

**Duties and Responsibilities of Various Departments at
the Pakistan Agricultural Research Council, Secretariat**

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

Subject: DUTIES AND RESPONSIBILITIES OF VARIOUS DEPARTMENTS AT
THE PAKISTAN AGRICULTURAL RESEARCH COUNCIL SECRETARIAT:

In supersession of all previous orders etc. issued on the above mentioned subject, from time to time, the Executive Committee of the Pakistan Agricultural Research Council has been pleased to define the duties and responsibilities of various Departments of the PARC Secretariat as stipulated in the attached Appendices I to XV.

S.N.	Duties/Responsibilities concerned.	Appendix.
1.	Responsibilities of Scientific Departments in Research Management.	Appendix I.
2.	Responsibilities of planning & Monitoring, Statistics and Review Department.	Appendix II
3.	Responsibilities of Research Coordination Department.	Appendix III
4.	Responsibilities of Training Department.	Appendix IV
5.	Responsibilities of International Relations and Technical Assistance Department.	Appendix V
6.	Responsibilities of Scientific Information Department.	Appendix VI
7.	Responsibilities of Logistic & General Administration Department.	Appendix VII
8.	Responsibilities of personnel Administration Department.	Appendix VIII
9.	Responsibilities of Supply & Procurement Department.	Appendix IX.
10.	Responsibilities of Secretariat Affairs Coordination, Legal Affairs and Public Relations Department.	Appendix X
11.	Responsibilities of Works and Services Department.	Appendix XI
12.	Responsibilities of Budget Department.	Appendix XII
13.	Responsibilities of Finance Department	Appendix XIII

- 14. Responsibilites of Accounts Departmen-t.
- 15. Responsibilites of Audi Department

Appendix. XIV
Appendix. XV .

2. These orders will come into force with immediate effect.

Sd/-
(M.H. RIZVI)
Secretary

All Concerned.

cc: P.S. to Chairman.
All Members
Director General ,NARC.

Aman Ullah
Director (MIS&ICT)
Monday, 19 January, 2026, 5:40:59 PM

Subject: RESPONSIBILITIES OF THE SCIENTIFIC DEPARTMENTS
IN RESEARCH MANAGEMENT AT PARC SECRETARIAT.

PARC
until
The scientific Departments in research management at Secretariat will discharge the following responsibilities further orders:-

- a) Planning, Programming, Implementation and Coordination of PARC research projects and programmes in the field of work assigned to the Department including:-
 - i) Recommendations on the initiation of research project proposals, continuation and completion of approved research projects within the overall PARC programmes;
 - ii) Under-taking or coordinating of preliminary survey and feasibility studies related to major research projects and preparation and submission of final PC-I forms;
 - iii) Specification of priorities;
 - iv) Assessment of technical and scientific manpower and disciplinary labeling of personnel for different programmes including recommendations on recruitment and training etc.;
 - v) Examination of the requirements of scientific equipment and other materials requested by project Directors, Investigators and Coordinators etc.;
- b) Supervise research programmes and examine reports to remain in touch with the progress of research;
- c) Coordination on technical matters pertaining to the task assigned to various Centres/Institutes/Directorates of the Council;
- d) Coordination on research projects and programmes with the planning, evaluation monitoring and review department at PARC Secretariat for progress, evaluation and completion of the on-going projects;
- e) Maintaining records of progress of research throughout the country by discipline and commodities in order to detect gaps in the research coverage or wasteful over-laps;

- f) Maintaining active contact with research establishments and scientific organisations both within the country and abroad with a view to channelising the work at different PARC projects and avoiding un-necessary duplication of efforts;
 - g) Maintaining cooperative relationship with other divisions/Departments of the Council in matters of common interest and share responsibility in organising seminars, symposia, conferences and group discussions on research and allied fields;
 - h) Dealing with reference on technical issues from individual, national and international organisations and advisory bodies in order to facilitate coordination of research;
 - i) Helping the library and the scientific information department to maintain up-to-date literature (including statistical data) on research and education in the related field and compiling periodical reports on modern trends of technology around the world and advising the council as and when needed;
 - j) Compilation of quarterly and annual research reports for submission to the Council on the basis of progress reports received from various Centres/Institutes/Directorates;
 - k) To maintain progress register for implementation of the decisions of Board of Governors, Executive Committee and the Chairman.
- vii) To attend all other duties/functions assigned by the Chairman, PARC from time to time.
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Subject: RESPONSIBILITIES OF PLANNING, MONITORING,
STATISTICS AND REVIEW DEPARTMENT AT PARC
SECRETARIAT

