

Dy. No. 1014/Estt.
PAKISTAN AGRICULTURAL RESEARCH COUNCIL
(Directorate of Establishment)

Islamabad, the 22nd June, 2026

Subject: COMMITTEE FOR THE GRANT OF HONORARIA FOR FY 2025-2026

Having been approved by the Chairman PARC, the following Committee is hereby constituted to evaluate the recommendations to be received with reference to this letter for the grant of honorarium out of development or non-development sources for the F.Y 2025-26:

i) Member (C&M), PARC	Convener
ii) Director General, NARC	Member
iii) Director (Establishment) PARC	Member
iv) Accounts Officer (Finance) PARC	Member
v) Assistant Director (DPC) PARC	Member-cum-Secretary

TORs:

- (i) The Committee will examine all recommendations received for the grant of honorarium to high performing employees of the Council subject to budgetary provisions/availability and will recommend final list for the award of Honoraria for approval of Chairman, PARC.
- (ii) The Committee will explore availability of funds in the core budget that can be diverted for honorarium if otherwise such funds are going to lapse and will decide the amount of per capita award.
- (iii) Committee will ensure that any recommendee has not already been awarded honorarium during the current financial year.

02. The recommendations as per prescribed format (available on PARC Website) for the grant of honorarium must be addressed to Assistant Director (DPC) PARC within three days from the issuance of this letter along with full justification/key performance and mentioning the available allocated budget for the purpose. Soft copy (in excel) of nomination(s) will also be forwarded through email irfan_razzaq2000@yahoo.com.


(Muhammad Irfan Razzaq)
Assistant Director (DPC)

Distribution

1. All Committee Members
2. Member/Sr. Director Incharge at PARC (Finance, PSD, NRD, ASD, SSD, C&M)
3. Director General at PARC (AED, P&DD)
4. Director General of PARC Research Centres (PARC NARC-Islamabad, PARC SARC-Karachi, PARC BARDC-Quetta, PARC MARC-Gilgit PARC AZRC-D.I. Khan)
5. Director at PARC (Establishment, Works, Technical, Logistics, Procurement, HRD, Coordination, Accounts, Finance, Internal Audit, RF&P, PM&E, MIS&ICT)
6. Director at Outstations (PARC AZRI-Bahawalpur PARC AZRC-Umerkot PARC NSTHRI, Thatta, PARC NTHRI, Shinkari, Mansehra SSRI, Faisalabad SSRI, Tarnab Peshawar, PRTS, Multan)
7. Web Master, DSC&P, NARC (For up loading on PARC Website)

CC: i) PS to Chairman, PARC
ii) PS to Secretary, PARC

PAKISTAN AGRICULTURAL RESEARCH COUNCIL

Nomination Form for grant of honoraria for FY 2025-26

Division/Directorate/Institute/Center: _____

Funding Source: _____

Total available budget in the relevant head: _____

Sr.No.	Personal Code	Name	Designation	SPS	Basic Pay (Slip attached)	Justification for Honoraria / Key performance	Nature of Apptt. (Regular / Contract)	Account Number detail
1.								
2.								
3.								
4.								
5.								

Note: The requisite information as per prescribed format, duly signed by the head of department should reach within three days from the issuance of this letter. Soft copy (in excel) will also be required by email irfan_razzaq2000@yahoo.com for timely completion of the process.

- Necessary record of each /specific officially assigned task /duty (that should not be generalized) are in place at the time of recommending for nominee. Each justification be verified by the recommending quarter ; attest that each acclaimed justification is/are special /laborious duty being beyond the nominee's usual/routine line of duties and ensure that the recommended for honoraria are in no way in contravention of FR-46/FR 9(9).

Recommended by