

GOVERNMENT OF THE PUNJAB
AGRICULTURE DEPARTMENT

NOTIFICATION

No. SO(A-V) 26-9/97 Dated 07-10-2009: In exercise of the powers conferred by section 12 of the Punjab Agricultural Research Board Act 1997 (XIV of 1997), the Government of the Punjab is pleased to make the following rules:

1. Short title and commencement.– (1) These rules may be cited as the Punjab Agricultural Research Board Rules 2009.

(2) These shall come into force at once.

2. Definitions.– In these rules:

- (a) “Act” means the Punjab Agricultural Research Board Act, 1997 (XIV of 1997);
- (b) “Agriculture Research System” means any institution established by the Government or a registered company with agriculture research and development as one of its core functions;
- (c) “Board” means the Punjab Agricultural Research Board established under the Act;
- (d) “Board Fund” means the Punjab Agricultural Research Board Fund established under the Act;
- (e) “Chairman” means the Chairman of the Board;
- (f) “Chief Executive” means the Chief Executive of the Board;
- (g) “Committee” means a committee constituted under the Act;
- (h) “employee” means a person appointed in the service of the Board;
- (i) “Executive Member” means an Executive Member employed to work on whole time basis to carry out such functions as assigned to him by the Chief Executive and selected by a Selection Committee;
- (j) “Government” means the Government of the Punjab;
- (k) “Member” means a Member of the Board;
- (l) “Project Manager” means the person who has been authorized to supervise all the activities of the project funded by the Board;
- (m) “stakeholder” means any individual, firm, business or organization having concern over, benefit from, or related to the functions of the Board including representatives of the associations of farmers, processors, exporters, traders, input manufacturers, service providers, agricultural machinery manufacturers and researchers;

- (n) “technical working group” means a group of scientists/experts constituted by the Executive Committee for peer or technical review of the research proposals submitted for funding; and
- (o) “Theme Leader” means a person appointed by the Chief Executive to look after any Theme under the priority research areas as approved by the Board.

3. Composition of Board.– (1) The Board shall consist of the following:

- (a) Minister incharge of the Agriculture Department; Chairman
- (b) Secretary to the Government Finance Department; Member(ex-officio)
- (c) Secretary to the Government Agriculture Department; Member (ex-officio)
- (d) Secretary to the Government L&DD Department; Member (ex-officio)
- (e) Secretary to the Government Forest Department; Member (ex-officio)
- (f) Chief Economist P&D Department; Member(ex-officio)
- (g) Chief Executive, PARB; Member/Secretary
- (h) not less than five members from the members of the Punjab Assembly, and the representatives of the farmers nominated by the Government; and
- (i) not less than two members from the stakeholders of the Punjab nominated by the Government.

(2) The nominated members of the Board, other than ex-officio members, shall hold office for a period of three years and shall be eligible for re-nomination provided that the third-term nomination could be made only after a gap of one full term.

(3) The member of the Assembly nominated on the Board, shall hold office during his membership of the Assembly.

(4) A nominated Member other than ex-officio Members, may cease to hold office if he fails to attend two consecutive meetings of the Board without formal approval of the Chairman.

(5) A nominated member other than ex-officio members may by writing under his hand addressed to the Chairman resign his office, but he shall not cease to be the Member or relinquish his office until the acceptance of his resignation by the Chairman is communicated to him in writing.

(6) The existence of a vacancy in the constitution of the Board shall not invalidate an act or proceedings of the Board.

4. Composition of committees.— The Board shall, by notification, constitute the following Committees for carrying out the purpose of this Act:

- (a) an Executive Committee shall be constituted comprising of the Members as may be prescribed by the Board; and
- (b) any other Committee to perform a specific function.

5. Board.— (1) The Board shall take all such measures as it deems necessary for the promotion, development and conduct of agricultural research in the Punjab.