Appendix-II

PARC Secretariat will discharge the following responsibilities until further orders:-

i) Development of a national plan in agricultural research;

ii) Collection and interpretation of data on agricultural research, analysis, synthesis and close watch on trends in economy with a bearing on agriculture;

iii) Determination of priorities of Research;

iv) Development of research projects and their processing through various agencies/channels with PARC and Government;

v) To examine the research projects and programmes regarding:

a) Technical feasibility and economic return in consultation with Directors/Coordinators of research and the Members concerned;

b) Financial implications in consultation with the the Director Finance;

c) Fitting of projects within the over-all policy of the Government/PARC;

d) Staff requirement and assessemtn/availability of technical manpower;

e) Soundness of the institution in which research work will be carried out and the availability of resources/equipment/materials;

f) Proposals for extensions;

g) Collaboration with other institutions/agencies;

vi) Assigning of research projects to various Institutes/Organisations, monitoring progress, periodic evaluation and collection/compilation of resultant research reports and statistical data on the conclusion of each project;

- vii) To establish liaison between PARC, Government, outside agencies/National organisations and institutions and international agencies;
- viii) Formulation of proposals for annual development programmes;
- ix) To maintain a directory of research projects;
- x) To arrange Annual/Bi-annual conference of Agricultural Scientists engaged in contract research and arrange visits of cooperating scientists from other countries;
- xi) To act as secretariat to the standing committee of ARD for review and evaluation of research projects/programmes/institutions;
- xii) To attend to all other duties and functions assigned by the Chairman PARC from time to time.

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Aman Ullah
Director (MIS&ICT)

Monday, 19 January, 2026, 5:40:59 PM

Subject: RESPONSIBILITIES OF RESEARCH COORDINATION
DEPARTMENT AT PARC SECRETARIAT

Research Coordination Department at PARC Secretariat will discharge the following responsibilities until further orders:-

- i) Compilation of quarterly and annual research reports showing progress of research throughout the country on the basis of reports received from Provinces, Universities and other research institutions for submission to the Board of Governors in scheduled meetings.
- ii) Maintaining records of progress of research throughout the country by discipline and commodities under the overall National Agricultural Research System.
- iii) To coordinate the work of all small research projects including the special Foreign Currency Research (PL-480) Projects, projects funded out of current budget and the sub-projects of the Pakistan Agricultural Research and Development project (IDA).
- iv) To provide information/data to the Chairman on all research projects programmes, training, technical assistance funded by the PARC in the Federal and Provincial research institutes.
- v) To negotiate and finalise all contracts for PL-480 Projects.
- vi) Formulation of proposals for annual development programmes for the special foreign currency research (PL-480) Projects.
- vii) To arrange Annual Bi-annual conference of Agricultural Scientists engaged in contract research and arrange visits of cooperating scientists from other countries.
- viii) To establish liaison with National and International Organisations connected with Scientific programmes of the Council.
- ix) To establish liaison with FERRO/USDA.
- x) To attend all other duties and functions assigned by the Chairman PARC from time to time.

Appendix-V

Responsibilities of International Relations and Technical Assistance Department at PARC Secretariat.

The International Relations and Technical Assistance Department at PARC Secretariat will discharge the following responsibilities until further orders:-

- a) Technical Assistance
 - i) Requirement and procurement of services of expatriate scientists for PARC Programme;
 - ii) Service contracts of resident expatriates.
- b) Visiting Missions/Delegations/Scientists:
 - i) Clearance from concerned agencies;
 - ii) Programming and meetings;
 - iii) Follow-up action
- c) Delegations/teams going abroad:
 - i) Composition of the delegations;
 - ii) Government clearance;
 - iii) Preparation of brief;
 - iv) Follow-up action.
- d) Internal Liaison
 - i) Agreements and contracts of scientific and technical cooperation with International research centres, regional research centres, International agencies and bilateral agreements for financial assistance, technical assistance training, procurement etc.
- e) International seminars and workshops to be held in Pakistan.
 - i) Approval of Government Agencies for holding Seminars, workshops;
 - ii) Clearance for expatriating in the seminars, Workshops;
 - iii) Liaison with concerned national and International agencies.

