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Aims, Objectives and Functions of Pakistan  
Agricultural Research Council

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No. F. 1-5/82-CS  
PAKISTAN  
AGRICULTURAL RESEARCH COUNCIL

.....  
Islamabad the 30th Sep. 1984.

Subject: AIMS, OBJECTIVES AND FUNCTIONS OF PAKISTAM  
AGRICULTURAL RESEARCH COUNCIL. /

In supersession of all previous order etc. issued on the above mentioned subject, from time to time, the Executive Committee of PARC has been pleased to define the aims and objectives of PARC and the functions of various officials in the Council Secretariat as stipulated in the attached Annexure I to VI:-

S.N.	Aims/Functions	Annexure
1.	Aims, objectives and functions of PARC.	Annex-I
2.	Functions of Chairman, PARC.	Annex-II
3.	Functions of Member (Crop Sciences) Member Natural Resources), Member (Animal Sciences), and Member (Social Sciences), of PARC.	Annex-III
4.	Functions of Member (Finance), PARC.	Annex-IV.
5.	Functions of Secretary, PARC.	Annex-V.
6.	Directors including Directors of Research in Technical Divisions at Headquarters.	Annex-VI.

These orders will come into force with immediate effect.

Sd/-  
( M.H. RIZVI )  
Secretary

All concerned

CC: P.S. to Chairman, PARC.  
D.G, NARC.

The Pakistan Agricultural Research Council has been entrusted by the Federal Government with responsibility of developing a dynamic agricultural research system in the country. The subject of agriculture in the context of research means crops, Livestock including poultry, fisheries, forestry, range management, aspects connected therewith and such other activities and subjects as the Federal Govt. may by a notification declare to be agriculture.

2. Section 4 of the PARC Ordinance lays down the following as the functions of the Council:-

- a) to undertake, aid, promote and coordinate agricultural research;
- b) to arrange expeditious utilization of the research results;
- c) to establish research establishments mainly to fill in the gaps in existing programmes of agricultural research;
- d) to arrange the training of high level scientific manpower in agricultural sciences;
- e) to generate, acquire and disseminate information relating to agriculture;
- f) to establish and maintain a reference and research library; and;
- g) to perform any other functions related to the matters of aforesaid.

3. In order to implement the above programme, the Council has to accomplish the task of strengthening the existing capability through provision of sophisticated laboratory facilities, establishment of well organised scientific information system and specialised training of research manpower. The Council has thus embarked upon the following two major endeavours:-

- i) To build a broad base of manpower and a pool of young talented scientists and engineer trained in different fields at the highest level in research and technological aspects of agriculture.

- ii) To build centres of scientific research and development in agriculture equipped with such facilities as are necessary for the achievement of its objectives.

4. Without prejudice to the generality of the foregoing powers/functions of the Council under the Ordinance, the Council has the following functions:

- a) to organise, coordinate and promote research in various fields of agriculture and allied fields;
- b) to arrange utilization of results or research conducted in institutes and laboratories associated with the Council;
- c) to review the need of agricultural research on national basis and if necessary, establish institutes and other organisations for purpose of undertaking special studies and research in agriculture and allied fields;
- d) to organise seminars, symposia, conferences and group discussions of research workers to enable them to review progress and plan their work along profitable lines;
- e) to publish or otherwise disseminate technical and general information on scientific matters relating to the research work of the Council.
- f) to establish liaison with other national and international organisations connected with scientific programmes of the Council;
- g) to accept fees, donations, grants, endowments; and
- h) to make grants and award of fellowships and scholarships for training in the fields of agricultural research.

5. Cases to be brought before and considered by the Board of Governors and by the Executive Committee:-

a) BOARD OF GOVERNORS.

- i) New research and development schemes or extension of existing projects requiring additional funds.
- ii) Annual budget statements including foreign exchange allocations of the Pakistan Agricultural Research Council.

- iii) Periodical reports on the progress of research and development projects and programmes.
- iv) Draft Rules and Regulations to be made under the Ordinance before submission to Government for approval.
- v) Annual Report and Accounts which may require the attention of Board of Governors.

#### EXECUTIVE COMMITTEE

- i) Policy decisions in respect of research & developments schemes, financial approval for execution of projects & programmes and framing rules & procedures on administrative and technical matters for implementation of PARC programmes.
- ii) Prepare and submit cases for consideration in the meetings of Board of Governors.
- iii) Proposals for survey and investigation;
- iv) Consultancy agreements;
- v) General agreements for sale, purchase or construction works and other important agreements with outside agencies;
- vi) Adoption of variations in the Council's seal, flag, colour and other emblems of the Council; and
- vii) Important policy matters having repercussions over a number of projects or involving commitments for the future.

