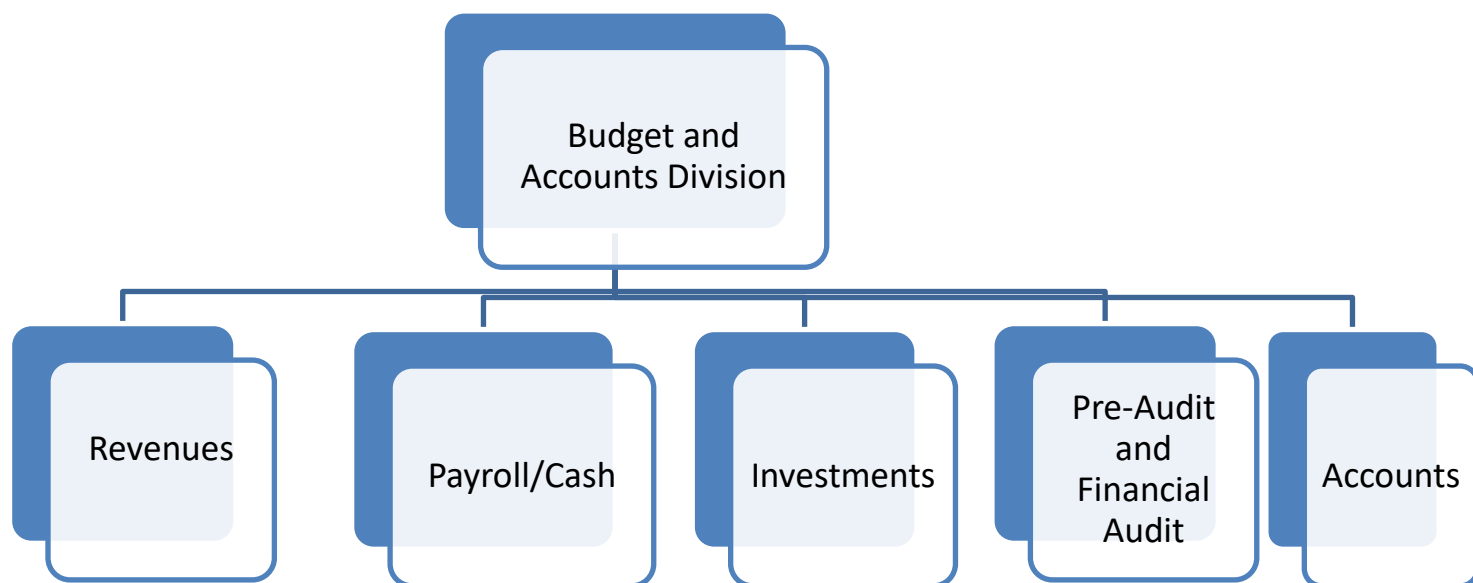


## 1. Introduction

As per section 4 (j) of DRAP Act 2012, the Budget and Accounts Division is responsible for budgetary and financial aspects of the Authority and other daily accounting matters connected therewith or ancillary thereto.

The Budget and Accounts Division may be sub-classified into following sections based upon its business activity.



## 2. Mandate

The department is mandated to undertake its activities in the light of S.R.O. 213 (I)/2015; named as Drug Regulatory Authority of Pakistan Accounting Procedure and Financial Rules, 2015; and DRAP Act 2012.

## 3. Functions

The Budget and Accounts Division carry out the following functions in conformance with the provisions of Drug Regulatory Authority of Pakistan Accounting Procedure & Financial Rules (DRAP AP&FR), 2015 and DRAP Act 2012.

S.No	Function	DRAP AP & FR, 2015	DRAP Act, 2012
01	Collection of Fees and CRF from pharmaceutical companies	Section 4	Section 7 (j), 19 & 20
02	Preparation of Yearly Budget for DRAP	Section 5	Section 5 (3) & 21
03	Arrangement of funds for meeting general, administrative and research related expenditures and any related capital expenditures	Section 7, 8, 19 & 22	-