Appendix-VI

RESPONSIBILITIES OF SCIENTIFIC INFORMATION
DEPARTMENT AT PARC SECRETARIAT

The Scientific Information Department at PARC Secretariat will discharge the following responsibilities until further orders:-

- i) To collect relevant information and data on scientific education and research having bearing on agriculture;
- ii) To identify and acquire agricultural information from various sources and to disseminate it to the research scientists and extension workers;
- iii) Publication of the "Pakistan Journal of Agricultural Research", "Progressive Farming" and the "PARC News" and other journals;
- iv) Publication of bulletins, brochures, pamphlets etc;
- v) Publication of speeches, addresses and oricals of Chairman, PARC;
- vi) To prepare audio-visual materials and produce communication material such as films etc. on agriculture;
- vii) To arrange features/articles on agriculture for publication in newspapers and magazines;
- viii) Compiling, editing and publishing of annual reports of the Council;
- ix) To establish and maintain a reference and research library and a documentation centre;
- x) To establish liaison with different international agricultural information agencies and work as national liaison office for AGRIS and CARIS systems of FAO;
- xi) To collaborate in organising scientific conferences, lectures by eminent scientists and holding agricultural exhibitions etc.;
- xii) Any other matter concerning Scientific Information and Technology transfer.

Appendix-VI

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RESPONSIBILITIES OF LOGISTIC AND GENERAL
ADMINISTRATON DEPARTMENT AND SECURITY
CELL AT PARC SECRETARIAT.

Appendix-VII

The Logistics and General Administration Department and Security Cell at PARC Secretariat will discharge the following responsibilities until further orders:-

A) GENERAL ADMINISTRATION

- i) Layout of offices in Pakistan Agricultural Research Council Secretariat and Provision of furniture, office equipment, stationery and allied materials;
- ii) Procurement of Administrative stores, stationery and materials its issue and accounting according to the prescribed procedure;
- iii) Receipt and despatch of all in-coming and out-going mail of PARC Secretariat;
- iv) Maintenance and up-keep of office equipments such as Typewriters, Gestetner machines and photo copying equipment etc.;
- v) Sanction of office and residential telephone and verification of periodical bills for payment and control; maintenance of telephones and exchange facilities;
- vi) Registration of medical practioners specialists and hospitals and provision of treatment facilities in accordance with "PARC medical treatment rules and scrutiny" of bills for payment and control of medical expenditure;
- vii) Arrangement of passage for tours, visits and transfers etc. Sanction of advance and control of expenditure;
- viii) preparation of annual budget estimates for the administrative requirements of PARC Secretariat;
- ix) Welfare and recreation facilities such as as canteen and common rooms for recreational purposes;

- x) Insurance covering fire risks of buildings and installations;
- xi) Interpretation of rules regulations and procedures of the Government as well as the Council on administrative matters.

B) ESTATE OFFICE

- i) Hiring, acquisition and allotment of buildings for office and residential purpose in accordance with PARC policy and sanction of house rent subsidy and house rent allowance admissible under the rules;
- ii) Allotment of residential houses at PARC Colony to various categories of employees and management and control of allottees and recoveries of charges, if any;
- iii) Accommodation arrangements of hostels and rest houses for PARC officials and scientists/delegations visiting PARC and its Establishments;
- iv) Policy and procedure for the acquisition and allotment of houses to officers and staff under PARC policy and recoveries towards house rent and other charges;
- v) Maintenance and repairs of office buildings, residential houses in colony and services and facilities provided therein by the maintenance staff of the Council;
- vi) Conservancy and sanitation of rooms and attached services and the surrounding areas of buildings of PARC Secretariat, rest houses and housing colony etc.;
- vii) Provision of facilities of gas water supply, electricity and hot/cold weather appliances and scrutiny and payment of bills for same for offices and rest houses;
- viii) Horticulture work for plantation and up-keep of gardens in areas of PARC Secretariat and Housing Colony etc.;

RESPONSIBILITIES OF THE PERSONNEL ADMINISTRATION
AT PAKISTAN AGRICULTURAL RESEARCH COUNCIL SECRETARIAT.

will The Personnel Administration Department at PARC Secretariat/discharge the following responsibilities until further orders:-

A) ESTABLISHMENT MATTERS.

