

Delegation of Powers (Administrative) 1987

No.F.1-4/82-CS
Pakistan Agricultural Research Council

Islamabad the 10th June, 1987

Subject: Delegation of powers

The comprehensive delegation of powers issued vide PARC No.F.1-4/82-CS, dated 20th December, 1982, has been revised after incorporating changes/ammendments issued on the subject from time to time. The delegation of administrative, financial and works powers to various officials is accordingly contained in the schedules as under:-

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|---|-------------------------------|
| 1) General conditions for delegation of powers. | Annexure-I
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| ii) Administrative | Annexure-II
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2. This order comes into force with effect from 1st June, 1987.

H. H. Rizvi
(M. H. Rizvi)
Secretary

All Members/Directors/Coordinators/Heads of Research Centres/ Institutes/Laboratories/Stations, etc. of the PARC at Islamabad/Karachi/Quetta/D.I.Khan/Behawalpur/Murree.

cc: P.S. to Chairman, PARC.

GENERAL CONDITIONS FOR
DELEGATION OF POWERS

1. PREAMBLE

- 1) The activities of PARC have expanded enormously and achievement of its established objectives have gained urgency. It is felt necessary to review and revise the existing delegation of powers. It is also decided to bring these powers in line with the latest requirements of research management and technological developments so that optimum efficiency can be obtained as expeditiously and economically as possible. These orders will supersede all previous delegations in respect of similar items before.
- ii) The powers are delegated to the Chairman under the provisions of PARC Ordinance, 1981 and also by the Board of Governors for discharging all functions assigned to him as the Chief Executive of the Council. The Chairman has now further delegated administrative and financial powers to various functionaries for facilitating day-to-day working of the Council. In the charter of delegation of powers here-under the powers derived by Chairman as aforesaid and those delegated by him to other officials are defined separately relating to administrative and financial matters and works.
- iii) The revised orders for delegation of administrative, financial and works powers are contained in Annex-II, III and IV. These delegations will be subject to the general conditions and explanatory notes outlined in succeeding paragraphs.

2. GENERAL CONDITIONS

The exercise of powers covered by the present delegations will be subject to the observance of the following:-

- i) All such rules and procedures, as have already been approved and notified or as the council may from time to time approve to regulate the exercise of these powers.
- ii) Funds are provided in the sanctioned budget of the Council either on a lump-sum basis or specifically for the Establishment/Project or activity for which the power is being exercised.

- iii) Foreign exchange, if involved, has either been already made available or its provision exists in the foreign exchange budget of the Council.
- iv) An individual item is not split up merely to avoid certain procedural formality required under these powers.
- v) The powers delegated and exercisable by an officer shall also be exercisable by the next higher authority.

3. SCOPE OF POWERS

The administrative and financial powers delegated to various officials will be exercised as under:-

- i) Chairman - In respect of all PARC Establishments.
- ii) Members - In their respective spheres.
- iii) Directors at Hqs. - In their respective Deptt.
- iv) Director (Admn.) (Personal & L&GA) - In respect of PARC Hqs. and other Establishments as applicable.
- v) Director General, NARC - In respect of NARC
- vi) Directors at NARC - In respect of Units under their charge.
- vii) Project Director/Project Incharge - In respect of Projects under their charge.
- viii) Administrator/Sr. Admn. Officer/Personnel Officer - In their respective Establishments.
- ix) Branch Officer - In respect of officer incharge BS-17 and equivalent of Admn, Finance and procurement/Store.

4. MANDATORY NOTES

- I) Word "Member" where used would mean full time Member of the Council.
- II) The Heads, of "Research Schemes and Projects" with separate budget provision from development and non-development side will be designated Project Directors and Project Incharges separately from time to time for the exercise of powers stipulated in the schedules of delegation of powers.
- III) Director Pest Management Research Institute who is also acting as Director Central Coordination Unit,

Karachi will exercise the powers of Director of Centre and the Heads of Federal Pesticide Laboratory, Vertebrate Pest Control Laboratory, Cereal Diseases Research Institute at Karachi will exercise the powers of Project Incharges.

- IV) The Directors of various Institutes at NARC and the Director Form operations & Services will exercise the administrative and financial powers as delegated to the " Project Directors " unless otherwise specified.
- V) All Principal Investigators/ Coordinators assigned Projects having separate budget provision will exercise the administrative and financial powers as delegated to Project Incharges unless otherwise specified.
- VI) "Administrator " means an official in Grade-18 and above working as incharge of administration.
- VII) Administrative and Financial powers in respect of Projects financed by outside agencies will be exercised by authorised officials of administration in addition to the respective Projects incharges/Project Directors.
- VIII) Administrator/Admn. Officer is posted, the powers will be exercised by the Director/Project Director as the case may be.
- IX) Where-ever the word " Accounts Officer" is appearing it should mean the Head of Local Accounts Office, or a representative of Finance at the Headquarters nominated by Member (Finance).
- X) Engineer-in-charge, would mean an Engineer assigned a construction project under the overall charge of the Head of Establishment.
- XI) All cases involving financial expenditure outside the powers delegated herein will be referred to Headquarters and submitted to Chairman through Member (Finance).
- XII) The powers delegated to officials in emergent/special cases at Hq. or outside units shall be notified under the head "Delegation of powers on provisional basis" and shall be repealed thereafter. Such delegation will not be incorporated in the orders for comprehensive delegation of powers in PARC. However, powers delegated on permanent basis will be incorporated as and when the comprehensive orders for delegations of powers are revised.
- XIII) In exercise of financial powers delegated to various officials, if the Head of Local Accounts Office disagrees with the sanction accorded by the Head of Establishment the payment will not be withheld, but the matter may be reported to the Member (Finance) for information.

(4)

- XIV) In case where there is difference of opinion between the administrative authority and the representative of accounts, the matter shall be referred to next higher administrative authority and his decision shall be final. After the orders of higher administrative authority who over-rules the advice given by the Head of Local Accounts Office/or the representative of Finance will send a report to Member (Finance) for his information on the nature of difference of opinion.
- XV) Centralised support and logistic services available in Headquarters, NARC and Karachi shall be used for handling works relating to appointments (except of casual and work charged staff), procurement of stores and materials and repairs of vehicles and buildings etc.
- XVI) In the case of headquarters, the concerned supporting unit indicated hereunder shall be responsible for execution of works on receipt of sanction from the competent authority.

1) Personnel Department/Branches

- a) Appointments (except casual and work-charged staff)
b) Maintenance of personnel records.

ii) Library/Documentation

- a) Purchase of books and periodicals.
b) Printing.

iii) Logistic

- a) Local purchase of stationery.
b) Repair of equipment etc.
c) Purchase of liveries.
d) Entertainment.
e) Purchase of furniture.

iv) Transport

- a) Purchase of P.O.L.
b) Repair of vehicles.

v) Procurement

- a) Purchase of vehicles, equipment machinery.
b) Import of all categories of consumable / non-consumable stores.

vi) Training

- a) Foreign travel on official duty.

vii) Estete

- a) Acquisition repair and maintenance of office and residential buildings.

ANNEXURE-II

DELEGATION OF POWERS

<u>No.</u>	<u>Nature of Powers</u>	<u>Authority to whom powers delegated and extent of power.</u>
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ADMINISTRATIVE

SPHERE OF DUTIES

To define the Limit and sphere of duties of the employees.

Headquarters

Chairman - Full powers

Members - Full powers

Secretary & Directors - Full powers

NARC

Director - Full powers

General

Directors, Principal Investigators & Administrator - Full powers for employees in their respective spheres.

CENTERS/INSTITUTES/DIRECTORATES

Directors & Sr. Admn. officer - Full powers

PROJECTS

Project Director/Project Incharge & Sr. Admn. Officer - Full powers

Creation of posts

To sanction Creation of posts within the approved budget estimates subject to the following conditions:-

- 1) Justification for individual post has been accepted at pre-budgetary stage.

HEADQUARTERS

Chairman - Full powers in respect of posts of the level of Bs-17 to Bs-19.

Member - Full powers for posts of the level of Bs. 16 in their respective spheres.

- ii) Instructions regarding staff position and work standard are strictly observed.
- iii) The post is created with in the approved scale of pay and designation.

Director (Admn)

-Full powers in respect of all administrative posts of the level of BS-15 and below at Hqs.

NARC

Director General

-Full powers with the provision that a quarterly statement of such posts should be furnished to Hq.

Adminis-
trator.

-Full powers in respect of all administrative posts of the level of BS-15 and below.

CENTRES/INSTITUTES/DIRECTORATES

Director

-Full powers in respect of technical posts of the level of BS-15 and below

Sr. Admn. Officer

-Full powers in respect of administrative posts of the level of BS-15 and below.

