

STANDING INSTRUCTIONS

Sr No	Subject	Standing Instruction																								
1	DEFINITIONS	<p> “Project Manager” means the lead scientist of the host institute. “Team Leader” means the lead scientist of the collaborating institute “Host/collaborating institute” means department/faculty/institute/directorate or section etc. of the universities, AARI etc “Host/Collaborating Organization” means an Organization to which Host/Collaborating institute belongs, e.g. Universities, AARI etc. “Project Component” means host institute, collaborating institute-1, collaborating institute-2 etc. </p>																								
2	ENGAGEMENT OF DPL	<p> a) The DPL shall be engaged (not appointed) only if approved in the project and shall be paid @ notified by the respective DC for skilled and un-skilled laborers. b) No person shall be engaged and paid out of DPL budget until application and copy of his/her NIC is obtained and placed on record. c) The Pay of DPL may be drawn by the PM/TL and disbursed under proper receipt. d) The muster roll must be signed and certified by the PM/TL for the days duty was performed during the month. The concerned PM/TL shall mark presence of the DPL by themselves as “P” in the attendance register for the days he/she was engaged during the month and shall verify his presence/duty under his/her signatures/initials on daily basis on the format as prescribed below: </p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <thead> <tr> <th colspan="4" style="text-align: center;">Attendance Record of Mr.-----S/O-----for the month of-----</th> </tr> <tr> <th style="width: 20%;">Date</th> <th style="width: 20%;">Attendance (P)</th> <th style="width: 30%;">Detail of Duties Performed</th> <th style="width: 30%;">Signature/Initials of the PM/TL</th> </tr> </thead> <tbody> <tr> <td>1-10-10</td> <td>P</td> <td></td> <td></td> </tr> <tr> <td>5-10-10</td> <td>P</td> <td></td> <td></td> </tr> <tr> <td>30-10-10</td> <td>P</td> <td></td> <td></td> </tr> <tr> <td>Total</td> <td>3 days</td> <td></td> <td></td> </tr> </tbody> </table> <p> e) Maximum number of days for which DPL may be engaged shall not exceed 25 days in a month. </p>	Attendance Record of Mr.-----S/O-----for the month of-----				Date	Attendance (P)	Detail of Duties Performed	Signature/Initials of the PM/TL	1-10-10	P			5-10-10	P			30-10-10	P			Total	3 days		
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3	LAPS-ABILITY OF FUNDS	<p>. The funds for incentives shall not lapse up to one month after completion of financial year of the project</p> <p>2. The funds for salaries of project staff shall not lapse up to one month after completion of financial year of the project</p> <p>3. The funds for management fee shall not lapse up to completion of the project period</p> <p>4. The funds for at source deduction of Income Tax and 1/5th of GST shall not lapse up to one month after completion of financial year of the project.</p> <p>5. The funds for procurement shall not lapse until two months after completion of financial year of the project provided supply order/contract for supply of stores has been signed.</p>
4	INCENTIVES FOR THE PM/TL AND SCIENTISTS	<p>Share of incentives can be drawn by the;</p> <p>a) Project Managers (PMs) shall receive incentive @ 1% of each project component cost.</p> <p>b) The PMs shall draw incentives after approval of the Chief Executive PARB subject to satisfactory project performance/progress.</p> <p>c) Team Leaders (TLs) shall draw share of incentives after approval of respective PMs subject to satisfactory project performance/progress.</p> <p>d) Scientists of each project component shall draw their share of incentives after approval of respective PMs/TLs subject to satisfactory project performance/progress.</p> <p>e) The amount of incentives shall be drawn on the basis of actual expenditure incurred during the year.</p>
5	MANAGEMENT FEE	<p>1) The Management fee may be used for any of the following purposes:-</p> <p>a) Procurement of machinery and equipment, chemicals, fertilizer and pesticides</p> <p>b) Repair, maintenance and up-gradation of infrastructure</p> <p>c) Payment of bank charges, if any</p> <p>d) Procurement of POL and irrigation water for project activities only</p> <p>e) Installation of new electricity and gas connections and electricity and gas bill payment</p>