(2) Without prejudice to the generality of the functions mentioned above, the Board shall:

- (i) plan, coordinate, monitor and evaluate agricultural research;
- (ii) approve agricultural research and training priorities;
- (iii) suggest measures to the Government to upgrade agriculture research and its management in the Province;
- (iv) redirect or re-allocate resources of the Board;
- (v) finance the agriculture related activities as prescribed by the Board including but not limited to the following:
 - (a) research;
 - (b) training of scientists;
 - (c) holding scientific conferences, workshops, seminars etc;
 - (d) foreign travel to attend scientific conferences and project related activities;
 - (e) import of technologies for local adaptation; and
 - (f) publications;
- (vi) collaborate with national and international research institutions;
- (vii) approve research projects subject to the powers equivalent to the Departmental Development Sub-committee (DDSC) as may be notified by the Government;

(3) The Board may:

- (i) under the provision of section 13 of the Act, make regulations not inconsistent with these rules for efficient management and administration of the affairs of the PARB;
- (ii) delegate any of its function and power to the Executive Committee, Chief Executive, Executive Members of the Board subject to intimation to the Board;
- (iii) create and re-designate posts in the service of the Board and fix or change financial remuneration for the same; and

(iv) perform any other function for carrying out the purposes of the Act.

6. Executive Committee.– (1) The functions of the Executive Committee shall be to:

- (i) recommend research projects, budgetary estimates, collaboration with international institutions;
- (ii) create and re-designate the posts with the approval of the Board;
- (iii) review progress of research projects at least biannually, and recommend to the Board any modification or termination of any activity or the whole project during the course of its implementation;
- (iv) approve re-appropriation of funds in any research project within major heads or sub-heads on the request of the Project Manager; and
- (v) perform any other function assigned by the Board.

(2) The Executive Committee shall have the following powers:

- (i) in situations which may warrant urgent action, the Executive Committee may take such decisions as deemed most appropriate in the public interest in anticipation of the Board's approval;
- (ii) approve financing for holding of workshops, seminars, conferences, publications, peer review, and foreign travel of scientists related to attending international conferences subject to intimation to the Board;
- (iii) approve import of new technologies as may be prescribed by the Board;
- (iv) approve the format of contracts; and
- (v) approve constitution of Technical Working Groups (TWGs) for the technical review of research projects and their terms of reference subject to intimation to the Board.

7. Committee.– Any Committee constituted for a specific purpose by the Board shall perform functions as may be assigned to it by the Board.

8. Office of the Chief Executive.– There shall be an office of the Chief Executive with supporting staff.

9. Establishment of the office of the Chief Executive.– (1) There shall be at least four divisions under the administrative control of the Chief Executive to carry out day to day business of the Board. Each division shall function under the supervision of an Executive Member/ Director (A&F), namely:

- (a) Planning and Programming;
- (b) Research Coordination;
- (c) Monitoring and Evaluation;
- (d) Administration & Finance (A&F).

(2) The function based organogram of the Board shall be as shown in the Schedule appended to these rules.

(3) Upon the recommendation of the Chief Executive, the Board may create new division or rename any existing division to fulfill any new obligation of the Board related to its functions as and when the need arises.

10. Functions of the Chief Executive.– (1) The Chief Executive shall:

- (i) be the Secretary of the Board;
- (ii) be the overall incharge of the affairs of the PARB;
- (iii) be responsible for implementation of the decisions of the Board;
- (iv) keep the record of the proceedings of the Board;
- (v) advise the Board in the light of the provisions of the Act, rules and regulations framed thereunder about any direction given by the Government;
- (vi) make annual assessment of the performance of employees of the Board;
- (vii) provide leadership in programming, planning, coordination, monitoring and evaluation of the research system in Punjab;
- (viii) pursue Government and non-government agencies to increase funding for agricultural research;
- (ix) pursue donors and Government Departments to allocate and channelize research funds in the Province through the Board for its effective utilization;
- (x) foster provincial agricultural research system's collaboration with national and international research institutions and with private sector;
- (xi) present achievements of the Board to the Government, donors, and other agencies;
- (xii) perform any other function or task as may be assigned to him by the Board for carrying out the purpose of the Act; and
- (xiii) sign contract or memorandum of understanding.

(2) The Chief Executive may:

- (i) direct an employee to perform a function or take up an assignment;
- (ii) provide vision and leadership for reforming and restructuring of Agricultural Research System in the Province; and
- (iii) maintain the funds and accounts of the Board in accordance with the advice of the Government issued from time to time.