PROJECTS

Project Director

-Full powers in respect of technical posts of the level of BS-11 and below.

Project Incharge

-Full powers in respect of technical posts of the level of BS-11 and below.

Sr. Admn. Officer

-Full powers in respect of all administrative posts of the level of BS-11 and below.

Aman Ullah
Director (MIS&IT)
Monday, 19 January, 2026, 5:40 PM

3. To create posts in temporary establishment in BS-7 to BS-11 for a period not exceeding 6 months or till the end of financial year whichever is less provided the expenditure can be met by savings and/or by reappropriation subject to the conditions that:-

Chairman & Members -Full powers.

- a) These posts will not be filled up by promotion;
- b) Criteria for recruitment as prescribed by the Council shall be strictly followed;
- c) These posts will not be continued in the next financial year.

4. To declare posts on permanent footing on continuation of such posts for 5 years, for confirmation in the manner prescribed in the Regulations and the observance of Government procedures.

These powers will be exercised centrally by authorities mentioned in Item No.2 at Headquarters in consultation with Member(Finance).

APPOINTMENTS

5. a) To make initial appointments and promotions against sanctioned posts on the recommendations of the respective Selection/Promotion Committees.

HEADQUARTERS

Selection Board constituted by the Board of Governors.

-In respect of posts of the level of BS-20 and above subject to the approval of its recommendations by the Minister-in-Charge.

NOTE: Sanction mean the posts duly sanctioned by the competent authority and formally notified as such.

NOTE: No reference to the Selection Board will be necessary for employing persons on deputation or re-employment of retired Government servant or to engage on contract experts and consultants.

Monday, 19 July 2026, 5:40:41 PM

b) To extend joining time Chairman

-Full powers in respect of posts of the level of BS-17, 18 & 19.

c) To terminate or extend the probationary period.

d) To allow crossing of efficiency bar.

Members

-Full powers for all BS-16 posts in their respective spheres.

Note: 1) Powers in item no. 5 (b) (c) and (d) above to be exercised by concerned members in respect of employees in BS-17 and 18 in their respective spheres.

Director (Admn)

-Full powers in respect of all administrative posts of the level of BS-15 and below at Headquarters.

11) The appointments of Accounts staff be made with the approval of Member (Finance).

NARC Director General

-Full powers in respect of technical/administrative posts of the level of BS-16 and below.

Note: For BS-16 the Selection Must be finalised at PARC Hq.

General Director

-Full powers in respect of all administrative posts of the level of BS-15 and below.

CENTRES/INSTITUTES/DIRECTORATES.

Director

-Full powers in respect of technical posts of the level of BS-15 and below.

Sr. Admn. Officer.

-Full powers in respect of technical posts of the level of BS-11 and below.

Projects.

Project Director

-Full powers in respect of technical posts of the level of BS-11 and below.

Project Incharge

-Full powers in respect of technical posts of the level of BS-11 and below.

Sr. Admn. Officer.

-Full powers in respect of all administrative posts of the level of BS-11 and below.

NOTE: Appointments and promotions shall be made on the recommendations of Selection Committee/DPCs as may be notified from time to time.

The above powers will be exercised by the Head of Centre/Institute/Project if no Administrator is posted.

In the case of powers not delegated to the Projects Incharged etc. the case will be referred to the Director General, NARC in concerned cases or to the Headquarters for sanction by the authority to whom the power is delegated for Headquarters from time to time.

6. To declare a grade in which Chairman -Full powers a part time or fee paid employee shall rank.

7. To appoint persons upto Chairman -Full powers the age of 60 years on contract basis, subject to the conditions prescribed by the Government.

To engage skilled/semi skilled and work-charged staff where-ever applicable on casual basis at prevailing rates for daily monthly wages within sanctioned budget under the specific head, provided that work for which such staff is required to be engaged is likely to be completed within the period specified above.

HEADQUARTERS

Chairman -Full power
Technical Members -For maximum continued period of 6 months (concerned) during a financial year.

Director -Upto 15 days (Admn)
Director -Upto 15 days subject to availability of funds. (Publica- tion).

NARC

Director General -Upto 6 months
Adminis- trator -Upto 3 months.

CENTRES/INSTITUTES/DIRECTORATES

Director -Upto 3 months

PROJECT

Project Director/ -Upto 3 months
Project Incharge
Sub-Pro- ject Incharge -Upto 15 days subject to limit of Ra. 2000/-

Amal Kumar
Director (MIS)
Monday, 19 January 2015

9. To relax the maximum age limit of 35 years for appointments.

Chairman -Full powers.

PAY AND ALLOWANCES, INCREMENTS AND HONORARIA

HEADQUARTERS

10. To engage local consultants, technical experts and to determine and sanction their fee.

Chairman -Upto Rs. 2 lacs, (with the concurrence of Member(Finance)).

Members -Upto Rs. 50,000/- (with the concurrence of Member(Finance))

HEADQUARTERS

11. To permit an employee to accept assignments such as to deliver lectures or paper-setting and marking and to accept fee thereof under the Rules provided it does not adversely affect the performance of his normal duties.

Chairman -Full powers in respect of posts of the level of BS-18 and above.

Members -Full powers in respect of posts of the level of BS-16 and 17.

NARC

Director -Full powers
General

CENTRES/INSTITUTES/DIRECTORATES

Director -Full powers

Chairman -Full powers

NOTE: Relaxation not to surrender one third of the fee in special cases can only be made with the approval of Headquarters.

12. To permit an employee to undertake private work which does not interfere with his normal duties and to accept i.e. thereof in accordance with the prescribed rules and orders.

Chairman -Full powers

13. To sanction honoraria in individual cases according to Rules.

NOTE: i) Honorarium for research contracts awarded by foreign agencies will also be sanctioned by Headquarters.

ii) The cases of award more than once in a financial year and in excess of one months pay be sanctioned with the approval of Board of Governors.

14. To grant higher initial pay by grant of advance increments/premature increments on the merit of each case to be recorded in writing.

Upto two increments to be exercised by the appointment authority concerned on the recommendations of Selection Board.

-Full powers upto 4 increments to be exercised by Chairman on the recommendation of Selection Board.

Chairman. Above 4 increments full powers in consultation with Member (Finance)

15. To waive recovery on account of over payment of pay and allowance

CHAIRMAN -Full powers with the concurrence of member(Fin)

16. To sanction over-time allowance conveyance charges, night duty allowance, motor allowance to the staff in accordance with the procedure enforced subject to budgetary provisions.

HEADQUARTERS
Director (Admn)/
Admn. Officer. -Full powers

NARC.
Administrator/
Admn. Officer -Full powers.

DIVISIONS/INSTITUTES/DIRECTORATES.
-Full powers

Administrator/
Admn. Officer

Projects.
Project
Director/
Project
Incharge/
Admn. Officer -Full powers.

17. To sanction:

a) TA concession or Rest & Recreation Allowance in accordance with rules enforced subject to availability of funds:

HEADQUARTERS

Chairman -Full powers in respect of self, member, Heads of establishment, Secretary and Director (Admn)

b) Relaxation in time limit of one month for proceeding or succeeding of the family of the employees granted leave with TA concession

Members

-full powers in respect of posts of the level of BS-19 and above.

TE: In all cases R & R leave will be sanctioned in consultation with the Head of Unit/Sub-Unit concerned.

Directors - Full powers in respect of technical posts of the level of BS-18 and below.
Director (P. Admn) - Full powers in respect of Administrative posts of level of BS-18 and below.

NARC.

Director General - Full powers for posts in BS-16 and above.
Administrator - Full powers in respect of posts in BS-15 and below.

CENTRES/INSTITUTE/DIRECTORATES.

Director - Full powers in respect of post in BS-16 and above.
Administrator - Full powers in respect of posts in BS-16 and below.
Projects - Full powers in respect of posts in BS-16 and above.
Director/Project Incharge - Full powers in respect of posts in BS-16 and above.

POSTING/TRANSFER/TRAINING.

18 TO transfer employees within the establishment /Division/ Department/Groups/Programmes.

Sr. Admn. Officer - Full powers in respect of post in BS-15 and below.

HEADQUARTERS

Chairman - Full powers.
Members - Full powers
Directors/Head of Departments - Full powers

NARC.

Director General - Full powers.
Director/Administrator - Full powers.

Aman UI Director (MIS&IT) Monday, 19 January, 2026, 3:40:41 PM

CENTRES/INSTITUTES/DIRECTORATES.

Directors -Full powers.
Heads of Group & Sr. Admn. Officer. -Full powers

PROJECTS

Project Dir/ Sr. Admn. Officer. -Full powers
Project Inch. -Full powers

HEADQUARTERS.

