



GOVERNMENT OF PAKISTAN
PAKISTAN AGRICULTURE RESEARCH COUNCIL



No.DY. NO.996 /MISICT/2017-25

Islamabad, the 09th January , 2025

From

Nisar Hussain
Information Officer (CS)

To

- 1- Secretary PARC, PARC, Islamabad
- 2- Member (Finance), PARC, Islamabad
- 3- Senior Director/ Incharge (SSD), PARC, Islamabad
- 4- Senior Director/ Incharge (NRD), PARC, Islamabad
- 5- Senior Director/ Incharge (PSD), PARC, Islamabad
- 6- Senior Director/ Incharge (ASD), PARC, Islamabad
- 7- Senior Director/ Incharge (C&MD), PARC, Islamabad
- 8- Director General (NARC), PARC, Islamabad
- 9- Director General (P&DD), PARC, Islamabad
- 10- Director General (AED), PARC, Islamabad
- 11- TSO to Chairman, PARC, Islamabad
- 12- Director (Establishment), PARC, Islamabad
- 13- Director Works, PARC, Islamabad
- 14- Director (Internal Audit), PARC, Islamabad

SUBJECT: OPERATIONALIZATION OF E-GOVERNMENT MODULE (E-OFFICE) IN THE FEDERAL GOVERNMENT

In pursuance of Prime Minister's Office directives duly conveyed through M/o NFS&R, GoP, Islamabad on the subject matter, the Chairman PARC has shown grave concern over unnecessary delay in executing e-Filing system in PARC and non-compliance to the Central Secretariat's Circular Dy. No. 1245/MIS&ICT/2024 dated 27-06-2024. Consequently, I am directed to circulate following, duly approved by the Chairman, PARC for strict compliance with immediate effect:-

- i. All the routine files/ documents/ notifications/ circulars etc. to be routed via e-Filing only for its 100% utilization.
- ii. e-Filing accounts for DGs', Directors and Program Leaders/P.Is' at NARC may be worked out by Dte of MIS&ICT to extend the e-Filing circle to NARC.
- iii. Focal Persons for e-Filing from all the Divisions/ Directorates at PARC may be nominated and conveyed to Dte of MIS&ICT, PARC for provision of special training to the nominees. The nominated focal persons will assist in e-Filing activities of their respective Divisions/ Directorates in addition to their own duties.
- iv. All heads of the Divisions/ Directorates/ Sections should furnish monthly e-Office Utilization report on prescribed proforma to MIS&ICT, PARC for onward transmission to M/o NFS&R regularly latest by 27th of each month.

Note: Director Establishment is requested to post additional human resources in MIS & ICT who are well versed in IT and office file work, with consent of Director MIS at the earliest

Nisar Hussain
Information Officer (CS)

Copy for information to:-

- 1- Director (MIS&ICT), PARC, Islamabad
- 2- Private Secretary to Chairman, PARC, Islamabad
- 3- Assistant Private Secretary to Secretary Council, PARC, Islamabad