

STANDING INSTRUCTIONS

Sr. No	Subject	Standing Instructions																								
1	DEFINITIONS	<p>“Project Manager” means the lead scientist of the host institute.</p> <p>“Team Leader” means the lead scientist of the collaborating institute.</p> <p>“Host/collaborating Institute” means department/faculty/institute/directorate or section etc. of the universities, AARI etc.</p> <p>“Host/Collaborating Organization” means an Organization to which Host/Collaborating institute belongs, e.g. Universities, AARI etc.</p> <p>“Project Component” means host institute, collaborating institute-1, collaborating institute-2 etc.</p>																								
2	ENGAGEMENT OF DPLs	<p>a) The DPL shall be engaged (not appointed) only if approved in the project and shall be paid @ notified by the respective DCOs for skilled and un-skilled labourers.</p> <p>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.</p> <p>c) The Pay of DPL may be drawn by the PM/TL and disbursed under proper receipt.</p> <p>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-top: 10px;"> <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: 15%;">Attendance (P)</th> <th style="width: 45%;">Details of Duties performed</th> <th style="width: 20%;">Signatures/initials of the PM/TL</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1-10-10</td> <td style="text-align: center;">P</td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">5-10-10</td> <td style="text-align: center;">P</td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">30-10-10</td> <td style="text-align: center;">P</td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">Total</td> <td style="text-align: center;">3 days</td> <td style="text-align: center;">-</td> <td style="text-align: center;">-</td> </tr> </tbody> </table>	Attendance record of Mr.----- S/O ----- for the month of -----				Date	Attendance (P)	Details of Duties performed	Signatures/initials of the PM/TL	1-10-10	P			5-10-10	P			30-10-10	P			Total	3 days	-	-
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		e) Maximum number of days for which DPL may be engaged shall not exceed 25 days in a month.
3	LAPS-ABILITY OF FUNDS	<ol style="list-style-type: none"> 1. The funds for incentives shall not lapse up to one month after completion of financial year of the project 2. The funds for salaries of project staff shall not lapse up to one month after completion of financial year of the project 3. The funds for management fee shall not lapse up to completion of the project period 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. 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.
4	INCENTIVES FOR THE PM/TL AND SCIENTISTS	<p>Share of incentives can be drawn by the;</p> <ol style="list-style-type: none"> a) Project Managers (PMs) shall receive incentive @ 1% of each project component cost. b) The PMs shall draw incentives after approval of the Chief Executive PARB subject to satisfactory project performance/progress. c) Team Leaders (TLs) shall draw share of incentives after approval of respective PMs subject to satisfactory project performance/progress. d) Scientists of each project component shall draw their share of incentives after approval of respective PMs/TLs subject to satisfactory project performance/progress. e) The amount of incentives shall be drawn on the basis of actual expenditure incurred during the year.
5	MANAGEMENT FEE	<ol style="list-style-type: none"> 1) The Management fee may be used for any of the following purposes: <ol style="list-style-type: none"> a) Procurement of machinery & equipment, chemicals, fertilizers and pesticides, b) Repair, maintenance and up gradation of infrastructure c) Hiring of skilled DPL up to 8 days per month for maintenance of project accounts/record. d) Payment of bank charges if any f) Procurement of POL and irrigation water for project activities only g) Installation of new electricity and gas connections

		<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> <p>a) The PMs/TLs up to Rs.10,000/-</p> <p>b) The Executive Committee exceeding Rs. 10,000/- on the request of the Project Manager.</p> <p>Note: No re-appropriation shall be done from one major head to another.</p>
9	APPOINTMENT OF RESEARCH ASSOCIATE(S)	<p><i>The appointment of Research Associate(s);</i></p> <p>a) Shall be made by the selection committee constituted by the head of the host/collaborating institute under the</p>

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.

The Extension in contract period;

- 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.punjab.gov.pk>)

Payment of gratuity

- a) Gratuity shall be paid upon completion of project period only to the Research Associates who remained working in the project till completion of the project period.
- b) The gratuity shall be paid @ one month's pay for each completed year of service.

The pay of the Research Associate(s);

- a) shall be paid through a crossed cheque.
- 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.

Pay increase and annual increment;

- a) No pay increase is allowed as announced by the government from time to time.
- b) Annual increment @ 7% shall be allowed and that too upon completion of 12 months of service in the Project.

10	PROCUREMENTS	<p>All the procurements under the PARB funded projects shall be made from the local market under the provision of PPRA Rules-2009 amended from time to time.</p> <p>a) Procurement shall be planned for the entire year (Rule 8).</p> <p>b) All procurements shall be announced in an appropriate manner without regrouping or splitting during one year (Rule 9).</p> <p>c) The specifications of the store items to be procured under the project shall be adopted or developed as prescribed below;</p> <p>i) The specifications of items to be procured may be adopted as such, if the same has already been standardized by the Specifications Standardization Committee (SSC) of Agriculture or related Department.</p> <p>ii) The specifications of items to be procured may be adopted as such, if the same has already been standardized by SSC of any other PM/TL of the PARB funded project subject to the condition that the same shall be got approved by the SSC constituted for the PM/TL of the Project.</p> <p>iii) The specifications of items to be procured may be developed by the PM/TL after proper market survey to ensure that the same are generalized for fair competition. The specifications so developed, must be approved by the SSC of the institute/organization. The SSC shall be constituted by the head of the institute. In case PM/TL himself is head of the institute, SSC shall be constituted by the head of the organization.</p> <p>iv) The convener of the SSC shall not be the PM/TL.</p> <p>c) The procurements costing over Rs. 0.100 to 2.000 million shall be advertised on websites of PPRA and that of the procuring agency (if available) The advertisement may be published in print media if the procuring agency deems necessary.</p> <p>e) Procurements costing over Rs. 2.000 million shall be advertised on websites of PPRA and that of the procuring agency (if available) and in the print media or newspapers i.e. in two national dailies, one in Urdu and one in English (Rule 12).</p> <p>f) Response time for submission of bids shall be at least 15 days (Rule 13).</p> <p>g) The procurement shall be made after advertisement as prescribed under Rule 12 except when procurement is below Rs. 0.100 million which shall be made under rule 42.</p> <p>h) In case items to be procured is of proprietary nature or falls within the definition of Intellectual Property, the same may be procured without advertisement subject to the condition that prior approval of PPRA shall be required (Rule 14).</p> <p>i) For procurement of services, works, turnkey projects and expensive and technically complex equipment, the procuring agency</p>
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may pre-qualify bidders. The pre-qualification, qualification, dis-qualification and blacklisting shall be done in a manner as prescribed (Rule 15 to 19).