To decide the shortest of the two or more routes.

To allow milage allowance to be calculated by route other than shortest or the cheapest. Chairman

-Full powers in respect of self/Members/Director/Secretary/Director(Admn).

To extend the time limit where the family of a transferred employee is unable to joint him at the new station upto one year due to shortage of accommodation, education of children or on medical and compassionate grounds. Director (Admn)

-Full powers in respect of employees of the level of BS.17 and above.

Powers to relax the time limit upto one month in respect of family of a transferred employees preceeding him.

NARC

Director Ge,

-Full powers in respect of employees in BS.16 and below.

To extend the prescribed limit for submission of TA bills upto 3 months. Administrator

Administrator

-Full powers in respect of employees in BS.15 and below.

CENTRES/INSTITUTES/DIRECTORATES.

Director

-Full powers in respect of employees in BS.16 and above.

Sr. Admn. Officer

-Full powers in respect of employees in BS.15 and below.

Aman Ullah Director (MIS) CTD Monday, 19 January 2026, 11:40:41 AM

20. To transfer an employees from the Establishment/Centre/Institute/Directorate Project to another against sanctioned posts in accordance with rules enforced.

HEADQUARTERS

Chairman - Full powers in respect of employees of the level of BS-18 and above.
Members - Full powers in respect of employees of the level of BS-16 and 17.

NOTE:

These powers will be exercised centrally at Headquarters for transfers according to rules enforced.

Director (Admn) - Full powers in respect of employees of BS-15 and below.

Leave.

21. To sanction casual leave.

HEADQUARTERS

Chairman - Full powers in respect of self, member, heads of Establishment, Secy, Dir. of supp'te. services, Dir. (Admn) and Chairman Personal staff.
Members - Full powers in respect of Director/Head of dept. Under them and their own personal staff.

Secretary - Full powers in respect of Branch officers under him and his own personal staff.

Directors/Head of Deptt. - Full powers in respect of employees under their charge.

Branch Officer - Upto 10 days in respect of employees of the level of BS-15 and below under their charge.

NARC.

Director General - Full powers in respect of Director, Principle Investigators, Coords and administrator.

Director/Principal Investigator/ Coords and Administrator. - Full powers for employees under their charge.

Branch Officer - Upto 10 days for employees of the level of BS-15 and below under their charge.

20

10

Aman Ullah Director (MS&CT) Monday, 19 January, 2026, 5:40 PM

CENTRES/INSTITUTES/DIRECTORATES.

Director - Full powers in respect of Head of Groups and Senior Admn. Officer.

Head of Groups & Sr. Admn. Officer. - Full powers in respect of employees under their charge.

PROJECTS

Project Director/Project Incharge. - Full powers in respect of Heads of Groups and Senior Admn. Officer.

Project Sub-Incharge. Upto 10 days for employees under their charge

Head of Groups & Sr. Admn. Officer. - Full powers in respect of employees under their charge.

22. To sanction regular leave/maternity leave/hospital leave/extra Ordinary leave and to leave the station provided:-

- i) Entitlement is verified by Administration.
- ii) Substituee is not demanded.
- iii) Leave is recommended by the officer-in-charge.
- iv) Formal office order issued by Administration.

HEADQUARTERS.
Chairman - Full powers in respect of self, members, Heads of Establishment, Secretaries and Directors of services and Director (Admn).

Members - Full powers in respect of Directors/Head of Deptt. Under them and personal staff.

Directors - Full power in respect of officers of the level of BS-16 and above.

Director (Admn). - Full powers in respect of posts of the level BS-15 and below at Headquarters.

Admn. Officer (Personnel) - Full powers upto the level of BS-11.

NARC

Director
General

-Full powers in respect of Director, Principal Investigators, Coordinators and Administrators and other officers in BS-17 and above.

Adminstrator.

-Full powers in respect of posts of the level of BS-16 and above.

Admin.Offi-
cer

-Full powers in respect of posts of the level BS-11 and below.

CENTRES/INSTITUTE/DIRECTORATES.

Director.

-Full powers in respect of Head of Groups and other officers in BS.17 and above.

Sr. Admn.
Officer
PROJECTS.

-Full powers in respect of post of the level of BS.16 and above.

Project
Director/
Incharge.

-Full powers in respect of Head of groups and other officers in BS.17 and above.

Sr. Admn.
Officer

-Full powers in respect of posts of the level of BS-16 and below.

Admn.Officer
(Personnel)

-Full powers in respect of posts of the level BS-11 and below.

Chairman

-Full powers.

23. To sanction leave ex-Pakistan and drawal of leave salary in Pakistan Currency.

TOURS/TRAVELLING ALLOWANCE.

24. To permit an employee to under tour within Pakistan and to sanction TA advance in accordance with rules.

HEADQUARTERS

Chairman

-Full powers in respect of self members, Director General (NARC), Secretary, Director (Adm) AND Director of support services and all other BS-20 officers and above at Hq and NARC.

ITE.

The following will act as controlling officers:

1. Chairman for self Director General (NARC) and Secty (PARC) Members
2. Members for self and officials whose tour is sanctioned by them.

-Full powers in respect of Directors and other officers of Divisions and Heads of outstation on Establishment under thier charge.

iii) Director (P. Admn) for other employees at Hqs.

iv) Officials sanctioning tour in respective establishment in all other cases.

v) For tour sanctioned by sub-project incharge YA bills will be signed by next higher authorities.

Directors - Full powers in respect of BS-15 employees and below under their charge.

NARC

Director General - Full powers in respect of Directors, Principal Investigators, Coordinators Administrator and other officers in Grade-19.

Administrator - Full powers in respect of employees under his charge in Grade-19 and below.

CENTRES/INSTITUTES/DIRECTORATES

Director - Full powers in respect of employees under his charge

Administrator - Full powers in respect of employees under his charge in BS-16 and below

PROJECTS

Project Director/Project Incharge - Full powers in respect of employees under his charge

Project Sub-Incharge - For official duties in their project areas and related centres/establishments.

Sr. Admn. Officer - Full powers for employees under his charge in BS-19 and below.

Chairman - Full powers.

25. To permit an employee to undertake tour on official duty abroad and to act as controlling officer for the same.

6. To grant TA to a person coming from within the country not in PARC employment attending technical committee meetings, seminars and workshops etc. or performing duty in honorary capacity and to declare the grade on which such person shall be considered to belong.

Chairman - Full powers
Members - Full powers for persons attending meetings of technical committee, seminars, workshop etc. for other meetings such tour be sanctioned by Member(Finance)

ACCOMMODATION

HEADQUARTERS AND NARC

27.1) To lease house for employees as admissible according to prescribed rules and approved scales, subject to specific budget provision. All cases for self occupation of houses to be referred to Headquarters.

Chairman - Full powers

CENTRES/INSTITUTES/DIRECTORATES

1) To pay advance rent for buildings upto 24 months subject to specific budget provision.

Directors - Full powers

28. Hiring of office buildings and payment of advance rent subject to budget provision.

HEADQUARTERS

Chairman - Full powers

CENTRES/INSTITUTES/DIRECTORATES

Directors - Full powers upto rental value of Rs.2,500/- in respect of building under their charge according to scale of rent prescribed Government with prior consultation of Local Accounts Officer.

MEDICAL

29. a) To register medical doctors, specialists, hospitals and chemists on the panel of the Council provided no retainer fee has to be paid.

HEADQUARTERS AND NARC

Chairman - Full powers

b) To fix professional fees/rates for service and medical treatment.

CENTRES/INSTITUTES/DIRECTORATES/PROJECTS

Directors - Full powers

MISCELLANEOUS

30. Use of staff cars/vehicles on official duty beyond municipal limits/prescribed areas.

HEADQUARTERS

Members - Full powers

NARC

Director - Full powers
General

CENTRES/INSTITUTES/DIRECTORATES

Directors - Full powers

31. To sanction installation of telephone at office and residence of the officials.

NOTE: Subject to budget provision, entitlement and policy of the Council.

HEADQUARTERS

Chairman. -Full powers

NARC

Director General -Full powers for office telephones and sanction residential telephone in respect of entitlements notified by PARC. Hq.

CENTRES/INSTITUTES/DIRECTORATES

Directors -Full powers for office telephones.

32. a) To sanction Pension & LPR.

HEADQUARTERS

b) To sanction encashment of 180 days leave out of leave at credit in case of retirement or death while in service.

Chairman -Full powers for post upto BS-18 and above.

Member -Full powers for posts in (concerned) BS-16 & BS-17.

Director (P. Admn) -Full powers for post in BS-15 and below.

