



All Pakistan Newspapers Society

ST-1/E, Block-16, KDA Scheme 36, Gulistan-e-Jauhar, Karachi
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To: All Member Publications

Sub : Government Advertising Billing Procedure

Dear Sirs,

We have been approached by the Director General – PID, Karachi that member publications are not following the billing procedure laid down under the new mechanism of government advertising.

We reproduce hereunder the procedure for your information and request you to observe the procedure strictly so that the billing process be streamlined at PID and the timely payments of the bills are ensured :

1. *Two original Invoices, Release Order issued by PID, and 03 tear-sheets of the newspaper / edition carrying the advertisement must be submitted within one week of the publication of classified advertisements. The NTN number must be written on the invoices.*
2. *The bills invoices submitted by newspapers / publishers will be consolidated by PID and after due verification will be forwarded to the sponsoring ministry / department etc. for payment / issuance of sanction.*
3. *All newspapers / publications etc. shall provide official email addresses to PID for the communication of classified advertisement material along with the Release Order.*
4. *The responsibility of the design as per size and instructions conveyed by PID and the Sponsoring Department shall be on the newspapers / publications etc.*
5. *All newspapers / publications etc. must open their vendor numbers with respective AGPR Offices within 15 days.*
6. *The Newspapers must authorize their employee with due authority letter for submission of bills and collection of cheques on behalf of the publishers. The publication should also provide cell number of the authorized person.*

Thanking you.

Yours faithfully,

(Sarmad Ali)
Secretary General

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