



**GOVERNMENT OF THE PUNJAB
INFORMATION & CULTURE DEPARTMENT**

September 2014

NOTIFICATION

No. In exercise of the powers conferred under section 24 of the Bab-e-Pakistan Foundation Act, 2014 (XVIII of 2014), Governor of the Punjab is pleased to make the following rules:

1. Short title and commencement.- (1) These rules may be cited as the Bab-e-Pakistan Foundation (Conduct of Business) Rules 2014.

(2) They shall be come into force at once.

2. Definitions.- (1) In these rules:

(a) "Act" means the Bab-e-Pakistan Foundation Act 2014 (XVIII of 2014);

(b) "Board" means the Board of Governors of the Bab-e-Pakistan Foundation;

(c) "Chairperson" means the Chairperson of the Board;

(d) "Authority" means the Secretary of the Board and/or any officer of the Foundation to whom the powers have been delegated by the Board;

(e) "convener" means a convener of the committee constituted by the Board;

(f) "department" means Information and Culture Department, Government of the Punjab or any other department subsequently notified by the Government to assume administrative control;

(g) "employee" means the employee of the Foundation;

(h) "Foundation" means the Bab-e-Pakistan Foundation;

(i) "Government" means the Government of the Punjab;

(j) "prescribed" means prescribed in rules or regulations; and

(k) "Secretary" means the Secretary of the Board

(2) The words and expressions used but not defined in these rules shall have the same meaning as assigned to them in the Act.

3. Functions of the Board.- The Board shall perform the following functions, the Board shall:

a) incur expenditure on behalf of the Foundation;

b) act as a resource and provide vision in the light of the chartered functions of the Foundation;

c) formulate policies of the Foundation;

d) approve annual budget of the Foundation;

e) approve development schemes for the Foundation;

f) frame rules for various aspects of management of the Foundation;

g) create, abolish, upgrade, relegate or re-designate posts in any grade; and

- h) to write off irrecoverable value of stores of public money including losses on account of fraud, theft etc. and over payment subject to the prescribed conditions, provided a probe or proper inquiry is conducted in this wake;

4. Meeting of the Board.- (1) The Board shall meet at least once in three months.

(2) The Chairperson shall preside over all the meetings of the Board, in his absence, the Vice Chairperson; and in absence of the both, a non-official member elected by a majority of the present members shall preside over a meeting of the Board.

5. Honorary capacity of the Board members.-The Chairperson, Vice Chairperson and members, other than the Secretary, shall perform the duties without any remuneration except such travelling and daily allowance as may be prescribed.

6. Implementation of Board decisions.- The Secretary shall be responsible for implementation of decisions of the Board in letter and spirit.

7. Committees of the Board.- (1) The Board may constitute committees to which the Board may refer various matters for examination and formulation of recommendations for consideration by the Board.

(2) The convener of a committee may co-opt any person whose contribution is required in such matters. The Secretary may attach an officer of the Foundation with each committee.

8. Notice and agenda of the meeting.- (1) The meeting of the Board shall be convened after serving a notice along with agenda and working paper to all members of the board seven days prior to the date and time fixed, provided that an urgent meeting may be called anytime without prior notice:

(2) The agenda and working paper for the meeting shall be prepared by the Secretary with the approval of the Chairperson. Any other item may be added to the agenda with the permission of the Chairperson at any time.

(3) The Chairperson may invite any person to attend the meeting of the board, if deems it necessary, for the purpose of any information or advice.

9. Disposal of business.- The Board shall dispose of its business in the meeting.

10. Decision by majority.- (1) The decision of the Board shall be expressed in terms of the opinion of majority of members present and voting at a meeting and in the event of equality of votes, the Chairperson or other person presiding shall have a casting vote.

(2) The Secretary shall maintain record of the proceedings.

11. Authentication of decisions.- All the decisions of the Board shall be authenticated by the signatures of the person presiding the meeting and the Secretary.

12. Minutes of meeting.- (1) The minutes of each meeting of the Board shall be circulated to all members by the Secretary.

(2) The minutes of the meeting shall be signed by the Secretary after approval by Chairperson or Vice Chairperson of the Board or whoever presides the meeting.

13. **Powers and functions of Chairperson of Board.-** The chairperson shall monitor and generally supervise the working of the Foundation.