- i) Personnel management including appointments, placement, promotions, pay fixation, increments, seniority, positing/transfers, confirmation, disciplinary actions.
- ii) Proper planning for recruitment of suitable scientific and supporting manpower and selection for the National Talent Pool of Scientists and their utilization.
- iii) Creation/continuation of posts in accordance with the approved budget estimates of each financial year for all the establishments of PARC.
- iv) Preparation of annual budget estimates for the personnel at PARC Secretariat;
- v) Matters relating to:-
 - i) Constitution of Selection Board/Committees.
 - ii) Holding of their meetings.
 - iii) Maintain up-to-date proceedings of the meetings.
- vi) Verification of antecedents of all categories of officers and other employees of PARC;
- vii) Preparation/Finanlisation of recruitment/promotion policy and other personnel matters. Interpretation of Rules, Regulations, procedures of Governments as well as the Council on Establishment matters;
- viii) Preparation and up-date of service records and Annual Confidential Reports of employees.
- ix) To prepare cases for civil awards, honorarium and other remunerations to employees for outstanding performance for consideration by the Council and the Board of Governors;

- x) Periodical review of organisation and establishment to achieve economy and efficiency.
- xi) Matters relating to employees of defunct ARC regarding pension & seniority etc.
- xii) Career planning.

8) DOCUMENTATION AND RECORDS.

- i) Safe custody of service records of employees (such as personal files, service folders, ACR/Dossiers, service books declaration of assets and individual career planning charts.
- ii) Preparation of establishment registers, gradation list and complete statistics of manpower at Headquarters and various establishments of PARC.
- iii) Publication of seniority list of employees in centralised cadre and the list of confirmed employees under service regulations;
- iv) Processing of service books of officers for endorsement of entries by personnel officers & Accounts Officers.
- v) To prepare pension documents in accordance with pension rules sufficiently in time and furnish to Finance for grant of pension at the time of retirement without undue delay.

- ix) To maintain registers regarding up-to-date position of leased and acquired buildings for offices and residential purposes showing renewal and termination of agreements with owners or other concerned agencies;

c) TRANSPORT

- i) Supervision and control of transport and drivers;
- ii) Un-keep of Vehicals log-books, movement registers POL accounts registers and other documents;
- iii) Schedule of daily, weekly and monthly maintenance and inspection of all vehicles;
- iv) Economical use of vehicles and strict control of expenditure on repairs and maintainance;
- v) Registration and insurance of vehicles and accounting of MT Stores;
- vi) Duty roster of drivers and measures for prevention of accidents.

d) SECURITY CELL

- i) Protection of PARC Secretariat premises by watch and ward staff during and outside office hours;
 - ii) Issue of security orders and instructions and ensuring strict implementation of these orders;
 - iii) Issue of Security passes and departmental identity cards to employees;
 - iv) Reception arrangements and control of visitors during office hours;
 - v) Fire fighting arrangements;
 - vi) Prevention of accidents within offices and first aid arrangements.
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Appendix-IX

RESPONSIBILITIES OF THE SUPPLY AND PROCUREMENT
DEPARTMENT AT PARC SECRETARIAT.

The Supply and procurement Department of the PARC Secretariat will discharge the following responsibilities until further orders;-

A) PROCUREMENT OF STORES.

- i) Consolidate indents/demands of scientific/technical and allied stores for purchase/procurement according to the qualitative requirements and specific details from the indentors;
- ii) Tender enquiries, evaluation and sanction of expenditure under existing procedures for placement of supply orders for the recommended items with the recommended suppliers;
- iii) Maintain indents/supply order registers;
- iv) Maintain list of suppliers, contractors and also black-listed firms;
- v) Maintain technical literature, catalogues of various scientific and technical equipment, stores and materials;
- vi) Opening letters of credit for foreign purchases, obtain import licences and maintain progress registers of foreign supplies;
- vii) Collection and handling of delivery documents and amendment, extension etc. of L.Cs, import permits and authorisation documents etc.;
- viii) Maintain foreign exchange register record L.Cs., licences etc.;
- ix) Maintain local purchase register showing expenditure and supply position;
- x) Insurance of consignments, surveys and claims of stores, damaged or lost in transit.