		<p>2) The expenditures from management fee for the Host/collaborating organizations may be planned by the respective organization, but the payments shall be made by the respective PM/TL from the project account upon the production of vouchers and the record will be maintained by the respective PM/TL.</p> <p>3) The management fee shall be charged on the basis of actual funds utilized during the year.</p> <p>4) The entire amount of management fee including the share of host/collaborating organization @ 35% shall be retained by the PMs/TLs in the project account.</p> <p>5) The respective PMs/TLs shall maintain all the record of utilization of management fee for the purpose of audit.</p> <p>6) In case there are more than one project components in one organization, the organization may pool the management fee for the better utilization. In such case, the original record of expenditure along with bill shall be sent to the PM/TL who had contributed major share in pooled funds and attached copies to all other PMs/TLs who have contributed in such pooling of management fee.</p> <p>7) Hiring of DPLs for a maximum of 8 days per month is permissible for maintenance of project accounts/record.</p>
6	ADMISSIBILITY OF TA/DA	<p>The following scientists/staff of the Host/Collaborating institute shall be entitled to draw TA/DA on account of project related activities only.</p> <p>a) The PMs/TLs and the team of scientists designated in the project document/milestones matrix.</p> <p>b) The Research Associates.</p> <p>c) The drivers performing the duty.</p> <p>Note: NO TA/DA shall be paid to DPLs</p>
7	POL BUDGET	<p>a. The POL budget shall only be drawn for the official vehicles/tractors used for project activities as specified in the milestones matrix of the project document.</p> <p>b. The POL budget can be utilized for generators provided prior approval is obtained from PARB.</p>

8	RE- APPROPRIATION OF FUNDS	<p>The funds within a major head can be re-appropriated by;</p> <ol style="list-style-type: none"> a) The PMs/TLs up to Rs.50,000/- once in a year b) The Executive Committee exceeding Rs. 50,000/- on the request of the Project Manager. <p>Note: No re-appropriation shall be done from one major head to another.</p>
9	APPOINTMENT OF RESEARCH ASSOCIATES	<p><i>The appointment of Research Associate(s);</i></p> <ol style="list-style-type: none"> a) Shall be made by the Selection Committee constituted by the head of the host/ collaborating institute under the Convener-ship of respective PM/TL. In case, the PM/TL is also the head of the host/collaborating institute, the said committee shall be constituted by the head of the host/collaborating organization.(Clause 15 of funding procedure and clause 3.3 of Agreement b) Shall be made after advertisement of the post(s) invariably in two national dailies i.e. one in Urdu and one in English indicating the pay package, qualifications and experience as prescribed in the project document. c) No age limit is fixed by PARB, it is the sole discretion of the PM/TL to fix age limit if he/she desires so d) Shall be made on contract basis (not on temporary basis) initially for one year. <p><i>NOTE:-The Research Associate shall be appointed as full time contract employee. No student or any person employed anywhere else can be appointed as Research Associate.</i></p> <p><i>The Extension in contract period;</i></p> <ol style="list-style-type: none"> a) may be allowed on yearly basis for the project period by the PM/TL subject to satisfactory annual performance under intimation to PARB. b) The annual performance report shall be evaluated on the prescribed proforma which can be downloaded from PARB website (http://parb.agripunjab.gov.pk) <p><i>Payment of Gratuity</i></p> <ol style="list-style-type: none"> a) Gratuity shall be paid upon completion of project period only to the Research Associates who was appointed in the project for whole gestation period of the project from beginning to completion of the project. b) The gratuity shall be paid @ one month's pay for each completed year of service