Aman Ullah
Director (MS&ICT)
Monday, 19 January, 2026, 5:40:41 PM

Aman Ullah
Director (MIS&ICT)
Monday, 19 January, 2026, 5:40:41 PM

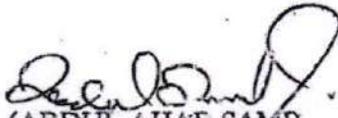
Aman Ullah
Director (MIS&ICT)
Monday, 19 January, 2026, 5:40:41 PM

PAKISTAN AGRICULTURAL RESEARCH COUNCIL
(Central Secretariat)

Islamabad, the 24th July, 2012

Subject:- Delegation of Powers

In continuation of Central Secretariat's letters No.F.1-4/2008-CS dated 30-04-2008, No.F.1-4/2002-CS dated 1-4-2002 and No.F.1-4/2009-CS dated 3-4-2009 and in pursuance of the decision of Executive Committee of PARC taken in its 9th meeting held on 11-07-2012 at PARC Headquarters, the Chairman, PARC has been pleased to revise delegation of powers (Financial and Works) of Director Generals (NARC, SARC, AZRC & MARC) and Administrative powers of Director General, NARC with immediate effect as per Annexures enclosed.


(ABDUL AHAD SAMI)
Assistant Secretary (Board)

Distribution

1. All Members of PARC
2. All DGs (NARC, Islamabad/SARC, Karachi/AZRC, Quetta/MARC Gilgit)
3. Director (Establishment) PARC
4. Director (Admin), NARC

CC:

-Sr. PS to Chairman, PARC
-PA to Secretary, PARC

No.F.1-4/2016-CS
PAKISTAN AGRICULTURAL RESEARCH COUNCIL
(Central Secretariat)

Islamabad the 27th July, 2016

Subject:- Clarification on revised Delegation of Powers (Administrative) of S.No. 2 in notification F.No.1-4/2012-CS dated 24.07.2012 of Director General NARC

I am directed to state that the Revised Delegation of Powers (Administrative) at S.No.2 notified vide No.F.1-4/2012-CS dated 24.07.2012 of Director General, NARC regarding initial appointment/promotion, termination of probation period and extension in joining time have been squeezed, therefore no one is exercising these nature of powers at NARC level. Therefore, all related cases on the subject may be got approved from Chairman, PARC through DG, NARC.

02. This issues with the approval of Chairman, PARC.


(Muhammad Ikhlaq Malik)
Deputy Director (Board)

Director (Admn) NARC

CC: ✓
28/7
-PS to Chairman PARC
-APS to Director General, NARC
-APS to Secretary, PARC
-APS to Director (Establishment) PARC. 
27/7/16


27/7/16

PAKISTAN AGRICULTURAL RESEARCH COUNCIL

DELEGATION OF POWERS (ADMINISTRATIVE)

S. #	Nature of Powers	Authority to whom Powers delegated	Existing Powers	Revised Powers
1.	<p><u>CREATION OF POSTS</u></p> <p>To sanction Creation of posts within the approved budget estimates subject to the following conditions:</p> <ol style="list-style-type: none"> Justification for individual post has been accepted at pre-budgetary stage. Instructions regarding staff position and work standard are strictly observed. The post is created within the approved scale of pay and designation. 	DG, NARC	Full powers with the provision that a quarterly statement of such posts should be furnished to HQ (As notified vide PARC Delegation of Powers letter No.1-4/82-CS, dated 10.06.1987) (Sr. No.2)	Nil
2.	<p><u>APPOINTMENTS</u></p> <ol style="list-style-type: none"> To make initial appointment and promotion against sanctioned posts on the recommendations of the respective Selection/Promotion Committees. To extend joining time. To terminate or extend the probationary period. 	DG, NARC	Full powers in respect of technical/ administrative posts of the level of SPS-7/BS-16 and below. For SPS-7/BS-16 the selection must be finalized at PARC Hqrs. (temporarily been squeezed). (Sr. No. 5 - Delegation of Powers letter No.1-4/82-CS, dated 10.06.1987)	Nil
3.	To engage skilled/semi skilled and work-charged staff where-ever applicable on casual basis at prevailing rates for daily monthly wages within sanctioned budget under the specific head, provided that work for which such staff is required to be engaged is likely to be completed within the period specified above.	DG, NARC	Upto 6 months	Full powers with the addition to engage/ appoint Research Assistant/ Research Associate/ Internee under current/ development projects.
4.	<ol style="list-style-type: none"> To decided the shortest of the two or more routs. To allow millage allowance to be calculated by route other than shortest or the cheapest. To extend the time limit where the family of a transferred employee is unable to joint him at the new station upto one year due to shortage of accommodation. 	DG, NARC	Full powers in respect of employees in SPS-7/BS-16 and below.	Full powers for all employees at NARC SPS-10/BS-19 and below.

	<p>education of children or on medical and compassionate grounds.</p> <p>d. To extend the prescribed limit upto one month in respect of family of a transferred employee proceeding him.</p> <p>e. To extend the prescribed limit for submission of TA bills upto 3 months.</p>			
5.	<p>Leave To sanction causal leave.</p>	DG, NARC	Full powers in respect of Director, Principal Investigators, Coordinators and administrator.	Full powers in respect of Director, Principal Investigators, Coordinators and administrators of SPS-10/BS-19 & below.
6.	<p>To sanction regular leave/maternity leave/ hospital leave/extra ordinary leave and to leave the station provided:</p> <p>i. Entitlement is verified by Administration.</p> <p>ii. Substitute is not demanded.</p> <p>iii. Leave is recommended by the officer-in-charge.</p> <p>iv. Formal office order issued by Administration.</p>	DG, NARC	Full powers in respect of Director, Principal Investigators, coordinators and Administrators and other officers in SPS-8/BS-17 and below.	Full powers in respect of Director, Principal Investigators, Coordinators and Administrators in SPS-10/BS-19 and below subject to title to leave verification.

Aman Ullah
 Director (MIS&ICT)
 Monday, 19 January, 2026, 5:40:41 PM

PAKISTAN AGRICULTURAL RESEARCH COUNCIL

DELEGATION OF POWERS (WORKS)

S.#	Nature of Powers	Authority to whom Powers delegated	Existing Powers	Revised Powers
1.	<p><u>TO GRANT ADMINISTRATIVE APPROVAL FOR WORK</u></p> <p>Accord concurrence for the approximate estimate and preliminary plans necessary to elucidate the proposal. The preliminary estimates plans shall be prepared or countersigned by the authority competent to prepare technical estimate.</p>	<p><u>Centres Headed by Director Generals</u></p>	Up to Rs.1,200,000	Up to Rs.1,800,000
2.	<p><u>TECHNICAL SANCTIONS</u></p> <p>Accord technical sanction subject to the condition that the technical sanction does not exceed the approved amount within budget provision.</p> <p>Note: In case expenditure upon a work exceeds, or is likely to exceed the approved cost by more than 15%, revised administrative approval and technical sanction shall be obtained from the authority competent to approve the revised cost.</p>	<p><u>Centres Headed by Director Generals</u></p>	Up to Rs.500,000	Up to Rs.750,000
3.	<p><u>AWARD OF WORK:</u></p> <p>To accept tenders and award of works for administratively and technically approved works subject to the following conditions:</p> <p>a) The observance of normal procedures as laid down for invitation of tenders.</p> <p>b) Where the competitive tenders are to be invited under the laid down procedure and where the lowest tender/bid from a contractor is not accepted, the reasons should be recorded with full justification and further approval should be obtained from the competent authority with the concurrence of Finance Division.</p> <p>c) Subject to evaluation of tenders by a committee as under:-</p> <p>i. Above Rs. 1,500,000 by Project Director, Director (Accounts), Representative of concerned Directorate.</p> <p>ii. From Rs. 2,50,000 by Additional</p>	<p><u>Centres Headed by Director Generals</u></p>	Up to Rs.800,000	Up to Rs.1,200,000

