



GOVERNMENT OF PAKISTAN
PAKISTAN AGRICULTURAL RESEARCH COUNCIL



No.NO F .8-4 2025/CS

Islamabad, the 28th July , 2026

From

Kalsoom Kousar
Assistant Secretary (Council)

To

- 1- Member (Crop Sciences)-HQs, PARC, Islamabad
- 2- Senior Director/ Incharge (ASD)-HQs, PARC, Islamabad
- 3- Member (Finance), PARC, Islamabad
- 4- Senior Director/ Incharge (NRD), PARC, Islamabad
- 5- Senior Director/ Incharge (C&MD)-HQs, PARC, Islamabad
- 6- Director General (NARC), PARC, Islamabad
- 7- Director SSITU SARC-Karachi, PARC, Islamabad
- 8- DG MARC-Gilgit, PARC, Islamabad
- 9- Director General (AED), PARC, Islamabad
- 10- DG SARC-Karachi, PARC, Islamabad
- 11- Director General (P&DD), PARC, Islamabad
- 12- Director (MIS&ICT), PARC, Islamabad
- 13- Sr. Director / Incharge (PSD)-HQs, PARC, Islamabad
- 14- Director (Admin) AGS-NARC, PARC, Islamabad
- 15- Director (Establishment), PARC, Islamabad
- 16- DG BARDC-Quetta, PARC, Islamabad

SUBJECT: COMPLIANCE WITH SECRETARIAT INSTRUCTIONS REGARDING MODE OF OFFICIAL CORRESPONDENCE WITH MINISTRY

Please find enclosed here with copy MNFS&R letter No 1-5-2025 Admin-III(copy enclosed) regarding the subject " mode of official correspondence with Ministry "in pursuance of the of the aforementioned directives all heads of centers/institutes/Directorate/ Departments at PARC, NARC and outstations are advised to adhere to the instructions and strict compliance in true letter and spirits.

This issue with the approval of Chairman PARC.



Kalsoom Kousar
Assistant Secretary (Council)

Copy for information to:-

- 1- PS to Chairman, PARC, Islamabad
- 2- Secretary Council, PARC, Islamabad



Kalsoom Kousar
Assistant Secretary (Council)

Webmaster MIS
Webmaster (MIS)
28 July , 2026, 02:25:07 PM