		<p><i>The pay of the Research Associate(s);</i></p> <p>a) shall be paid through a crossed cheque.</p> <p>b) The income tax at the prescribed rates shall be deducted at source from the salary of the Research Associates(s) and deposited with the proper authority.</p> <p><i>Pay increase and annual increment;</i></p> <p>a) No pay increase is allowed as announced by the government from time to time.</p> <p>b) Annual increment @ 7% (on initial pay) shall be allowed and that too upon completion of 12 months of service in the Project</p>
10	PROCUREMENTS	<p>a) All the procurements in PARB funded projects shall be made under the provisions of PPRA Rules 2014 amended from time to time.</p> <p>b) After procurement of stores, a copy of tender notice, supply order/contract, income tax/with-holding tax and sales tax deducted at source shall be sent to PARB by the PM for all the project components (including those of TLs) in consolidated form for information and record</p> <p>c) For purchase of stores items, Income tax and GST at government prescribed rates shall be deducted at source and deposited as per govt. instructions</p>
11	MAINTENANCES OF PROJECT ACCOUNTS & REPORTING	<p>a) The PM/TL shall maintain project account(s) in respect of all the expenditure under different head(s) of account for the purpose of internal /external audit in accordance with the practices prevailing in the host/collaborating organization(s). (Clause 3.2 of the Contract Agreement)</p> <p>b) The project accounts shall be maintained in the form of;</p> <p>i. Budget control register</p> <p>ii. Cash Book register</p> <p>iii. Voucher File which shall contain all paid vouchers in the order payment is made</p> <p>c) As desired by Finance Department, Govt. of the Punjab vide No. FD(W&M)1-1/70 (VIII) dated November 05,2010 all the funds will be placed with the local branches of the Bank of Punjab</p>
12	MAINTENANCE OF STOCK REGISTER	<p>The PM/TL shall maintain record of the project assets/stores in the following forms:</p> <p>a) Stock Register: In which entry of all the consumable stores purchased under the project shall be made</p>

		<p>b) Dead Stock Register: In which entry of all machinery, equipment, furniture & other non-consumable stores purchased under the project, shall be made</p> <p>c) Un-Serviceable Stock Register: In which entry of all the condemned machinery, equipment, furniture & non-consumable stores purchased under the project, shall be made</p>
13	SANCTIONING OF EXPENDITURE	<p>a) The PM/TL has been delegated full administrative and financial powers and as such no approval/sanction is required from any other authority. (Clause 23 of funding procedure)</p> <p>b) Proper sanction orders shall be issued</p>
14	REPORTING OF PROJECT ACCOUNTS	<p>a) The copies of bills shall be submitted to PARB (after retaining original) on 6 monthly basis latest by 15th of next month along with expenditure statement on the prescribed format</p> <p>b) The TLs shall forward these documents through respective PMs.</p> <p>c) Six monthly consolidated expenditure report shall be submitted not later than 15 days from the closing date of the respective 6 monthly period on the prescribed format</p>
15	FUNCTIONS AND POWERS OF CO SIGNATORY	<p>The co-signatory as representative of the host/collaborating institute or organization shall have the rights to satisfy himself/herself (before signing of any cheque), whether the expenditure is being incurred in accordance with the budgetary provisions and all the codal formalities of PARB/Government rules are being met/observed. Any such deviation shall be conveyed to PARB immediately by the co-signatory with detailed reasoning, beyond that the co-signatory cannot refuse to sign the cheque.</p>
16	PURCHASE THROUGH CENTRAL PURCHASE SYSTEM	<p>Under the provisions of clause 23 of the funding procedure, the PMs/TLs have full administrative and financial powers and as such they are not bound to make purchases through central purchase system of the institute or organization. However, he/she will observe PPRA Rules for the purchase of any item.</p> <p>If the procurement is made through central purchase system, the same shall be made under the provisions of PPRA rules and the complete record of procurement shall be maintained by the respective PM/TL.</p>
17	ADVANCE PAYMENT	<p>a) No payment shall be made in advance on any account except</p>

19	SALE PROCEEDS OF PROJECT INCOME	<p>a) All the sale proceeds of project related activities shall be deposited in the government receipts head under intimation to PARB.</p> <p>b) The copy of deposit receipt/challan form along with other supporting documents shall be submitted to PARB</p>
20	FINAL COMPLETION REPORT OF THE PROJECT	<p>Project manager will submit consolidated physical and financial report of the project (of all the components) on PARB prescribed proforma (PC-IV) available on PARB website within 30 days of the completion date of the project</p>