	Director (Works), Director/Deputy Director (Accounts), Representative			
	iii. Up to Rs. 2,50,000 by Executive Engineer, Local Accounts Officer, Representative of concerned Directorate not below the rank of SSO/Deputy Director.			
4.	To nominate engineers to countersign the measurement and certify bills of the contractor in accordance with contract agreement (including variation and extra items approved by the competent authority).	<u>Centres Headed by Director Generals</u>	Full Powers	Full Powers
5.	<u>APPOINTMENT OF CONSULTATIONS:</u> To appointment firms of consultants of established repute in the specified field.	<u>Centres Headed by Director Generals</u> In consultation with Member (Finance).	Up to Rs.500,000	Up to Rs.700,000
6.	<u>PURCHASE / HIRING OF MATERIAL AND EQUIPMENT:</u> i) To hire tools, plants and machinery from Govt./autonomous/semi-autonomous.	<u>Centres Headed by Director Generals</u>	Up to Rs.200,000	Up to Rs.300,000
	ii) To hire plant and machinery from private organization.	<u>Centres Headed by Director Generals</u>	Up to Rs.100,000	Up to Rs.150,000
7.	To purchase the building materials and construction equipment machinery electrical and other fixture subject to:- i. Availability of funds. ii. Recommendations of the Evaluation Committee of which a representative from Finance Department shall be a Member. iii. For purchase in excess of Rs.50,000/- subject to observance of procedure.	<u>Centres Headed by Director Generals</u>	Up to Rs.300,000	Up to Rs.450,000
8.	<u>DISPOSAL OF PROJECT STORES:</u> To declare project stores and structures surplus/obsolete and to authorize its sale to the higher bidder through auction or by inviting open.	<u>Centres Headed by Director Generals</u>	Up to Rs.250,000	Up to Rs.350,000
9.	<u>REPAIR & MAINTENANCE WORKS:</u> i) To award contracts and sanction expenditure for maintenance works. Minor installation and annual repairs of Council's buildings according to prescribed procedure.	<u>Centres Headed by Director Generals</u>	Up to Rs.8,00,000	Up to Rs.1,200,000

ii) To sanction purchase of construction material for repair and maintenance procedure.	<u>Centres Headed by Director Generals</u>	Up to Rs.100,000	Up to Rs.150,000
iii) Maintenance works which can be awarded without calling tenders. Note: Director (Works) may exercise powers in respect of Works at Headquarters/Centres/ Institutes & Projects other than those under his charge. Subject to the condition that funds have been placed at his disposal by the Establishment concerned.	<u>Centres Headed by Director Generals</u>	Up to Rs.20,000	Up to Rs.25,000

Aman Ullah
Director (MIS&ICT)
Monday, 19 January, 2026, 5:40:41 PM

Aman Ullah
Director (MIS&ICT)
Monday, 19 January, 2026, 5:40:41 PM

Delegation of Powers (Financial) 2015

No.F.1-4/2015-CS
PAKISTAN AGRICULTURAL RESEARCH COUNCIL
(Central Secretariat)

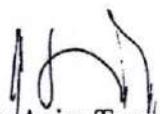
Islamabad, the 18th August, 2015

Subject:- Delegation of Powers (Financial)

In continuation of Central Secretariat's letters No.F.1-4/2008-CS dated 30-04-2008, No.F.1-4/2009-CS dated 3-4-2009 and No.F.1-4/2012-CS dated 24-7-2012 and in pursuance of the decision of Executive Committee of PARC taken in its 3rd meeting held on 12-08-2015 at PARC Headquarters, the Chairman, PARC has been pleased to revise delegation of powers (Financial) with immediate effect till further orders as per **Annexure-I** enclosed.

02. For exercising the Delegation of Powers (Financial) following ToRs may strictly be observed by all concerned:

- i. All cases involving purchases over Rs.1.5 million for obtaining expenditure sanction of Chairman, PARC, the cases be routed through Member (Finance), PARC for his concurrence before submission to Chairman.
- ii. No case would be forwarded for Chairman's approval where Head of PARC Establishment, is the sanctioning authority, however, in case of any difference of opinion, the case may be referred to PARC HQs for financial concurrence of Member (Finance).
- iii. In all financial cases preferred for expenditure to the Head PARC Establishment/PARC HQ's approving authority, Director (Accounts)/representative (Accounts) will ensure that case is in order as envisaged in the revised "Delegation of Powers (Financial)"
- iv. The cases of purchase/procurement through open tender (above the quotation limit) should invariably be reported to the office of the Chairman, PARC on monthly basis as per prescribed format attached (**Annexure-II**).


(Khawaja Asim Tasjeem)
Dy. Secretary (Board)

Distribution

1. All Members, PARC [PSD || NRD || ASD || SSD || C&M || Finance]
2. All Director Generals [NARC-Islamabad || BARDC-Quetta || SARC-Karachi || MARC-Juglote, Gilgit || P&DD-PARC||AED-PARC]
3. All Sr. Directors/Directors at PARC/NARC and Outstation.
4. Web Master, NARC

CC:

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

No.F.1-4/2019-CS
PAKISTAN AGRICULTURAL RESEARCH COUNCIL
(Central Secretariat)

Islamabad the 8th May 2019

CORRIGENDUM

Subject:- Delegation of Powers (Financial)

The limit of powers delegated to Members/DGs at Headquarter appearing at Clause-9 in the Delegation of Powers(Financial) notified vide Central Secretariat letter No.F.1-4/2015-CS dated 18-08-2015 may be read as "upto Rs.300,000/-" instead of "upto Rs.3,000,000/-" which is a typographic mistake.

02. This issues with the approval of Chairman, PARC.



(Wiqar Ahmad)
Dy. Secretary (Board)

Distribution

1. All Members, PARC [PSD || NRD || ASD || SSD || C&M || Finance]
2. All Director Generals [NARC-Islamabad ||LARDC-Quetta ||SARC-Karachi ||MARC-Juglote, Gilgit || P&DD-PARC||AED-PARC]
3. All Directors at PARC/NARC and Outstation.
4. Web Master, NARC

CC:

- PS to Chairman, FARC
- APS to Secretary, FARC

Aman Ullah
Director (MIS&ICT)
Monday, 19 January, 2026, 5:40:41 PM

No.F.1-4/2019-CS
Pakistan Agricultural Research Council
(Central Secretariat)

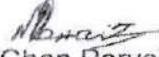
Islamabad the 30th May 2019

CORRIGENDUM

Subject:- Delegation of Powers (Financial)

In partial modification of this office letter No.F.1-4/2015-CS dated 18-08-2015 at S.No.9, the financial power of Chairman PARC may please be read as "Full Powers" instead of "Upto Rs.600,000/-".

02. This issues with the approval of Chairman, PARC.


(Chan Pervaiz)
Assistant Secretary (C)

Distribution:

1. All Members, PARC [PSD || NRD || ASD || SSD || C&M || Finance]
2. All Director Generals [NARC-Islamabad ||PARC-BARDC, Quetta || PARC-SARC, Karachi ||PARC-MARC, Gilgit || P&DD-PARC||AED-PARC]
3. All Directors at PARC/NARC and Outstation.
4. Web Master, NARC

C.c:

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

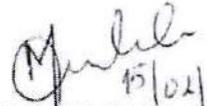
No.F.1-4/2023-CS
Pakistan Agricultural Research Council
(Central Secretariat)

Islamabad, the 14th February, 2023

Subject: Delegation of Power (Financial)

In continuation of Central Secretariat letter No.F.1-4/2015-CS dated 18.08.2015 and in pursuance of the decision of Executive Committee of PARC taken in its 2nd meeting (2022) held on 03.11.2022, the Chairman, PARC has been pleased to revise financial powers of Secretary, PARC and Director (Logistics) PARC regarding Repair and POL charges with immediate effect as per detailed given below:

	Existing Limit	Approved Limit
Secretary, PARC	Upto Rs.100,000/- for repair & Rs.70,000/- for POL per vehicle/month	Upto Rs.150,000/- for repair & Rs.150,000 for POL per vehicle/month
Director (Logistics) PARC	Upto Rs.50,000/- for POL per month & upto Rs.50,000/- for repair per vehicle	Upto Rs.100,000/- for POL per month & upto Rs.100,000/- for repair per vehicle


15/02/23
(MS. MEMONA ARBAB)
Assistant Director (Board)

Distribution

1. Members at PARC (Finance, PSD, NRD, ASD, SSD, C&M)
2. Director General at PARC (AED, P&DD)
3. Director Generals of PARC Research Centres (PARC-NARC, Islamabad, PARC-SARC, Karachi, PARC-BARDC, Quetta, PARC-MARC, Gilgit PARC-AZRC, D.I. Khan)
4. Directors at PARC (Establishment, Works, Technical, Logistics, Procurement, HRD, Accounts, Finance, Internal Audit, RF&P, PM&E, P&DDMIS&ICT)
5. Director at Outstations (PARC-AZRI, Bahawalpur PARC-AZRC, Umerkot PARC-NSTHRI, Thatta, PARC-NTHRI, Shinkiari, Mansehra)
6. Director at NARC Admin, F&A
7. Web Master, DSC&P, NARC (For up loading on PARC Website)

CC:

- i) PS to Chairman, PARC
- ii) APS to Secretary, PARC

DELEGATION OF POWERS (FINANCIAL)

