

EM&C DIVISION

(EXPORT, MARKETING & COORDINATION)

STANDARD OPERATING PROCEDURE (SOP)

- i) To prepare tender document for export of rice, wheat, sugar, cotton and various commodities etc., as and when directives received by the Federal Government/Ministry of Commerce/Ministry of National Food Security & Research (MoNFS&R).
- ii) Internal and external coordination with Ministries / Departments / Organizations / Firms etc.
- iii) Preparation of briefs on various commodities for assistance and information of TCP's management.
- iv) Printing of annual report of TCP and other official books.
- v) Coordination and preparation of briefs on different matters as and when required by Ministry of Commerce.
- vi) Preparation of replies of Starred National Assembly/ Starred Senate questions as and when required by Ministry.