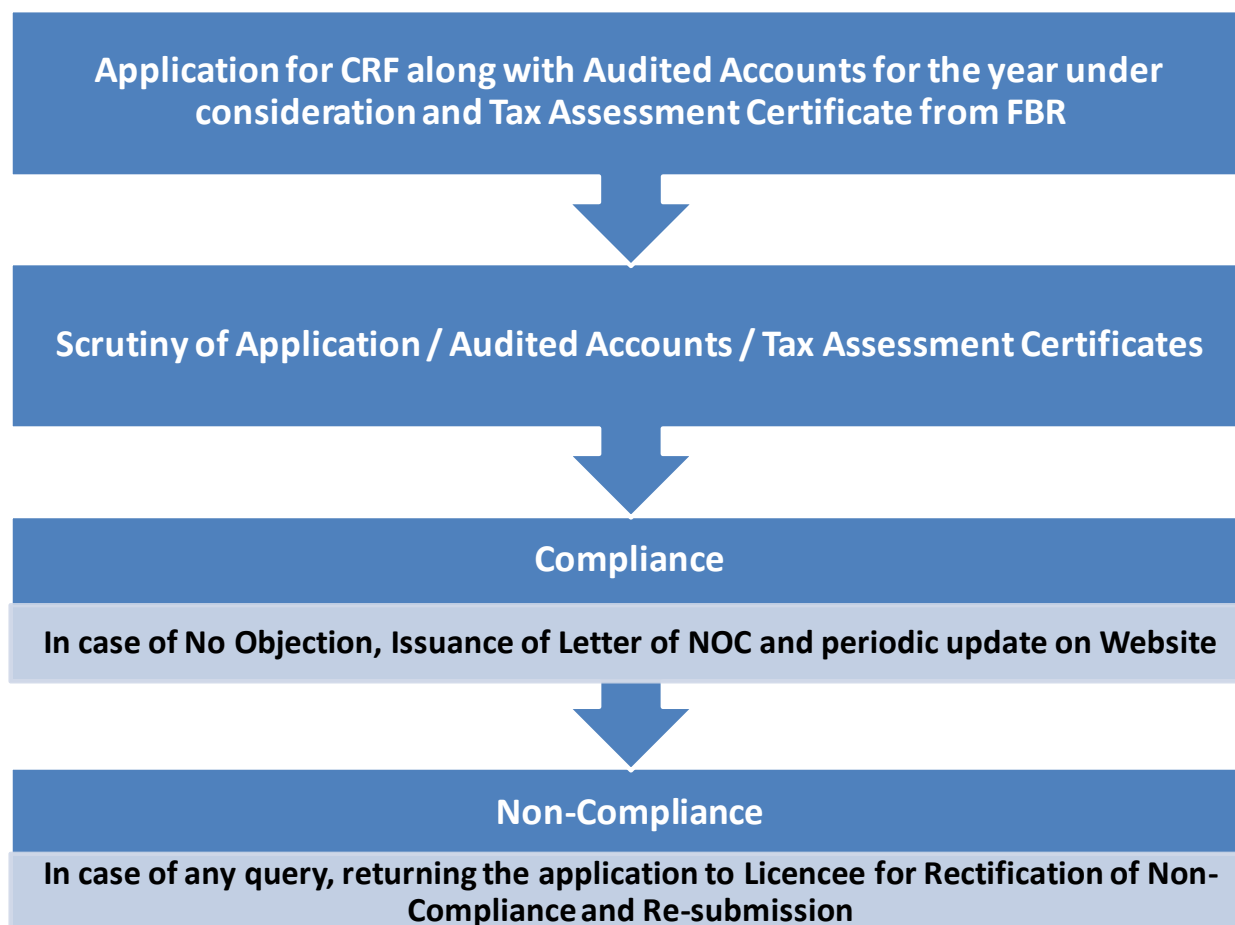
S.No	Function	DRAP AP & FR, 2015	DRAP Act, 2012
04	Maintenance of Accounts and Financial Reporting	Section 13 & 20	Section 22
05	Carrying out internal audit and causing to be carried out external audit and statutory audit	Section 23 & 24	Section 22
06	Investment of un-spent remaining amount of Funds in secured government schemes	Section 4 (9) & 19 (9)	Section 19

#### 4. Rules

Drug Regulatory Authority of Pakistan Accounting Procedure & Financial Rules, 2015.

#### 5. Procedures (Related to Fee & CRF)

1. Procedure Related to Issuance of NOC to Drugs Manufacturing Firms for CRF Deposit.



## 2. Procedure Related to Fee Challan(s) verification

**Verification by the Representative regarding Fee Challan(s) deposited for different purposes**



**Submission of Application along with Original Challan(s)**

**Reconciliation of Challan(s) with Bank**

**Stamping and Signing of Challan(s) and issuance of receipt acknowledgement letter by the authorized officer**

**Forwarding the Application to Relevant Section for Further Processing and furnishing copy to applicant for record purpose.**