S#	Nature of Power	Authority to whom powers delegated	Previous Powers			Approved Powers w.e.f. 18-08-2015
			Powers delegated w.e.f. 04-04-2008	Powers of DG, NARC delegated w.e.f. 3.4.2009	Powers of DG's & Dir's (Log/Proc) delegated w.e.f. 24.7.2012	
1.	<p><u>Purchase, Disposal & Write Off.</u></p> <p>Purchase of machinery, scientific equipment, consumable/non-consumable stores and other equipment and stores from abroad subject to the following:-</p> <p>i) Specific local and foreign exchange allocation and availability of funds under specific head of account.</p> <p>ii) The technically acceptable quotations of the lowest bidder has been accepted in response to open tender enquiry.</p> <p>iii) An Evaluation Committee consisting of two Scientists/Engineers of the level of BS-18 or above Stores/Procurement Officer and a representative of Finance/Head LAO shall be formed to evaluate all purchases above Rs.1,00,000/- . This Committee shall also pre-qualify suppliers for such purchases, in cases other than procurement by Open tenders.</p> <p>iv) In case of purchases between Rs.25,000/- to less than Rs.1,00,000/-, the Head of Establishment may constitute a smaller Evaluation Committee, with Head LAO or his representative as a member subject to</p>	<p><u>Headquarters</u></p> <p>Chairman</p> <p>Members/DGs at HQs.</p> <p><u>Centres headed by DG's</u></p> <p>Director General</p> <p>Dy. Director General</p> <p>Sr. Director/Director</p> <p><u>Independent Institutes</u></p> <p>Sr. Director/Director</p>	<p>Full Powers</p> <p>Upto Rs.8,50,000</p> <p>Upto Rs.6,80,000</p> <p>Upto Rs.1,70,000</p> <p>Upto Rs.3,40,000</p>	<p>Full Powers</p> <p>Upto Rs.1,50,000</p> <p>Upto Rs.1,50,000</p> <p>Upto Rs.1,100,000</p> <p>Upto Rs.300,000</p>	<p>Full Powers</p> <p>Upto Rs.1,500,000</p> <p>Upto Rs.1,500,000</p> <p>Upto Rs.1,100,000</p> <p>Upto Rs.300,000</p> <p>Upto Rs.600,000</p>	

<p>observance of normal procedure of calling of sealed quotations and acceptance of lowest quotations as per PEPRRA rules.</p> <p>v) Head of Establishment may sanction expenditure up to Rs.25,000/- without calling quotations.</p> <p>vi) Formalities required by donor agencies in case of foreign aided projects should be strictly followed and their approval obtained if required under the agreement with those agencies.</p> <p>vii) In case the provisions of funds is in lump-sum and sector-wise/discipline-wise bifurcation is not possible, sanction of Chairman shall be obtained for full quantities of stores to be purchased.</p> <p>All purchases above Rs.1.5 million shall require concurrence of Member (Finance).</p>				
<p>2. Local purchases of equipment, plants, machinery, scientific stores, hardwares and consumable stores inclusive of seeds, fertilizers, chemical feeds ingredients, veterinary medicines and pesticides, fodder and forage, experimental/breeding animals and surgical instruments subject to the following conditions:-</p> <p>i) Availability of funds under specific head of Accounts.</p> <p>ii) ii to v as indicated under item No.1.</p>	<p><u>Headquarters</u></p> <p>Chairman</p> <p>Members/DGs at HQs</p> <p>Secretary</p> <p>Director (Logistics)</p> <p><u>Centres headed by DG's</u></p> <p>Director General</p> <p>Dy. Director General</p>	<p>Full Powers</p> <p>Upto Rs.8,50,000</p> <p>Upto Rs.2,00,000</p> <p>Upto Rs.8,50,000</p>	<p>Rs. 25,000 for consumable items only.</p> <p>Upto Rs.12,00,000</p>	<p>Full Powers</p> <p>Upto Rs.1,500,000</p> <p>Upto Rs.350,000</p> <p>Rs.25,000 for consumable items only.</p> <p>Upto Rs.1,500,000</p> <p>Upto Rs.1,100,000</p>

3-	<p>Purchase of stationery, office equipment, fans, heaters, gas appliances, bicycles, furniture & fixtures and general stores subject to :-</p> <p>i) Specific budget provisions.</p> <p>ii) The quotation of the lowest technically acceptable bidder has been accepted in response to quotations/tender inquiry.</p> <p>iii) Purchase has been made on the recommendation of the Evaluation Committee consisting of Sr. Admn. Officer, Store Officer/Procurement Officer and a Rep. of Finance or Head of LOA. Head of Establishment may nominate one Scientist/Engineer to act as Member of the Evaluation Committee in the case of Electrical/ Technical Stores.</p> <p>Note: Head of Establishment/Directors may sanction expenditure upto Rs.25,000/- without calling quotations. In case expenditure is more than Rs.25,000/- but upto Rs.100,000/- the competition may be confined to pre-qualified suppliers subject to observance of normal procedure of calling quotations and acceptance of lowest technically acceptable quotation.</p>	<p>Sr. Director/Director</p> <p><u>Independent Institutes</u></p> <p>Sr. Director/Director</p> <p><u>Headquarters</u></p> <p>Chairman</p> <p>Members/DGs at HQs</p> <p>Secretary</p> <p>Director (Logistics)</p> <p><u>Centres headed by DG's</u></p> <p>Director General</p> <p>Sr. Director/Director</p> <p><u>Independent Institutes</u></p> <p>Sr. Director/Director</p>	<p>Upto Rs.85,000</p> <p>Upto Rs.3,40,000</p> <p>Full Powers</p> <p>Upto Rs.85,000</p> <p>Upto Rs.75,000</p> <p>Upto Rs.85,000</p> <p>Upto Rs.1,75,000</p> <p>Upto Rs.85,000</p> <p>Upto Rs.40,000</p>	<p>Upto Rs.300,000</p> <p>Upto Rs.600,000</p> <p>Full Powers</p> <p>Upto Rs.500,000</p> <p>Upto Rs.150,000</p> <p>Upto Rs.25,000</p> <p>Upto Rs.500,000</p> <p>Upto Rs.200,000</p> <p>Upto Rs.200,000</p>	<p>Upto Rs.300,000</p> <p>Upto Rs.600,000</p> <p>Upto Rs.25,000</p> <p>Upto Rs.2,50,000</p>
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4.	<p>Purchase of Computers and air-conditioners, refrigerator etc. subject to:</p> <p>i) Specific budget provisions.</p> <p>ii) The quotation of the lowest technically acceptable bidder has been accepted in response to quotations/tender enquiry.</p> <p>iii) Purchase shall be made on the recommendation of the Evaluation Committee consisting of Dy. Director/Store Officer/Procurement Officer and a Rep. of Finance or Head of LOA. Head of Establishment may nominate one Scientist/Engineer to act as Member of the Evaluation Committee in the case of Electrical/ Technical Stores.</p>	<p><u>Headquarters</u></p> <p>Chairman</p> <p>Members/DGs at HQs</p> <p>Secretary</p> <p><u>Centres headed by DG's</u></p> <p>Director General</p> <p>Dy. Director General</p> <p>Sr. Director/Director</p> <p><u>Independent Institutes</u></p> <p>Sr. Director/Director</p>	<p>Full Powers</p> <p>Upto Rs.1,70,000</p> <p>Upto Rs.1,00,000</p> <p>Upto Rs.1,20,000</p> <p>Upto Rs.85,000</p>	<p>Upto Rs.2,50,000</p> <p>Upto Rs.4,00,000</p>	<p>Upto Rs.500,000</p> <p>Upto Rs.200,000</p> <p>Upto Rs.500,000</p> <p>Upto Rs.300,000</p> <p>Upto Rs.200,000</p> <p>Upto Rs.200,000</p>	<p>Full Powers</p> <p>Upto Rs.500,000</p> <p>Upto Rs.200,000</p> <p>Upto Rs.500,000</p> <p>Upto Rs.300,000</p> <p>Upto Rs.200,000</p> <p>Upto Rs.200,000</p>
5.	<p>To sanction purchase of Buses for transportation of staff and staff cars subject to availability of funds and budgetary provisions.</p>	<p><u>Headquarters</u></p> <p>Chairman</p>	<p>Full Powers</p>			<p>Full Powers</p>
6.	<p>To sanction purchase of motor cycles subject to availability of funds and budgetary provisions.</p>	<p><u>Headquarters</u></p> <p>Chairman</p> <p>Members/DGs at HQs</p> <p><u>Centres headed by DG's</u></p> <p>Director General</p> <p>Dy. Director General</p>	<p>Full Powers</p> <p>Upto Rs.1,70,000</p> <p>Upto Rs.1,70,000</p>	<p>Upto Rs.3,00,000</p> <p>Upto Rs.4,50,000</p>	<p>Upto Rs.500,000</p> <p>Upto Rs.350,000</p>	<p>Full Powers</p> <p>Upto Rs.300,000</p> <p>Upto Rs.500,000</p> <p>Upto Rs.350,000</p>