B) CLEARANCE AND FORWARDING

- i) To arrange clearance and forwarding of consignments received from abroad by air, sea and postal service for various establishments of PARC through agencies or directly after completion of custom and other formalities;
- ii) Forwarding of goods through road, rail, steamer and air to the Establishments of PARC;
- iii) Safe handling and safe custody of stores on loading, un-loading booking etc. during transfer at the ware-houses of PARC;
- iv) Prompt clearance and delivery of consignments to avoid demurrages etc.

C) ACCOUNTING OF STORES.

- i) Formulation and implementation of procedure for receipt, issue and accounting of scientific and technical equipments, plant, machinery and consumable stores and allied materials in PARC Establishments;
- ii) Maintain stock ledgers, stock cards under the prescribed system of classification and cataloguing of stores in PARC;
- iii) Care and preservation of stores, protection and safeguard against loss, theft, mis-appropriation and other irregularities;
- iv) Annual stock taking for all consumable and non-consumable stores held in PARC Establishments;
- v) Statment for losses, damages, defficiency and write-off or cost recoveries as decided by the competent authority.

RESPONSIBILITIES OF SECRETARIAT AFFAIRS, COORDINATION,
LEGAL AFFAIRS AND PUBLIC RELATIONS DEPARTMENT AT
PAKISTAN AGRICULTURAL RESEARCH COUNCIL SECRETARIAT.

The Secretariat Affairs, Coordination, legal Affairs and Public Relations Department at PARC Secretariat will discharge the following responsibilities until further orders:-

A) SECRETARIAT AND COUNCIL AFFAIRS.

- i) To perform Secretariat duties regarding the functions of PARC the Executive Committee of the Council and the Board of Governors under the frame-work of PARC Ordinance and Rules & Regulations enforced thereunder;
- ii) To prepare working papers and the Agenda for meeting of the Executive Committee and the Board of Governors and circulate decisions to the concerned officials and establishments for implementation;
- iii) To ensure that prompt action is taken on the decisions of above meetings and the recommendations of Committee etc;
- iv) To draft annual and other periodical reports of the Council with the assistance of Divisions and Departments at Headquarters;
- v) Preparation of statements, periodical reports and summaries of activities for submission to the Board of Governors and the Government.

B) COORDINATION & INSPECTION.

- i) To keep liaison and handle correspondence with the Ministries, Government Departments and other Organisations and Institutions on matters relating to PARC.
- ii) To coordinate wherever necessary in respect of activities of the Council and to arrange coordination meetings between Division/Departments at PARC Secretariat and other components of the Council;
- iii) Numbering for issue of all administrative and policy orders and maintain list with a copy of all formal orders, directives and memoranda emanating from PARC Secretariat;

- iv) To arrange numbering and standardization of all proformas relating to administration, establishment and procurements matters and ensure that these are registered as and when modified and printed;
- v) To handle cases regarding delegation of administrative and financial powers for discharge of Executive functions in PARC Establishments.
- vi) Periodical review of systems & methods to achieve economy and efficiency.
- vii) Streamlining of working procedures and introduction of new techniques in administration.
- viii) Annual inspection of PARC establishments and follow-up action in inspection reports.

C) LEGAL MATTERS.

- i) Appointment of part-time legal advisors and engagement of counsels to represent the Council in legal cases concerning PARC Establishment;

D) PUBLIC RELATIONS.

- i) To coordinate all duties and functions entrusted to public Relations Officer particularly relating to the conduct of visits of foreign dignitaries and visiting scientists etc.;
- ii) To coordinate and assist the Public Relations Officer in organising and holding of conferences, seminars, symposia and exhibitions etc.;
- iii) To maintain liaison with civil authorities regarding functions of public Relations.

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Annexure-XI

RESPONSIBILITIES OF WORKS AND SERVICES
DEPARTMENT AT PARC SECRETARIAT.

