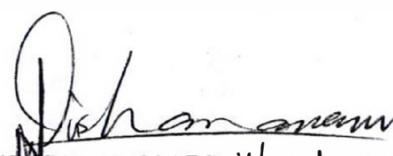


No.F.1-2/2025-CS
PAKISTAN AGRICULTURAL RESEARCH COUNCIL
(Central Secretariat)

Islamabad, the 11th April, 2025

Subject: PROCEDURE FOR OBTAINING EXPENDITURES/APPROVAL OF CHAIRMAN, PARC AND ISSUANCE OF SANCTIONS THEREOF

It has been observed that instructions communicated vide Central Secretariat letter No.F.1-1/2016-CS dated 16.09.2016 (printed overleaf) on the above subject are not being followed properly. The subject instructions are once again circulated for information and strict compliance with immediate effect.


(NISAR HUSSAIN) 11/04/25
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

PAKISTAN AGRICULTURAL RESEARCH COUNCIL
(Central Secretariat)

No.F.1-1/2016-CS

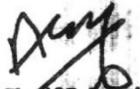
Islamabad, the 16th September, 2016

Subject:- PROCEDURE FOR OBTAINING EXPENDITURES/APPROVAL OF CHAIRMAN, PARC AND ISSUANCE OF SANCTIONS THEREOF

In continuation of Central Secretariat, PARC's letter No.F.8-13/89-CS, dated 04-03-1989, Chairman, PARC has been pleased to approve that all expenditure approvals in which the sanctioning authority is Chairman, PARC shall henceforth be routed by the respective initiating office through Member (Finance), PARC and in field offices, where sanctioning authority is D.G. of the respective Institute, all expenditure approvals will be routed by the respective initiating office through Director (Finance/Accounts) of the respective field offices.

2. In order to streamline the payment processing system, following procedure for issuance of sanctions shall also be adhered to strictly:

- i) All expenditures sanction of the Chairman, PARC would be obtained by the respective departments located at PARC Headquarters and other establishments from the Chairman, PARC through Member (Finance), PARC and such sanctions will be conveyed by Assistant Secretary (C), Central Secretariat, PARC.
 - ii) Respective departments would ensure that all the procedural formalities are completed before the case is submitted to the Chairman, PARC for sanction. However, the relevant record will be maintained by the respective department like Heads of PARC Research Establishments, ALP Secretariat, respective Project Directors of the development projects and P.I.s of the MoU Projects etc. to avoid later on complications.
 - iii) All financial sanctions of the Chairman, PARC relating to development projects, MoUs and ALP Projects etc. involving financial implications should also be routed through Finance Division, PARC.
 - iv) In pursuance of item No.1 of Delegation of Powers circulated vide Central Secretariat, PARC's letter No.F.1-4/2015-CS, dated 18-07-2015, the evaluation committee for purchase on the basis of PPRA Rules and nomination of representative of Finance Division regarding formation of committee is the mandate of Member (Finance), henceforth, nomination of representative of Finance Division, PARC will be got approved by Member (Finance), PARC.
3. This issues with the approval of Chairman, PARC.


(Arif Sharif Saleemi)
Assistant Secretary (C)

Distribution:

1. All Members, PARC
 Finance, Coordination, NRD, SSD, PSD, ASD
 2. All Director Generals of Research Centres:
 NARC, Islamabad, SAARC, Karachi, BARDC, Quetta, MARC, Gilgit, AZRC, D.I. Khan
 3. All Director Generals at PARC HQrs, P&DD, PARC, AED, PARC
 4. Director (Accounts), PARC
 5. Director (Finance), PARC
 6. Director (F&A), NARC
 7. Director (Establishment), PARC
 8. Director (Admn.), NARC
 9. Director (AZRI), Bahawalpur/Umerkot
 10. Director (NTHRI), Mansehra
 11. Director (NSHTRI), Thatta
 12. Accounts Officer (Salary), PARC/NARC
 13. Accounts Officer (Funds & Pension), PARC
 14. DDO, PARC/NARC
 15. Web Master, NARC
- C.C. - PS to Chairman, PARC
- APS to Secretary, PARC