11	<p>ADVANCES</p> <p>To sanction temporary advance for specific emergent and contingent expenditure subject to observance of prescribed procedure:</p> <p>Note: Advance should be categorized, as follows and should be adjusted within 90 days of issuance:</p> <ul style="list-style-type: none"> - TA/DA - Purchase of Consumables (Seed, Plant, Fertilizer, Chemicals, Medicines) and Livestock. - Holding Workshops, Seminars & Meetings - Purchase of Construction Materials for minor Research installations. - Repair of Vehicles - Repair of Field equipments - Hiring of Tractors and implements. - Other (Misc) <p>Conditions:</p> <ul style="list-style-type: none"> - Only one advance in each category is allowed. Second advance shall be allowed only after adjustment of the first advance. - Account shall issue adjustment certificate in respect of any advance within thirty days of submission of complete documents. - Advance shall be used for the purposes for which it is drawn. - All advances have to be adjusted within the financial year. 	<p>Headquarters</p> <p>Chairman</p> <p>Members/DGs at HQs</p> <p>Secretary</p> <p>Director (Logistics) only for repair of vehicles & office equipment</p> <p>Sr. Director/Director (Works)/Chief Engineer</p> <p><u>Centres headed by DG's</u></p> <p>Director General</p> <p>Dy. Director General</p> <p>Sr. Director/Director</p> <p><u>Independent Institutes</u></p> <p>Sr. Director/Director</p>	<p>Full Powers</p> <p>Upto Rs.170,000</p> <p>Upto Rs.40,000</p> <p>Upto Rs.50,000</p> <p>Upto Rs.40,000</p> <p>Upto Rs.1,20,000</p> <p>Upto Rs.35,000</p> <p>Upto Rs.35,000</p>	<p>Upto Rs.75,000</p> <p>Upto Rs.50,000</p> <p>Upto Rs.3,00,000</p> <p>Upto Rs.4,50,000</p>	<p>Full Powers</p> <p>Upto Rs.300,000</p> <p>Upto Rs.100,000</p> <p>Upto Rs.100,000</p> <p>Upto Rs.100,000</p> <p>Upto Rs.500,000</p> <p>Upto Rs.350,000</p> <p>Upto Rs.100,000</p> <p>Upto Rs.100,000</p>
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12	To grant advance for purchase of Motor Car/Motorcycle/Bicycle to employees according to their entitlement, subject to specific provision of funds in the approved budget. On recommendation of a duly constituted committee of which Director Finance shall be a member.	<u>Headquarters</u> Chairman	Full Powers		Full Powers
13	To grant House Building Advance subject to specific budget provisions, in accordance with rules/instructions on the subject.	<u>Headquarters</u> Chairman	Full Powers		Full Powers
14	Grant of relaxation of time limit of one month within which purchase of conveyance has to be completed from the conveyance advance.	<u>Headquarters</u> Chairman	Full Powers		Full Powers
15	Sanction of Advance and final payment from Provident Fund under PARC Rules. Final Payment Second Advance First Advance	<u>Headquarters</u> Secretary Secretary Director Establishment	Full Powers Full Powers Full Powers		Full Powers Full Powers Full Powers
16	<u>DEMURRAGE:</u> To sanction demurrage charges	<u>Headquarters</u> Chairman	Full Powers		Full Powers
17	<u>CONTINGENT EXPENDITURE:</u> To sanction recurring expenditure under the following heads of contingencies subject to specific budget provision and observance of prescribed procedure: "A" i) Electricity and gas water charges ii) Postage, Telegram & Telex, couriers iii) Conveyance Charges	<u>Headquarters</u> Chairman Members/DGs at HQs Secretary Director (Logistics) Sr. Director/Director (Works)/Chief Engineer	Full Powers Full Powers Upto Rs.1,50,000 Upto Rs.1,70,000 Full Powers for only (i)		Full Powers Full Powers Upto Rs.300,000 Upto Rs.300,000 Full Powers for only (i)

<p>iv) Newspapers, Magazines, Periodical and Journals (Local).</p> <p>v) Telephone bills (within prescribed limits) and internet, email charges.</p> <p>vi) Vehicles Parking Rent.</p> <p>vii) Late Sitting Charges, Meal Charges</p> <p>viii) Insurance (General)</p> <p>ix) Security Services</p>	<p><u>Centres headed by DG's</u></p> <p>Director General</p> <p>Dy. Director General</p> <p>Director (Admn)</p> <p>Sr. Director/Director</p> <p><u>Independent Institutes</u></p> <p>Sr. Director/Director</p>	<p>Full Powers</p> <p>Upto Rs.15,000</p> <p>Upto Rs.15,000</p> <p>Full Powers</p>	<p>Full Powers</p>	<p>Full Powers</p>	<p>Full Powers</p> <p>Upto Rs.100,000</p> <p>Upto Rs.50,000</p> <p>Upto Rs.50,000</p> <p>Full Powers</p>
<p>"B"</p> <p>i) Repair and maintenance of staff cars, buses, motor cycles and other vehicles.</p> <p>ii) Petrol, Oil & Lubricants (POL) for all vehicles.</p> <p>Note: Vehicles, engaged as entitled staff cars shall be allowed to draw fuel and POL as per govt. rates.</p>	<p><u>Headquarters</u></p> <p>Chairman</p> <p>Members/DGs at HQs</p> <p>Secretary</p> <p>Director (Logistics)</p>	<p>Full Powers</p> <p>Upto Rs.85,000 for repair & upto Rs.40,000 for POL per vehicle.</p> <p>Upto Rs.25,000 for repairs per vehicle Per month. Rs.25,000 per vehicle for POL per month.</p>	<p>Rs.50,000 for POL & repair for per vehicle per month</p>	<p>Full Powers</p> <p>Upto Rs.150,000 for repair per vehicle & upto Rs.70,000 for POL per vehicle/month.</p> <p>Upto Rs.100,000 for repair per vehicle & upto Rs.70,000 for POL per vehicle/month.</p> <p>Upto Rs.50,000 for POL per month per vehicle & upto Rs.50,000 for repair per vehicle.</p>	<p>Full Powers</p> <p>Upto Rs.100,000 for repair per vehicle & upto Rs.70,000 for POL per vehicle/month.</p> <p>Upto Rs.50,000 for POL per month per vehicle & upto Rs.50,000 for repair per vehicle.</p>

		<p><u>Centres headed by DG's</u></p> <p>Director General</p> <p>Dy. Director General</p> <p>Sr. Director/Director</p> <p><u>Independent Institutes</u></p> <p>Sr. Director/Director</p>	<p>Upto Rs.85,000 for repairs and upto Rs.60,000 p.m. per vehicle for POL.</p> <p>Upto Rs.35,000 per vehicle per month for POL and upto Rs.40,000 for repair.</p> <p>Upto Rs.25,000 for repairs and Rs.15,000 per vehicle p.m. for POL.</p>	<p>Upto Rs.1,70,000 for repairs and upto Rs.1,20,000 p.m. per vehicle for POL.</p>	<p>Upto Rs.2,50,000 for repairs and upto Rs.1,80,000 p.m. per vehicle for POL.</p>	<p>Upto Rs.300,000 for repair per vehicle and upto Rs.200,000 p.m. per vehicle for POL.</p> <p>Upto Rs.210,000 for repair per vehicle and upto Rs.140,000 p.m. per vehicle for POL.</p> <p>Upto Rs.140,000 per vehicle per month for POL and upto Rs.100,000 for repair per vehicle.</p> <p>Upto Rs.100,000 for repair per vehicle and Rs.140,000 per vehicle p.m. for POL.</p>	<p>"C"</p> <p>i) Repair and maintenance of capital equipment, furniture, office machinery/equipment.</p> <p>ii) Hire charges of plant & machinery, office furniture & fixtures etc.</p> <p>iii) Stationery and printing of stationery forms etc.</p> <p><u>Headquarters</u></p> <p>Chairman</p> <p>Members/DGs at HQs</p> <p>Secretary</p> <p>Full Powers</p> <p>Upto Rs.15,000</p> <p>Upto Rs.15,000</p> <p>Full Powers</p> <p>Upto Rs.50,000</p> <p>Upto Rs.50,000</p>
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iv) Uniforms and liveries. v) Miscellaneous supplies (non- scientific consumable stores). vi) Hostel Expenses vii) Printing & Publications. viii) Photographs and films ix) Freight & cartage. x) Toll Tax.	Director(Logistics) <u>Centres headed by DG's</u> Director General Dy. Director General Sr. Director/Director/ Director (Admn) <u>Independent Institutes</u> Sr.Director/Director	Upto Rs.85,000 Upto Rs.1,70,000 Upto Rs.40,000 Upto Rs.40,000	Upto Rs.50,000 Upto Rs.2,50,000	Upto Rs.50,000 Upto Rs.300,000 Upto Rs.210,000 Upto Rs.100,000 Upto Rs.100,000
"D" i) Ground Rent/Lease	<u>Headquarters</u> Chairman Sr. Director/Director (Works)/ Chief Engineer <u>Centres headed by DG's</u> Director General Dy. Director General <u>Independent Institutes</u> Sr. Director/Director	Full Powers Upto Rs.85,000 Upto Rs.85,000 Upto Rs.45,000	Upto Rs.3,75,000 Upto Rs.2,50,000	Full Powers Upto Rs.200,000 Upto Rs.500,000 Upto Rs.350,000 Upto Rs.100,000
"E" ii) Contribution to approved associations/ agencies abroad.	<u>Headquarters</u> Chairman	Full Powers		Full Powers