11. Powers of the Chief Executive.– The Chief Executive shall have the following powers:

- (a) the Chief Executive shall be the drawing and disbursing authority and shall have full administrative and financial powers;
- (b) make internal adjustments in the functioning of the PARB for the purpose of enhancing its efficiency;
- (c) act as controlling officer for himself to the extent of drawl of pay, TA/DA,

- reimbursement of expenses and short leaves;
- (d) lay down the duties and responsibilities of the employees for administrative and financial purpose;
 - (e) engage the services of an expert or a consultant in accordance with the Consultant Selection Guidelines of the Planning and Development Department of the Government;
 - (f) allow the Executive Members to provide consultancy services not exceeding one month in a calendar year;
 - (g) appoint Theme Leader for various Themes as identified in the research priorities; and
 - (h) sanction advance drawl, as per limits prescribed in the regulations for attending and holding workshops/conferences/seminars and expenses related to official travel within the approved budget.

12. Board meetings.– (1) The Board business shall be conducted through meetings of the Board.

- (2) The Board shall meet at least twice in a calendar year.
- (3) The Chief Executive, on the direction of the Chairman or as the need arises, or on the written request of three or more members, shall convene a meeting of the Board.
- (4) In the meetings of the Board:
 - (i) the Chairman or in his absence a member elected through consensus from among the members present in the meeting shall preside;
 - (ii) the quorum shall be:
 - (a) two third of the notified strength of the Board for a meeting for framing of the regulations;
 - (b) one half of the notified members in all other matters; and
 - (c) there shall be no quorum for an adjourned meeting.
 - (iii) all decisions of the Board shall be taken by simple majority;
 - (iv) the Chairman or a Member presiding shall have casting vote in case of a tie; and
 - (v) the Chief Executive shall record and issue the minutes of the meeting with the approval of the Chairman or in his absence the presiding Member.

13. Punjab Agricultural Board Fund.– (1) The Punjab Agricultural Board Fund shall be maintained as prescribed below:

- (i) development and non development funds received from the Government shall be credited into the Punjab Agricultural Board Fund account as per instructions of the Government;
- (ii) all sums received such as donations, endowments and proceeds etc. shall be credited to appropriate accounts as per instructions of the Government;

- (iii) all expenditure incurred by the Board under or for the purpose of the Act shall be de-frayed out of the Punjab Agricultural Board Fund;
- (iv) all the disbursements from Punjab Agricultural Board Fund shall be subject to the provisions of the budget; and
- (v) the Punjab Agricultural Board Fund account shall be operated under joint signatures of the Chief Executive and Executive Member/Director (A&F).

14. Procurement and supplies.— (1) The Board shall affect all procurements and supplies exceeding delegated local purchase powers, as specified in the Delegation of Financial Powers Rules (DFPR) through the purchase cell of the Agriculture Department.

(2) The Standardization Committee of the Board, as prescribed in regulation, shall approve specifications keeping in view the approved specifications of the Inter Departmental Standardization Committee of Services and General Administration Department and Departmental Standardization Committees of Government Departments

(3) For petty purchases, the Board shall maintain cash advance or imprest money equivalent to five times the small order or purchase limit as specified in the Delegation of Finance Powers Rules.

15. Budget.— The annual budget of the Board shall be prepared and approved as prescribed in Board Regulation.

16 Audit and accounts.— The Director (A&F) shall perform the internal auditing function for Board Fund Account.

SECRETARY TO THE GOVERNMENT OF THE PUNJAB
AGRICULTURE DEPARTMENT

NO & DATE EVEN

A copy for information is forwarded to the followings:-

1. The Secretary (Regulations), Government of the Punjab, S&GAD, Lahore
2. The Secretary, Law Department, Government of the Punjab, Lahore
3. The Secretary, Finance Department, Government of the Punjab, Lahore

4. The Secretary to the Chief Minister, Punjab, Lahore
5. All the Members of PARB
6. The Chief Executive, PARB, Lahore
7. The Superintendent, Government Printing Press, Lahore for printing in the next issue of the Punjab Gazette.
8. The Chief P&E Cell, Government of the Punjab, Lahore
9. Private Secretary to the Minister for Agriculture/Chairman Board, Lahore.

SECTION OFFICER (A-V)

Agriculture Department

