

Government of Pakistan
Ministry of National Food Security & Research
(National Veterinary Laboratory)

Subject: - **TRANSPARENCY INTERNATIONAL PAKISTANS**
RECOMMENDATIONS ON UPLOADING UPDATED INFORMATION ON
THE WEBSITE OF NFSANDR DEPARTMENT GOVERNMENT OF
PAKISTAN ENSURING CITIZENS ACCESS TO CLIMATE DATA AS PER
ARTICLE 19A OF THE CONSTITUTION OF PAKISTAN RIGHT OF
ACCEDD TO INFORMATION ACT 2017 SUPREME COURT OF
PAKISTAN JUDGEMENT IN C P NO 3532 2023.

Kindly refer to your letter No.F.10-3/2025-Coord (Info), dated 16th January, 2025 on the subject cited above.

2. The requisite information is enclosed herewith as **Annex-A** on the prescribed formate in respect of National Veterinary Laboratory, Ministry of National Food Security & Research Islamabad.

3. This issue with the approval of DG, NVL.


(Muhammad Noman)
Administrative Officer

✓ Mr. Muhammad Mumtaz, Section Officer (Coord), M/o National Food Security & Research, ISB.
U.O. No.F.30-10/2006-Admn-NVL / 589
Islamabad, the 23rd January, 2025

Government of Pakistan
Ministry of National Food Security & Research
(National Veterinary Laboratory)

Annexure-A

Clause	Descriptions	Reply	Score
a.	Description of the public body's organizations and functions, duties, powers and any services it provides to the public, including the directory of its officers and employees, indicating their duties and functions and their respective remunerations, perks and privileges	<p>National Veterinary Laboratory (NVL) Islamabad is a subordinate office of Ministry of National Food Security & Research with following functions;</p> <ul style="list-style-type: none"> • To serve as national reference laboratory; especially for the Transboundary Animal Diseases (TADs) having economic and trade significance. • Testing of residues in livestock and livestock products to meet EU and WTO sanitary and phytosanitary conditionalities. • Provide vaccine quality control and analysis. • Active disease surveillance and virus typing. • Offer training and refreshers in lead laboratory technology and disseminate. • Investigate specific emerging veterinary disease problems as they arise. • Evaluate veterinary drugs for quality, safety, potency and efficacy. • Perform such functions, which the Federal Government approves. <p>Table of employees (Annex-A-I)</p>	
b.	Statutes, statutory rules, regulations, bye-laws, orders and notifications, etc. applicable to the public body disclosing the date of their respective commencement or effect.	NVL established through PSDP and converted to non-development in 2005. Being subordinate office to the ministry it follows Estacode for administrative purpose.	
c.	Substantive or procedural rules and regulations of general applications evolved or adopted by the public body, including any manuals or policies used by its employees	NVL is certified with ISO 9001: 2015, and some tests of animal disease diagnosis are ISO 17025: 2015 accredited.	
d.	Relevant facts and background information relating to important policies and decisions which have been adopted, along with a statement of the policies adopted by the public	No discretionary powers occur to NVL	

	body and the criteria standards or guidelines upon which discretionary powers or exercised by it.		
e.	The conditions upon which members of the public can acquire any licence, permit, concerned, approval, grant, allotment or other benefits of what so ever nature form any public body or upon which transaction, agreements and contracts, including contracts of employment which can be entered into with the public body, along with particulars about the recipients of any concession, formate, licence or authorization granted by the public body.	NVL did not issue any licence, permit.	
f.	A description of its decision makes processes as defined in the Federal Government's Secretariat Instructions, 2004 and any instructions for the time being in force for public to provide input into or be consulted about decisions.	Decision making as per government rules.	
g.	Detailed budget of the public body, including proposed and actual expenditures, original or revised revenue targets, actual revenue receipts, revisions in the approved budget and the supplementary budget.	Budget provision of FY 2024-25 is attached (Annex-A-II)	
h.	The methods where by informations in the possession or controlled of the public body may be obtained and the prescribed fee required along with the name, title and contact details of the designated officials.	The lab reports are issued to the sample submittor and not for any legal use. No such fee is applicable on providing reports.	
i.	Reports including performance reports, audit reports, evaluation reports, inquiry or investigations reports and other reports that have been finalized.	All reports are submitted to relevant section(s) of the ministry.	

