

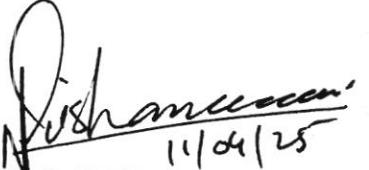
No.F.1-2/2025-CS  
PAKISTAN AGRICULTURAL RESEARCH COUNCIL  
(Central Secretariat)  
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Islamabad, the 11<sup>th</sup> April, 2025

CIRCULAR

The Competent Authority in the Council has shown concern over un-necessary delay in executing e-filing system in PARC and non-compliance to the instructions communicated vide Directorate of MIS & ICT letters dated 27.06.2024 and 8.01.2025 copies enclosed.

2. As per Prime Minister Office directives and having been approved by the Chairman PARC vide letter No. 996/MIS & ICT/2017-25 dated 08<sup>th</sup> January 2025 all the routine files/documents/notification/circulars etc. to be routed via e-Filing only for its 100% utilization latest by 15<sup>th</sup> April, 2025. Therefore, in this connection, all heads of the PARC Institutes/Centers/ Divisions/ Directorates/ Sections are once again requested to ensure strict compliance/follow e-Filing instructions in letter and spirit and also must turn down any kind of hard files.
3. This issues with the approval of Secretary Council, PARC.

  
11/04/25  
(NISAR HUSSAIN)  
Information Officer (CS)

Distribution

1. All Heads of Divisions (Finance), (PSD), (NRD), (ASD), (SSD), (C&M)
2. All Director Generals (NARC-Islamabad), (SARC-Karachi), (BARDC-Quetta), (MARC-Gilgit), (AZRC-D.I.Khan), (AED-PARC), (P&DD-PARC)
- ✓ 3. Directors at PARC (Establishment), (Works), (Logistic), (Procurement), (Technical), (HRD), (MIS&ICT), (PR&P)
4. All Directors at Outstations (AZRI, Bahawalpur), (AZRC, Umerkot), (NTHRI, Mansehra), (NSHTRI, Thatta)
5. Director (MIS&ICT) PARC (for uploading on PARC Website).
6. Notice Board

With the request to widely circulate its within their Division/Institute/Station/Office

CC:

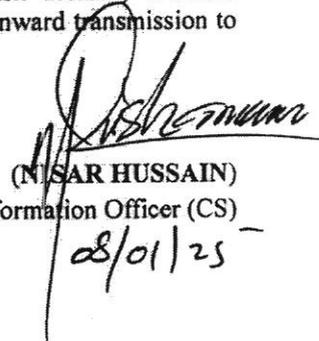
- PS to Chairman, PARC
- APS to Secretary, PARC

Islamabad the 8<sup>th</sup> January, 2025

**Subject: OPERATIONALIZATION OF E-GOVERNMENT MODULE (E-OFFICE) IN THE  
FEDERAL GOVERNMENT.**

In pursuance of Prime Minister's Office directives duly conveyed through M/o NFS&R, GoP, Islamabad on the subject matter, the Chairman PARC has shown grave concern over unnecessary delay in executing e-Filing system in PARC and non-compliance to the Central Secretariat's Circular Dy. No. 1245/MIS&ICT/2024 dated 27-06-2024. Consequently, I am directed to circulate following, duly approved by the Chairman, PARC for strict compliance with immediate effect:-

- i. All the routine files/ documents/ notifications/ circulars etc. to be routed via e-Filing only for its 100% utilization.
- ii. e-Filing accounts for DGs', Directors and Program Leaders/P.Is' at NARC may be worked out by Dte of MIS&ICT to extend the e-Filing circle to NARC.
- iii. Focal Persons for e-Filing from all the Divisions/ Directorates at PARC may be nominated and conveyed to Dte of MIS&ICT, PARC for provision of special training to the nominees. The nominated focal persons will assist in e-Filing activities of their respective Divisions/ Directorates in addition to their own duties.
- iv. All heads of the Divisions/ Directorates/ Sections should furnish monthly e-Office Utilization report on prescribed proforma to MIS&ICT, PARC for onward transmission to M/o NFS&R regularly latest by 27<sup>th</sup> of each month.

  
(NISAR HUSSAIN)  
Information Officer (CS)

08/01/25

**Distribution:**

- Member (Finance) PARC
- Secretary (PARC)
- Sr. Director/ Incharge, SSD/ Focal person for e-Filing implementation in PARC
- Sr. Director/ Incharge NRD/ Convener Steering Committee for e-Filing Implementation in PARC
- Sr. Director/ Incharge (C&MD) PARC
- Sr. Director/ Incharge (ASD) PARC
- Director General (NARC)
- Director General (P&DD)
- Director General (AED)
- TSO to Chairman, PARC
- Director (Establishment) PARC *(with the request to post additional human resources in MIS & ICT who are well versed in IT and office file work, with consent of Director MIS at the earliest)*

**Cc:**

- PS to Chairman (PARC)
- PS to Secretary (Council)
- Director (MIS&ICT) PARC

*(Note: The same is also circulated via e-Filing.)*

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Dy.No.1245/MIS&ICT/2024  
Pakistan Agricultural Research Council  
(Directorate of MIS&ICT)  
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Islamabad the 27 June, 2024

CIRCULAR

In connection with e-Filing implementation in PARC in compliance to the directives of Prime Minister Office and having been approved by the Chairman, PARC, the following listed files/ documents/ cases are to be routed for approval of Competent Authority only through e-filing system in PARC HQs henceforth:

- i. Short term and urgent nature files e.g (Assembly/ Ministry Questions/ Queries, Cut-motions etc.)
- ii. Applications for Trainings, Tours, Leaves, Medical reimbursement etc.
- iii. Monthly Biometric Attendance Reports and allied correspondence.
- iv. Correspondence of Technical Divisions.

*(Hard copies of the cases pertaining to afore listed files/ documents/ cases will not be entertained at any level)*

02. All Divisions/ Directorates/ Sections should submit progress report to AD (MIS), Directorate of MIS & ICT, PARC, on prescribed proforma by the end of each month, through e-filing for onward transmission to SO (GA) MNFS& R, GoP.

03. This may be treated for compliance in letter & spirit.

  
(MUHAMMAD IRFAN RAZZAQ)  
Superintendent (Central Secretariat)

Enclosure: Proforma for "e-Office Progress Monitoring Report "

Distribution:

1. Member (Finance, PSD, NRD, ASD, SSD, C&M), PARC
2. Director General (AED, P&DD), PARC
3. Director (Estab Logistics,  Works, MIS&ICT, Technical,  PR&P,  HRD, Finance, Accounts, Audit, RI&P), PARC
4.  Notice Board of PARC
5. Webinaster, NARC (for uploading on PARC Website)

Cc:

- PS to Chairman, PARC
- APS to Secretary, PARC
- PS to DG, NARC