Note: *An expensive equipment may be the one costing over Rs. 0.500 million and a technically complex equipment may be the one requiring after sale services.*

i) Principal method of procurement shall be open competitive bidding, if the cost of procurement is more than Rs. 0.100 million (Rule 20 and 21)

j) Submission of bids, bidding documents and reservations and preference shall be as prescribed (Rule 22 to 24).

k) Bid security not exceeding 5% of the bid price, bid validity and extension in time for submission of bids shall be as prescribed (Rule 25 to 27).

l) The bids opening, evaluation criteria, evaluation of bids, clarification of bids, discriminatory and difficult conditions and rejection shall be carried out in a manner as prescribed (Rule 28 to 33).

m) Re-bidding, announcement of evaluation reports, procedures of open competitive bidding and conditions for single stage and two stage bidding procedure shall be as prescribed (Rule 34 to 37)

n) The bids acceptance, obtaining of performance guaranty which shall not exceed 10% of the contract amount, limitations of negotiations, and confidentiality shall be as prescribed (Rule 38 to 41).

o) Alternate method of procurement for petty purchases, request for quotation, direct contracting and negotiated tendering shall be adopted in a manner as prescribed (Rule 42).

p) The purchases costing below Rs. 0.025 million shall be exempted from the requirements of bidding or quotations (Rule 42-a).

Note: *Petty purchases may be affected from the market directly from one of the GST registered firm.*

r) Procurements costing Rs. 0.025 million and below Rs. 0.100 million shall be procured through Request for Quotations (RFQs) in a manner as prescribed (Rule 42 b).

Note: *RFQs may be obtained from the market directly from at least three of the GST registered firms.*

s) Direct contracting for procurement of spare parts, supplementary services from OEMs, repeat orders not exceeding 15% of the original contract and items of rate contract shall be undertaken in a manner as prescribed (Rule 42-c)

		<p>t) Negotiated tendering for procurement of IPRs and in cases of extreme urgency shall be practiced in a manner as prescribed (Rule 42-d)</p> <p>u) Payments, enforcement of contract and closing of contract shall be done in a manner as prescribed (Rule 43 to 45).</p> <p>v) Record of procurement proceedings shall be maintained in a manner as prescribed (Rule 46)</p> <p>w) Public access and transparency of procurement shall be ensured in a manner as prescribed (Rule 47).</p> <p>x) Re-dressal of grievances and Arbitration shall be carried out in a manner as prescribed (Rule 48 and 49). a</p> <p>y) Any breach of these rules shall amount to mis-procurement (Rule 50)</p> <p>Note: i) <i>All the procurements shall be made from the GST registered firms.</i></p> <p>ii) <i>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.</i></p> <p>iii) <i>For purchase of stores items, Income tax @3.5%, and 20% of GST (1/5th) shall be deducted at source and deposited as per govt. instructions and for procurement of services and works, with-holding tax @ 6% shall be deducted at source and deposited as per govt. instructions.</i></p> <p>iv) <i>For further details on PPRA Act, Procurement Rules, FAQs and placement of tenders on PPRA website, please visit www.punjabppra.com.</i></p> <p>V) <i>No used items can be purchased under PARB funded projects.</i></p>
11	<p>MAINTENANCES OF PROJECT ACCOUNTS & REPORTING</p>	<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 as per attached format (Annex-I)</p> <p>ii. Cash Book register as per attached format (Annex-II)</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 as per attached format.(Annex-III)</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 as per attached format.(Annex-IV)</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 as per attached format.(Annex-V)</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 in the form of attached format (Annex-VI)</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. (Annexure-VII)</p>
15	FUNCTIONS AND POWERS OF THE 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. Anyhow, if the procurement is made through central purchase system, the same shall be made under the provisions of PPRA rules 2009 and the complete record of procurement shall be maintained by the respective PM/TL.</p>
17	USE OF PERSONAL CAR FOR PROJECT ACTIVITIES	<p>a) Use of personal car or privately hired car is permissible for project related touring provided that the touring officer shall submit a written requisition for official vehicle to the institutional/organizational authorities. In case official vehicle is not made available, the touring officer may use his personal or privately hired car provided that;</p> <p>i. In case of personal car, payment shall be drawn out of TA/DA budget @ as provided by Govt.</p> <p>ii. In case private car is hired, the payment shall be made out of management fee.</p>
18	ADVANCE PAYMENT	<p>a) No payment shall be made in advance on any account accept in the form of imprest money.</p> <p>b) The permissible amount of imprest money is Rs.500/-</p> <p>c)</p>

19	SALE PROCEEDS OF PROJECT INCOME	a) All the sale proceeds of project related activities shall be deposited in the government receipts head under intimation to PARB. b) The copy of deposit receipt/challan form along with other supporting documents shall be submitted to PARB.
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