(ANNEX-I)

**SANCTIONED STRENGTH IN RESPECT OF NATIONAL VETERINARY
LABORATORY (NVL) ISLAMABAD M/O NATIONAL FOOD SECURITY &
RESEARCH.**

S.#	Name of Post	BPS	Sanctioned Strength	Filled	Vacant
1.	Director General	20	01	01	
2.	Principal Scientific Officer	19	01	01	
3.	Senior Scientific Officer	18	03	03	
4.	Scientific Officer	17	06	05	01
5.	Administrative Officer	17	01	01	
6.	Account-cum-Finance Officer	16	01	01	
7.	Assistant Private Secretary	16	02	02	
8.	Assistant	15	04	04	
9.	Steno typist	14	02	02	
10.	Upper Division Clerk	13	02	02	
11.	Laboratory Technician	12	06	06	
12.	Library Assistant	11	01	01	
13.	Lower Division Clerk	11	01	01	
14.	Driver	04	03	03	
15.	Laboratory Attendant	01	10	10	
16.	Naib Qasid	01	04	04	
17.	Chowkidar	01	02	02	
18.	Mali	01	01	01	
19.	Sweeper	01	02	02	
Total			53	52	01

Annexure-A-II

11

FORM - IX

Government of Pakistan
BUDGET ORDER / NEW ITEM STATEMENT

Ministry : National Food Security and Research
Division : National Food Security and Research Division
Department : National Veterinary Laboratory, Islamabad

File No. : F.1-10/2024-25-Budget (NFSR & Deptts) Islamabad, the 16th May, 2024

From : Riaz Ahmed
Section Officer (Budget)

To : The Director(Budget Computerization) Budget
Wing, Finance Division, Islamabad.

BUDGET YEAR 2024 - 2025

1 Type of Document BO Addl. BO NIS Addl. NIS
(Tick the Box applicable)

2 Fund Information : Demand No: 076 Fund Code: FC21N11 Fund Discription : Current Expenditure of M/o National Food Security & Research

	Code	Description
3 Department / Office	NFSR	National Veterinary Laboratory, Islamabad
Sub-Detailed Function	042106	Animal Husbandry
4 Fund Center / DDO	IB-3298	National Veterinary Laboratory, Islamabad

5 District / Accounting Circle AGPR (Central Circle), Islamabad

6 DDO Information (i) Riaz Ahmed, S.O/DDO, Room # 232, B-Block, Pak. Sectt. IBD
(ii) Official Email : n f s r b n a @ g m a i l . c o m (iii) 9209109 (Landline) 9210516 (Fax)
(iv) Notes (if any)
(v) Mode of Payment : Pre - Audit

7 Please tick the relevant box as per information indicated in IBCs letter

Category: A B C D E F G H I J K

TO BE FILLED IN ONLY BY BUDGET WING (McF)
New Diary No. _____

74

(Rs. in thousand)