Subject: FUNCTIONS OF CHAIRMAN, PAKISTAN AGRICULTURAL RESEARCH COUNCIL. / Annex-II

1. Chairman is the Chief Executive of the Council under the provision of section 9 of the Ordinance;
2. The Chairman will exercise powers and perform functions assigned to him by or under the Ordinance; and delegate such powers to other officers of the council as he may consider necessary;
3. The management and administration of the affairs and funds of the Council vest in the Chairman and he will exercise powers and do all acts and things falling with-in the jurisdiction of the Council in accordance with policies laid-down by the Council and subject to such directions as may be given by the Board of Governors from time to time;
4. The Chairman will direct and coordinate the scientific work undertaken by the Council. He shall advise the provincial Governments in matters of Agricultural Research when ever called upon by the Provincial Government to do so.
5. The Chairman will call meetings of the Board of Governors and the Executive Committee;
6. The Chairman will preside over the meetings of Executive Committee and will be responsible for the orderly conduct of business there-at;
7. In his absence he will authorise any Member of the Council to preside over the meetings;
8. He will exercise powers assigned to him under the Rules and /or by the Board of Governors for disposing off matters enumerated therein;
9. The Chairman will exercise supervision and control overall employees of the Council to the extent authorised by the Council;
10. Chairman may create Divisions or Departments in the Head Office to meet the exigencies of the business of the Council;
11. The Chairman will exercise overall control over the Heads of all Centres/Institute and projects; and
12. In case of an urgency of any matter of extreme importance requiring immediate action, the Chairman may take a decision to meet the requirement of the situation in accordance with powers assigned to him under the Rules.

subject: FUNCTIONS MEMBER (CROP SCIENCES), MEMBER  
NATURAL RESOURCES), MEMBER (ANIMAL SCIENCES)  
AND MEMBER (SOCIAL SCIENCES) OF PAKISTAN  
AGRICULTURAL RESEARCH COUNCIL.

Member (Crop Sciences), Member (Natural Resources),  
Member (Animal Sciences) and Member (Social Sciences) appointed  
by the Federal Government of whole-time basis will perform all  
such duties as may be assigned to them from time to time by the  
Council. Main duties and responsibilities are, however, laid down  
as under:-

1. to assist the Chairman in the discharge of his functions as chief Executive of the Council entrusted with the responsibilities of execution of research programmes and development projects in accordance with PARC Ordinance and other general or specific orders issued by the Federal Government from time to time.
2. to supervise and coordinate the work in their respective Divisions of research management at PARC Headquarters placed under their charge as stipulated in office orders issued on the organisational set-up of PARC Headquarters from time to time;
3. to supervise the functions embodied in the charter of duties of various Departments working in Divisions placed under their charge;
4. to perform all secretarial duties in accordance with the rules of business and other orders and instructions issued by the Council for handling various technical and administrative functions;
5. to act as Member in the meetings of the Board of Governors and the Executive Committee for taking policy decisions in respect of research and development schemes, important agreements, financial approval for execution of projects and programmes and framing rules and procedures on administrative and technical matters for implementations and execution of PARC programmes;
6. to supervise the planning, implementation of assigned projects and programmes, organise periodical reports on their progress and co-mpletion and utilization of research results;

7. to supervise and control Centres/Institutes/Projects placed under their charge for smooth running and coordination in administrative, financial and technical matters and to maintain close liaison with concerned agencies/departments and advisory bodies to promote agricultural research; and
8. Members will exercise administrative and financial powers delegated to them by the Council for disposing off matters relating to duties and functions entrusted to them.

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Member (Finance) appointed by the Federal Government on whole time basis will perform all such duties and functions as may be assigned to him by the Council from time to time. Main duties and responsibilities are, however, laid down as under:-

1. to assist the Chairman in the discharge of his functions as Chief Executive of the Council entrusted with the responsibility of execution of research programmes and development projects in accordance with PARC Ordinance and other general or specific orders issued by the Federal Government from time to time.
2. The Member (Finance) will scrutinise and offer his comments in writing upon following matters before submission of cases to the Council:-
  - a) Schemes which are to be submitted to the Federal Government and all modifications and revisions thereof;
  - b) Annual budget of the Council including modifications and revisions thereof;
  - c) Annual reports of the Council and the audited statement of accounts of the Council;
  - d) Procedures in regard to the purchase or sale of goods required or produced by the Council;
  - e) Suggestions and recommendations for the framing or amendment of Rules governing the terms and conditions of employees of the Council and cases relating to the grant of higher initial pay in excess of 4 increments;
  - f) Insurance, foreign aid, loans and investments, financial evaluation of projects, accounts and audit etc.; and
  - g) Receipts and expenditure of the Council.
3. Member (Finance) will prescribe the procedure for the exercise of financial control in the Council in respect of matters relating to receipt and expenditure.
4. Member (Finance) will formulate system and procedure so as to arrange annual and/ or periodical audit of accounts of the Headquarters and various establishments of the Council.