The Work and Services Department at PARC Secretariat will discharge the following responsibilities until further orders:

- i) Planning of works after scrutiny and examination of all preliminary proposals and preparation of architectural, structural drawings and designs of various projects of PARC;
- ii) Under-taking or coordinating of preliminary survey and feasibility studies related to major projects and preparation and submission of the Final PC-I forms;
- iii) Award of contracts for various works in PARC in accordance with standard procedure such as tender enquiries, evaluation and formulation of contracts for construction and installation of buildings/plants etc. for Centres and Headquarters with the approval of competent authority in accordance with delegation of powers for award of works;
- iv) Implementation of full terms and conditions of contractors regarding specification, standard of works and quality of material etc. within the approved drawings and design;
- v) To ensure proper supervision of works, to accord approval at different stages of construction and installation and proper verification of bills and payments thereof to the contractors. To scrutinise variations, deviations and extra items of works;
- vi) To scrutinise annual budget prepared by project Directors/Engineers for payments against approved schemes and contracts and other administrative expenditure etc. relating to construction and maintenance of works;
- vii) Progress of works of approved projects on the basis of schedule and programmes to be followed by contractors and engineers of PARC;
- viii) Preparation of statements, periodical reports and summary of activities regarding projects for submission to the Council and the Government on basis of progress reports received from various centres/Institutes/Directorates;

- ix) To maintain progress register for implementation of the decisions of Board of Governors, Executive Committee and the Chairman;
- x) To arrange progress and coordination meetings with the contractors and Head of Projects to settle technical problems and adopt measures to accelerate progress;
- xi) To maintain up-to-date drawings/specifications and contract documents for all PARC projects and ensure preparation of final drawings and design of buildings, services and installations;
- xii) To ensure availability of experienced engineers and staff for the execution of on-going projects.

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Aman Ullah
Director (MIS&ICT)
Monday, 19 January, 2026, 5:40:59 PM

RESPONSIBILITIES OF BUDGET DEPARTMENT AT
PARC SECRETARIAT.

The Budget Department at PARC Secretariat will discharge the following responsibilities untill further orders:-

- i) Preparation of annual budget including revised estimates of the PARC Headquarters, Centres, Institutes and projects etc. and compilation and submission thereof to Government;
- ii) Scrutiny of proposals for five years plan and annual development programmes; their compilation and submission to Government;
- iii) Scrutiny of foreign exchange budget and compilation and submission thereof to Government;
- iv) Scrutiny of all P.C. forms for submission to the Government;
- v) Preparation of briefs for the Executive Committee and the Board of Governors for obtaining approval of Board for budget allocations and communication thereof to Centres and projects etc.;
- vi) Preparation of material for the Minister-in-charge regarding budget and the explanatory memorandums etc.;
- vii) Control of budget (Review of actual performance quarterly review);
- viii) Scrutiny and acceptance of proposal for appropriation and reappropriation between various Centres/ projects of the Council including obtaining of approval of the Government where necessary;
- ix) Obtaining funds from Government and release thereof to Centres and projects etc.;
- x) Periodical analysis regarding utilization of funds for the information of Chairman and Executive Committee.

RESPONSIBILITIES OF FINANCE DEPARTMENT
AT PARC SECRETARIAT.

Appendix-XIII

The Finance Department at PARC Secretariat will discharge the following responsibilities until further orders:-

- A) FINANCE
- i) Allocation of foreign exchange (Debit or credit);
 - ii) Vetting cases of foreign loans/credits etc. for various Centres/Projects;
 - iii) Clearance for Foreign remittances including obtaining of foreign exchange permits and opening of letters of credit;
- B) FINANCIAL REVIEW OF PROJECTS/SCHEMES.
- i) Financial review of Projects/Schemes prior to submission to Government;
 - ii) Scrutiny of annual reviews in respect of completed projects and communication to Government;
 - iii) Any other study on financial aspect connected with PARC operations and programmes specially assigned by the Executive Committee or the Board of Governors;
 - iv) Financial evaluation and other studies connected with five years plan;
- C) PROCEDURES
- i) Preparation of the procedures of PARC;
 - ii) Scrutiny and suggestions for amendments in the PARC procedures;
 - iii) Review of various forms, methods and procedures of works and propose amendments to improve and streamline the working in the finance and accounting units of PARC.
- D) FINANCIAL ADVICE
- i) Financial advice and concurrence in cases relating to:-
 - a) Creation of posts;
 - b) Individual schemes.
 - ii) Financial advice and concurrence in cases relating to:-
 - a) Fixation of pay;
 - b) Interpretation of rules;
 - c) Other miscellaneous matters.
 - iii) Matters regarding appointments, postings, transfer of staff working in the Finance Department and accounting units of Centres and projects.

