under GL Head 2101 to accept donations/contributions in cash/via cheques.
2. Donations and contributions can be made in the form of cash, cheque duly crossed in the name of Fund. Branch will issue a receipt to customer for cash, cheque deposited at its counters prescribed on Annex-A.
3. The aforesaid receipt shall be made in triplicate, the original of which duly signed by the authorized branch officials shall be delivered to donor/contributor.
4. Title of Fund shall be written clearly on the receipts.
5. Donations submitted in the branches shall be deposited in the NBP account No.4162-786-786, IBAN: PK11NBPA0002004162786786 established for public donations as per SBP Finance Division Circular No. 02 of 2020 dated April 02, 2020 through RTGS via MT 102/103 after every 30 minutes during banking hours.
6. A Notice in this regard should be displayed at the prominent place of the Branches for customer awareness, template Annexure-B.
7. Drop box facility shall be made available enabling the donors to drop cross cheques in the name of the fund.
8. For customer's cheques after debiting customer's account or after realization of cheques funds will be transferred to Funds Collection Account from where these funds will be transferred to NBPs account mentioned above.

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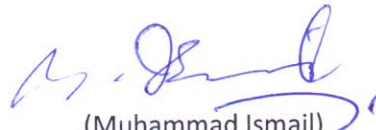
9. Photocopies of deposit slips should be kept in branches in sufficient quantity for donors/contributors.
10. It may please be noted that transactions under “**PM COVID-19 Pandemic Relief Fund-2020**” may be monitored by SBP inspection teams.
11. Zonal Chiefs are strictly advised to ensure that the donors are facilitated by the branch managers.
12. All banking transactions used for collection of funds in this account will be free of cost for general public/donors.

In case of lapses and non-compliance of instructions, the concerned branch shall be held responsible.


(Qasim Mehmood Chishti)
EVP/Head-Operations

Copy to:-

1. PS to President, ZTBL, Head Office, Islamabad.
2. Group Heads/CFO/Company Secretary, ZTBL, Head Office, Islamabad.
3. All Divisional/Departmental Heads, ZTBL, Head Office, Islamabad.
4. All In-charges, Audit Zones/Head Office Units in the field.
5. Webmaster, ZTBL for uploading the same on Bank's website/ENB.
6. File No.BP&SMD/BDU/Misc-1(12)/2020


(Muhammad Ismail)
SVP/Head-BP&SMD



RECEIPT FOR DONATIONS/CONTRIBUTIONS TO
PRIME MINISTER'S COVID-19 PANDEMIC RELIEF FUND-2020
ACCOUNT

Bank: Zarai Taraqiati Bank Limited

Date: _____

Branch: _____

GL Head No. _____

Receipt: Original/Duplicate/Triplicate

Address: _____

Name & Address of Donor/ Contributor	Mode of Payment (Cash, Cheques *)	Amount (in Rupees)

Total Amount in words: _____

Depositor's Signatures

Stamp & Signatures of Authorized
Officer

- For cheques of other Banks, receipt is issued provisionally which is subject to fate realization.

NOTICE TO BE PASTED ON NOTICE BOARD

“Donations/contributions to the PRIME MINISTER’S COVID-19 PANDEMIC RELIEF FUND-2020 are accepted here”.

**For donation you can deposit crossed cheques in the name of the Fund in our Drop Box, deposit cash, transfer money via IBFT through ATMs, and donate via debit/~~credit~~ cards @
<https://covid.ophrd.gov.pk>**

For further details, please contact Branch Manager

3rd PARTY FUNDS TRANSFER THROUGH PRISM-RTGS

The Manager
Treasury Back Office

Date: _____
Time: _____

Dear Sir,

Please find herewith IBCA No. _____ for Rs. _____

(Rupees :-----) for funds transfer through PRISM, for the credit of account (s) of beneficiary (ies), as per following detail:

S #	Beneficiary's Name	Name of Beneficiary Bank	Name of Beneficiary Branch	Code #	Account #	IBAN	Amount PKR	Purpose of Funds Transfer
1								
2								
3								
.								
.								
.								

AMO Signatures

BM/DY BM Signatures

The above request form is to be e-mailed along with IBCA:

rtgs@ztbl.com.pk