- .5. All cases involving interpretation or relaxation or exemption from any Rules and Regulations or Government's directives will be referred to the Member(Finance) who will offer his comments in writing thereon for consideration by the Executive Committee of the Council.
- 6. If the Council does not agree to the comments of Member (Finance) in respect of matters that fall within the duties and functions assigned to him, the comments of Member(Fin) shall form part of the minutes of the meeting in which the matter is considered by the Council.

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ANNEX-VI

Subject: FUNCTIONS OF DIRECTORS INCLUDING DIRECTORS OF RESEARCH ON TECHNICAL DIVISIONS AT PARC HEADQUARTERS.

The Directors (Head of Departments) will be responsible to the Chairman or the full-time members, as detailed in orders, regarding organisational set-up as PARC Secretariat and will be controlling the work of their respective Departments. The Directors will be responsible:-

- 1) organise and run an office to perform secretarial duties in accordance with Rules of business and other orders and instructions for handling of correspondence etc. and exercise technical staff deputed in their Departments;
- 2) to be fully responsible to discharge the functions embodied in the charter of duties of department in the capacity of the "Head of Department"; and
- 3) receipt, custody and despatch of classified documents in accordance with orders issued from time to time.

II. The Directors of Research in Research management in addition to above will perform the function detailed below:-

- 4) planning, programming, implementation and coordination of projects and programmes and update research in subject areas under their charge;
- 5) supervise research programmes and examine reports to remain in touch with the progress of research;
- 6) arranging and conducting periodical visits to assess progress of research programmes and advise on modification of programmes, if necessary;
- 7) assessing requests for additional equipment, staff and other expenditure and approving annual estimates of projects;
- 8) maintaining records of progress of research throughout the country by discipline and commodities, in order to detect gaps in research coverage or wasteful overlap; and
- 9) to organise quarterly meetings among Directors/ Coordinators to communicate achievements, constraints and improve Coordination of research with more effective reporting and the transfer of generated technology;

- ii) to act as coordinator wherever necessary in respect of activities of the Council and to arrange coordination meeting between Divisions/Departments of PARC Secretariat on other components of PARC.
- iii) to handle cases regarding delegation of administrative and financial powers for discharge of executive functions in PARC establishments.
- iv) to arrange periodical review of systems and methods to achieve economy and efficiency;
- v) to arrange streamling of working procedures and introduction of new techniques in administration; and
- vi) to arrange annual inspection of PARC establishments and follow-up action on inspection reports.

c) LAGAL MATTERS.

- i) to arrange appointment of legal advisors and engagemet of counsels for representing legal cases concerning PARC Establishments; and
- ii) to deal with legal cases and appear in the court on behalf of PARC.

d) PUBLIC RELATIONS.

- i) to oversee the fuctions and duties entrusted to public Relations officer, particularly relating to the conduct of visits of foreign dignitaries and reputed scientists, etc.; and
- ii) liaison with civil authorities regarding fuctions of public Relations.

subject: FUNCTIONS OF SECRETARY, PAKISTAN AGRICULTURAL RESEARCH COUNCIL.

ANNEX-V

He will assist the Chairman in the discharge of functions concerning the Council and will act as Secretary of the Executive Committee and the Council.

The following duties and responsibilities are assigned to the Secretary, Pakistan Agricultural Research Council:-

A) SECRETARIAT AND COUNCIL AFFAIRS.

- i) to perform secretarial duties regarding meetings of the Executive Committee and the Board of Governors under the frame-work of PARC ordinance;
- ii) to prepare working papers and the agenda for meetings and circulate decisions to the concerned officials and establishments for implementation of decisions;
- iii) to ensure that prompt action is taken on decisions of above meetings and the recommendations of committees etc.;
- iv) to draft the annual and other periodical reports of the Council with the assistance of Divisions and Departments at Headquarters;
- v) he shall sign as and when required, contracts and other legal documents made on behalf of the council and will act as the custodian of the seal of the council; and
- vi) he shall exercise the powers delegated to him by the Council for disposing off matters relating to his functions.

B) COORDINATION AND INSPECTION.

- i) to keep liaison and handle correspondence with the Ministries, Government Departments and other Organisations and Institutions in matters relating to PARC ;

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- 10) maintaining cooperative relationship with other divisions of the council in matters of common interest and share responsibility;
- 11) consultations and collaboration /in matters relating to agricultural research and development activities between PARC and Federal and Provincial departments, research institutes and universities; and
- 12) to provide for periodic internal and external evaluation of research projects.

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