E) FUNDS AND FACILITIES.

- i) Maintenance of records of subscriber's provident fund;
- ii) Maintenance of records of group insurance;
- iii) Maintenance of record of group insurance and benevolent fund schemes of PARC;
- iv) Investment of the provident fund in Government securities.

Appendix-III

RESPONSIBILITIES OF ACCOUNTS DEPARTMENT
AT PARC SECRETARIAT

The Accounts Departments at PARC Secretariat will discharge the following responsibilities until further orders:-

A) ACCOUNTS

- i) Maintenance of all accounts relating to annual grants placed at the disposal of the Council by the Federal Government or other aid-giving agencies during the financial year;
- ii) Prepare and consolidate expenditure for individual schemes, centres and projects;
- iii) Scrutinise monthly cash accounts received from centres and projects of PARC;
- iv) Consolidation of accounts and posting thereof in ledgers;
- v) To consolidate balances of suspense head watch the balances and take-up matters with the accounting units for early clearance;
- vi) Preparation of periodical expenditure statements, charts, graphs and monthly accounts;
- vii) Closing of accounts at the years end and prepare final accounts and supporting statements;
- viii) To take-up matters regarding reconciliation and appropriation of accounts and prepare replies for audit objections from Government or other auditors;
- ix) Foreign exchange remittances including obtaining of foreign exchange permits and opening of L/Cs;
- x) To operate foreign exchange accounts, prepare cash accounts and maintain registers in respect of foreign exchange payments;
- xi) Submit statement of expenditure on behalf of other Centres to respective accounting units;

- xii) Maintenance of complete accounting, costing and statistical data of all the projects for comparison purpose.

B) PAY ROLL AND BILLS

- i) Preparation of monthly pay slips in respect of pay and allowances of officers and staff;
- ii) Checking of pay sheets, slips in respect of officers and staff received from the National Bank of Pakistan;
- iii) Maintenance of recoveries register in respect of officers and staff;
- iv) Maintenance of audit register and TA Bill register in respect of officers and staff;
- v) Preparation and pre-audit register of bills of contingencies in respect of rent and taxes, purchases and other contingencies;
- vi) Maintenance of register for payment of contingencies.

C) CASH

- i) Receipts and payments through cash and cheques;
- ii) Maintenance of cash book, bank account and imprest register;
- iii) Reconciliation of bank accounts;
- iv) Remittance of G.P Fund, income taxes, house rent and other recoveries on behalf of the other organisations;
- v) Remittance of leave salary and pension contribution;
- vi) Consolidation of payments and preparation of monthly cash accounts.

D) PENSION

- i) Scrutiny of pension papers for sanction and payments of pension;
- ii) Information relating to preparation of papers for gratuity and commutation;
- iii) Measures to avoid delay in the payment of pensions.

Appendix-XV

RESPONSIBILITIES OF AUDIT DEPARTMENT AT PARC SECRETARIAT

The a/Audit Department at PARC Secretariat will discharge the following responsibilities "untill further orders:-

- i) Internal audit work pertaining to Headquarters, Centres and projects which includes the following:-
 - a) Audit of all financial transactions;
 - b) Verification and the maintenance of accounts on the prescribed forms;
 - c) Verification of stock and stores;
 - d) Performance review on the accounting operations and suggests ways and means to improve the working;
 - e) Audit of contractors bills with reference to the measurement book and contract management to the measurement book to improve the working;
 - f) Checking of purchase and sales dealing of projects and centres;
 - g) Other investigations connected with management audit;
- ii) Financial scrutiny of quotations for purchase of local stores;
- iii) Financial scrutiny of quotations in respect of foreign purchases of capital equipment and machinery etc.;
- iv) Financial scrutiny of bills of quantities and tenders before award of the work and scrutiny of variation orders;
- v) Review of monthly and quarterly report on financial matters received from the accounting units;
- vi) To obtain replies to the audit observations from Centres and Projects, scrutinise them and reply to Government or other auditors;

vii) To attend to the Government or other auditors in regard to their programmes supplying data and necessary informations and discuss audit reports in respect of all Establishments of PARC;

viii) Financial advice and coordination of work in Centres and Projects and Headquarters relating to auditing of accounts.

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Aman Ullah
Director (MIS&ICT)
Monday, 19 January, 2026, 5:40:59 PM