Function Code	Function Description	Actual Exp.	Revised Estimates	Budget Estimates	Cost Center IB-3298	
		2022-2023	2023-2024	2024-2025		
04	Economic Affairs			87,500		
042	Agri, Food, Forestry & Fishing	-	-	87,500		
0421	Agriculture	-	-	87,500		
042106	Animal Husbandry	-	-	87,500		
Object Code	Commitment Item (Object Classification)	Actual Exp. 2022-2023	Revised Estimates 2023-2024	Budget Estimates 2024-2025	No. of Posts	Female Share% 2024-25
A01	Employees Related Expenses	-	-	48,500		
A011	Pay	-	-	25,451	55	2
A011-1	Pay of Officers	-	-	12,651	16	
A01101	Basic Pay Of Officers			12,252		
A01102	Personal Pay			389		
A01103	Special Pay			10		
A011-2	Pay of Other Staff	-	-	12,800	39	
A01151	Basic Pay Of Other Staff			12,800		
A012	Allowances	-	-	23,049		
A012-1	Regular Allowances	-	-	19,364		
A01202	House Rent Allowance			170		
A01203	Conveyance Allowance			1,739		
A01207	Washing Allowance			27		
A01208	Dress Allowance			26		
A01216	Qualification Allowance			360		
A01217	Medical Allowance			503		
A01224	Entertainment Allowance			6		
A0120D	Integrated Allowance			33		
A0122N	Spl. Convey. Allow to disables			48		
A01237	Design Allowance			150		
A0124C	Disparity Reduction Allow.			3,567		
A0124N	Disparity Reduction Allow. 2022			2,201		
A0124R	Ad-Hoc Relief Allowance-2022			2,268		
A0124X	Ad-Hoc Relief Allow.-2023			7,806		
A012-2	Other Reg. Allow. (Excl. TA)	-	-	3,635		
A01271	Overtime Allowance			100		
A01273	Honoraria			2,600		
A01274	Medical Charges			985		
A03	Operating Expenses	-	-	34,460		
A032	Communication	-	-	600		
A03202	Telephone and Trunk Call			500		
A03204	Electronic Communication			100		
A033	Utility	-	-	7,800		
A03301	Gas Charges			800		
A03303	Electricity			7,000		
A034	Occupancy Cost	-	-	12,500		
A03403	Rent for Residential Building			12,500		
A038	Travel & Transportation	-	-	4,500		
A03805	Travelling Allowance			2,000		
A03807	P.O.L Charges			2,000		
A03808	Conveyance Charges			500		
A039	General	-	-	9,060		
A03901	Stationery			500		
A03905	Newspapers			30		
A03906	Uniforms			30		
A03907	Advertising & Publicity			500		

(75)

**POSTS PERFORMA
FEDERAL GOVERNMENT EMPLOYEES**

Budget Estimates 2024-25

Demand No: 075
Fund Code: FC21N11

Description: M/o National Food Security & Research
Description: M/o National Food Security & Research

Fund Center (DDO): IB3298

Description: National Veterinary Laboratory

Mode of Payment: Pre- Audit AGPR/DAO

Assignment Account

Pay Scale	Post Code	Designation	Total No. of Sanctioned Posts (Submitted Last Year)	Change During CFY (+) (-)	Total No. of Sanctioned Posts as on 31.03.2024	No. of Filled Posts	No. of Vacant Posts
20	D10	Director General	1	0	1	1	0
19	P42	Principle Scientific Officer	2	0	2	0	2
18	S83	Senior Scientific Officer	3	0	3	3	0
17	S17	Scientific Officer	6	0	6	4	2
17	A04	Administrative Officer	1	0	1	1	0
17	F23	Assistant Private Secretary	2	0	2	2	0
16	A18	Accounts cum Finance Officer	1	0	1	1	0
16	A06	Assistant	4	0	4	4	0
15	S08	Stenotypist	2	0	2	2	0
13	L35	Laboratory Technician	6	0	6	6	0
13	U01	Upper Division Clerk	2	0	2	2	0
12	L06	Library Assistant	1	0	1	1	0
11	L01	Lower Division Clerk	2	0	2	1	1
7	D32	Driver	3	0	3	3	0
1/4	N01	Naib Qasid	4	0	4	4	0
1/3/4	L08	Laboratory Attendant	10	0	10	10	0
3	W16	Watchman/ Chowkidar	2	0	2	2	0
4	M03	Mali	1	0	1	1	0
1/4	S44	Sweeper	2	0	2	1	1
Total			55	0	55	49	6

Signed By:



Division/Office

CF&AO
Shahzad Ali Khan
Chief Finance & Accounts Officer
Government of Pakistan
M/o National Food Security & Research
Islamabad

Forwarded to:

Verified By:



Deputy Secretary
MUHAMMAD AHAD
Deputy Secretary
Finance Division
Government of Pakistan
Islamabad

Director (Budget Computerization),
Budget Wing, Finance Division
Islamabad