iii)	Renewal fees, Patents & designs	Secretary	Upto Rs.40,000			Upto Rs.100,000
	Bank Charges	L.A.O.	Full Powers			Full Powers
	Insurance of employees group insurance.	Director (Estt)	Full Powers			Full Powers
	"H" i) Hire charges of buses/vehicles etc. ii) Advertising & Publicity charges.	<u>Headquarters</u> Chairman Secretary Director(Logistics) (i) Sr. Director/Director (Works)/ Chief Engineer (ii) <u>Centres headed by DG's</u> Director General Dy. Director General <u>Independent Institutes</u>	Full Powers Upto Rs.85,000 Upto Rs.25,000 Upto Rs.25,000 Upto Rs.1,70,000 Upto Rs.3,50,000			Full Powers Upto Rs.150,000 Upto Rs.50,000 Upto Rs.50,000 Upto Rs.500,000 Upto Rs.350,000 Upto Rs.50,000
18	<u>CLEARANCE AND FORWARDING:</u> Expenditure on clearing and forwarding of equipment and materials as under :- a) Custom dues, sales tax, insurance, KPT charges and import licence & clearing agent fees in respect of imported stores.	Sr. Director/Director <u>Headquarters</u> Chairman Secretary Director (Logistics)	Upto Rs.25,000 Full Powers Full Powers		Upto Rs.25,000	Upto Rs.50,000 Full Powers Full Powers Upto Rs.50,000

	Director (Procurement) <u>Centres headed by DG's</u> Director General	Full Powers	Full Powers	Upto Rs.25,000	Upto Rs.50,000
b) Freight & cartage including hiring of cranes.	<u>Headquarters</u> Chairman <u>Centres headed by DG's</u> Director General Dy. Director General <u>Independent Institutes</u> Sr. Director/Director	Full Powers Upto Rs.85,000 Upto Rs.40,000	Full Powers Upto Rs.1,70,000	Upto Rs.2,50,000	Full Powers Upto Rs.400,000 Upto Rs.280,000 Upto Rs.100,000
c) Other expenses i.e. engagement of temporary labor for opening of crates and packing charges etc.	<u>Headquarters</u> Chairman Secretary Director (Logistics) Director (Procurement) <u>Centres headed by DG's</u> Director (Admn)	Full Powers Upto Rs.10,000		Upto Rs.10,000 Upto Rs.10,000	Full Powers Upto Rs.20,000 Upto Rs.10,000 Upto Rs.10,000 Upto Rs.15,000

19	<p><u>Medical Charges</u></p> <p>To sanction expenditure on account of medical charges and to admit the bills of doctors, hospitals and chemists etc. on the panel of PARC in respect of the employees subject to availability of funds, the observance of ceilings and prescribed procedure.</p> <p>Note: In case of excess over budgetary provision, an yearly statement showing the excess amount sanctioned shall be sent to Accounts Department at Headquarters.</p> <p>Expenditure in excess of ceiling or by Doctors Specialists/ Hospitals not on panel of PARC shall be sanctioned by Chairman in special cases.</p>	<p><u>Independent Institutes</u></p> <p>Sr. Director/Director</p> <p><u>Headquarters</u></p> <p>Chairman</p> <p>Members/DGs at HQs</p> <p>Secretary</p> <p>Director (Logistics)</p> <p><u>Centres headed by DG's</u></p> <p>Director General</p> <p>Dy. Director General</p> <p>Director (Admn)</p> <p><u>Independent Institutes</u></p> <p>Sr. Director/Director</p>	<p>Upto Rs.8500</p> <p>Full Powers</p> <p>Upto Rs.85,000</p> <p>Upto Rs.35,000</p> <p>Upto Rs.85,000</p> <p>Upto Rs.15,000</p> <p>Upto Rs.35,000</p>	<p>Upto Rs.15,000</p> <p>Full Powers</p> <p>Upto Rs.200,000</p> <p>Upto Rs.200,000</p> <p>Upto Rs.1,00,000</p> <p>Upto Rs.500,000</p> <p>Upto Rs.350,000</p> <p>Upto Rs.50,000</p> <p>Upto Rs.100,000</p>
20	To sanction time barred claims according to prescribed procedure.	<p><u>Headquarters</u></p> <p>Chairman</p>	Full Powers	Full Powers
21	<p><u>Consultation Fees</u></p> <p>To engage local consultants, technical experts and to determine and sanction their fee.</p>	<p><u>Headquarters</u></p> <p>Chairman</p>	Full Powers	Full Powers
22	To grant TA to a person not an employee of PARC, coming from within the country for attending technical committee meetings.	<p><u>Headquarters</u></p> <p>Chairman</p>	Full Powers	Full Powers

<p>seminars and workshops or performing duty in honorary capacity and to declare the grade on which such person shall be considered to belong.</p>	<p>Members/DGs at HQs</p> <p>Secretary</p> <p><u>Centres headed by DG's</u></p> <p>Director General</p>	<p>Full Powers for persons attending meetings of Technical Committee, seminars, workshops.</p> <p>Full Powers in consultation with Member concerned.</p>	<p>Full Powers for persons attending meetings of Technical Committee, seminars, workshops.</p> <p>Full powers for Members attending BOG IPARCC & other Standing Committees meetings etc.</p>	<p>Full Powers in consultation with Member concerned.</p> <p>Full Powers in consultation with Member concerned.</p>	<p>Full Powers attending meetings of Technical Committee, seminars, workshops.</p> <p>Full Powers for Members attending BOG IPARCC & other Standing Committees meetings etc.</p> <p>Full Powers in consultation with Member concerned.</p> <p>Full Powers in consultation with Member concerned.</p>
<p>23</p> <p><u>MISCELLANEOUS:</u></p> <p>Entertainment/Lunch/Dinner expenses for following purposes, subject to budgetary provisions and observance of prescribed procedure :-</p> <p>i) Formal official meetings</p> <p>ii) Visits of dignitaries and foreign scientists etc.</p>	<p><u>Headquarters</u></p> <p>Chairman</p> <p>Members/DGs at HQs</p> <p>Secretary</p> <p>Director (Logistics)</p> <p>Director (PR&P)</p> <p><u>Centres headed by DG's</u></p> <p>Director General</p> <p>Sr. Director/Director</p>	<p>Full Powers</p> <p>Upto Rs.20,000</p> <p>Upto Rs.10,000</p> <p>Upto Rs.40,000</p> <p>Upto Rs.2,000</p>	<p>Full Powers</p> <p>Upto Rs.50,000</p> <p>Upto Rs.50,000</p> <p>Upto Rs.35,000</p> <p>Upto Rs.10,000</p> <p>Upto Rs.200,000</p> <p>Upto Rs.50,000</p>	<p>Upto Rs.10,000</p> <p>Upto Rs.60,000</p>	<p>Full Powers</p> <p>Upto Rs.50,000</p> <p>Upto Rs.50,000</p> <p>Upto Rs.35,000</p> <p>Upto Rs.10,000</p> <p>Upto Rs.200,000</p> <p>Upto Rs.50,000</p>

		<u>Independent Institute</u>	Up to Rs.2,000		Upto Rs.50,000
24	To present gifts/PARC Shields/Souvenirs to distinguished visitors subject to availability of funds and observance of prescribed procedure.	<u>Sr. Director/Director</u> <u>Headquarters</u> Chairman Director (PR&P)	Full Powers		Full Powers Upto Rs.40,000
25	To sanction expenditure from PARC Employees Welfare Fund subject to availability of funds and observance of procedure prescribed in PARC Employees Welfare Fund Rules.	<u>Headquarters</u> Chairman	Full Powers		Full Powers