14. **Powers and functions of Secretary.-** The powers utilized and functions performed by the Secretary of Board are as under, he shall:

- (a) be the Chief Executive of the Foundation, appointed by the Government ordinarily for a period of three years, as may be extended by the Government;
- (b) perform duties and undertake activities under the general superintendence and control of the Board;
- (c) exercise administrative and financial powers of category-1 officer and fully competent for utilization of amounts sanctioned in the budget;
- (d) act as senior purchase officer in respect of all types of procurements;
- (e) obtain approval of the Board while launching new programs, fixation of salary for a new entrant or revision or fixation of new rates of overtime and rental charges of the auditorium or halls etc;
- (f) be Appointing Authority for officers in BS-16 and above;
- (g) act as Chairperson or convener of Departmental Promotion or Selection Committee for selection and promotion of the employees in BS-16 or above;
- (h) be reporting officer on Performance Evaluation Reports (PERs) in respect of officers in BS-18 and above and counter signing officer for BS-17 officers;
- (i) be an ex-officio member of the Board;
- (j) undertake such duties and exercise such other powers as may from time to time be entrusted or delegated to him by the Board;
- (k) have full powers to engage any person on contract, daily wages and permanent basis subject to fulfillment of codal formalities;
- (l) have full powers to sanction expenditure on repair of machinery and equipment, furniture and fixtures and other durable goods;
- (m) have full powers to purchase motor vehicles, machinery, equipment, furniture and fixture and durable goods subject to availability of funds under the relevant head of account and after completion of all codal formalities;
- (n) have full powers to grant honorarium to the staff and officers of the Foundation not exceeding the amount equal to one month running basic pay of the employees;
- (o) have full powers to grant financial assistance upto Rs.100,000/- from the budgetary allocations to any deserving employee of the Foundation or any individual for rendering outstanding contribution for the propagation of objectives of the Foundation or projecting role of freedom fighters through writings, arts, crafts or any other mode of expression;
- (p) have full powers to take disciplinary action under relevant rules in respect of officers in BS-16 and above;

- (q) have full powers to define and determine sphere of duty for all officials in BS-16 and above;
- (r) have full power to sanction payment to incur law charges or fee payable to an advocate or law firm;
- (s) have full power to sanction expenditure on development or non-development works as provided in the budget;
- (t) have full powers to incur expenditure on the purchase and repair of stores, furniture and fixtures, books, periodicals, newspapers, stationery and maintenance of record of the Foundation within the budgetary limits;
- (u) have full powers to sanction loans or advances to the regular or contract employees of the Foundation subject to the availability of the funds not exceeding the amount equal to ten months running pay within the approved budget against the relevant head of account;
- (v) have full powers to sell surplus or unserviceable stores and articles at book value or market value, whichever is higher or by open auction;
- (w) have full powers to sanction expenditure on repairs and up-gradation of all type of the Foundation assets;
- (x) have full powers to grant advance to the employees out of their G.P Fund accumulation in accordance with G.P Fund Rules;
- (y) have full powers to create posts upto BS-15 subject to fulfillment of all codal formalities ; and
- (z) have full powers to employ human resource or firm for specific assignment on contract basis for overcoming any emergent need based activities or programmes in BS-16 and above.

15. Accounts:- (1) The accounts of the Foundation shall be jointly operated by the Secretary and Director (Finance & Admin).

(2) A cash book shall be maintained by the Accounts Officer in prescribed form as laid in Punjab Financial Rules Vol. Part-1 and Deputy Director (Finance) shall sign and certify the entries therein on monthly basis.

(3) All cash transactions shall be entered in the cash book as per relevant rules and regulations.

(4) The cash book shall be closed and checked daily. In order to validate checking of the book the last entry checked therein shall be initialed with date by the Deputy Director (Finance).

(5) At the end of each month the concerned officers shall personally verify the cash balance and record below the closing entries in the cash book. A certificate to that effect with his dated signatures specifying both in words and figures the actual cash balance shall be recorded.

(6) The subsidiary registers, showing income and expenditure under various heads, shall invariably be maintained.

(7) The Board shall maintain a current or SDA fixed accounts regarding income and expenditure of Foundation, as the case may be, with any scheduled bank or Government Saving Centre.

(8) All payments exceeding ten thousand rupees shall be made by cross cheques.

(9) The Board may allow cash imprest to fulfill needs for petty cash.

16. Ex-post facto approval.- The Board shall be competent to grant ex-post facto approval to the expenditure made by the Foundation or any other matter or issue in the interest of Foundation and to regularize any payments made in advance to carryout activities of the Foundation.

17. Pension, GP fund, benevolent fund & group insurance.- The Board may allow pension, GP fund, benevolent fund & group insurance for the employees of Foundation.

18. Housing society for the employees.- The Foundation may establish housing society for its in service or retired employees in accordance with housing policy of the Government.

**SECRETARY
GOVERNMENT OF THE PUNJAB
INFORMATION & CULTURE DEPARTMENT**