



**GOVERNMENT OF SINDH
SCHOOL EDUCATION DEPARTMENT**

Karachi, dated the 21ST February, 2017.

NOTIFICATION

No. SO(G-III)SED/SEF/3-699/17. In exercise of the powers conferred under Section 16 of the Sindh Education Foundation Act, 1992, the Government of Sindh are pleased to make the following rules: -

1. (1) These rules may be called the Sindh Education Foundation (Conduct of Business) Rules, 2017. **Short title and commencement**

(2) They shall come into force at once.

2. (1) In these rules, unless the context otherwise requires:-

Definitions.

- a) "Act" means the Sindh Education Foundation Act, 1992;
- b) "Board" means the Board of Governors of the Foundation;
- c) "Chairman" means Chairman of the Board;
- d) "Department" means an administrative unit in the head office of the Foundation responsible for the conduct of business in a specified manner;
- e) "Director" means Head of the department;
- f) "Foundation" means the Sindh Education Foundation;
- g) "Fund" means the Fund established under Section 14 of the Act;
- h) "Government" means the Government of Sindh;
- i) "Incentive" includes honorarium, cash prize and certificate extended to employees of the Foundation or selected teachers and schools and scholarships granted to students on merit;
- j) "Managing Director" means the Managing Director of the Foundation;
- k) "Member" means Member of the Board appointed under the Act;
- l) "Non-Governmental Organization" means an entity set up for the objectives relating to social welfare, including the promotion of education, and registered under the Voluntary Social Welfare Agencies (Registration and Control) Ordinance, 1961, the Trust Act, 1882, the Societies Registration Act, 1860, or the Companies Ordinance 1984 or any other law for the time being in force;
- m) "Non-Official Member" means a member appointed in pursuance of sub-section (1) of section 5 of the Act;



SINDH EDUCATION &
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- n) "Official Member" means member appointed by virtue of his office in pursuance of sub-section (1) of section 5 of the Act;
- o) "Province" means the Province of Sindh;
- p) "Schedule" means schedule appended to these Rules;
- q) "School partner" means an entity, entered into contract with the Foundation, which runs a school of any grade or level in the province and is registered or recognized under the relevant law or an individual possessing certain criterion, to be determined by the Board or the Managing Director, and entering in contract with the Foundation;
- r) "Secretary" means Secretary of the Board.

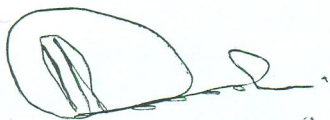
3. (1)(i). The Board shall consist of seven official members and five non-official members;

Constitution of the Board.

(ii). The Board may determine the number of the members from time to time as and when required;

(2) The Board may-

- (i) determine the directions and scope of the activities of the Foundation; -
- (ii) approve and review the operational plans and programs of the Foundation for improving access to quality education in the province;
- (iii) provide technical assistance to the partner organizations, private sector educational institutions and individuals for promotion of education;
- (iv) allocation, re-appropriation, review, revise and approve the annual budget of the Foundation;
- (v) acquire, borrow and mortgage property of the Foundation or any part thereof
- (vi) approve and grant permission to issue debt instruments or other securities;
- (vii) delegate any power of the Board to the Managing Director;
- (viii) determine and approve human resource requirements, salary structure and incentives for the employees of the Foundation and selected teachers, schools and students;
- (ix) recommend rules pertaining to audit, accounts, finance, service of the employees and other rules and regulations to Government as deemed necessary;
- (x) approve interventions and development schemes in thematic and programmatic areas for the promotion and encouragement of quality education in the Province to accomplish the functions laid down in



section 9 of the Act and to frame the governing criteria for the execution of such interventions and development schemes;

- (xi) constitute such financial, technical, advisory or other committees and determine their Terms of Reference as may be deemed necessary;
- (xii) raise funds through donations, grants, contributions and subscriptions;
- (xiii) receive funds from the sources including mentioned in Section 14 of the Act for the promotion and encouragement of education in the province and transfer savings in the form of net receipts to the Fund account of the Foundation;
- (xiv) approve a criterion for ranking of partner schools;

4. In case the Board becomes non-existent or non-functional for any reason, the Managing Director may with the approval of the Government, perform functions of the Board. **Functions of the Board.**

5. (1) The Chairman may coopt a person possessing such criteria to be determined from time to time. **Chairman.**

(2) The coopted member shall assist the Board in the field for which he shall be engaged.

(3) He shall cease to be coopted member once the purpose, for which he is engaged.

(4) He shall not form a part of quorum required for the meeting of the Board.

6. The Vice Chairman shall:- **Vice Chairman.**

(i) preside over, on non-availability of the Chairman and with his prior approval, meeting of the Board;

(ii) perform duty (s) assigned by the Chairman;

(iii) discharge powers delegated by the Chairman.

7. A person may be appointed as Non-official Member of the Board selected from the field of, but not limited to, Education; Finance, Public Administration, Development; Economics; Human Development or any other related field to be determined by the Board; **Non-official Member of the Board.**

8. (1) The Managing Director may be appointed either from Public Sector or Private Sector by the Government; **Appointment of the Managing Director.**

(2) A person, from private sector and possessing qualification and experience may be appointed as Managing Director on such terms and conditions as determine by the Government.

- (i) The Managing Director with the approval of the Chairman may summon the meeting of the Board on such date as may be specified;
- (ii) Any three members of the Board of Governors may requisition the meeting of the Board to consider the issue mentioned in the requisition notice and the Managing Director shall summon the meeting within a week on receipt of the requisition;
- (iii) The Chairman of the Board shall, when present, preside over the meetings of the Board, and in his absence, the meeting shall be presided over by the Vice Chairman, with prior approval of the Chairman. In case of non-availability of the Vice Chairman; the Chairman may nominate any member of the Board to preside over the meeting of the Board;
- (iv) Availability of six members including, at least two Members, from the private sector, shall constitute the quorum;
- (v) A motion or a resolution may be moved without previous notice with the permission of the Chairman;
- (vi) The Secretary shall record minutes of the meeting of the Board and in his absence, the Chairman may direct any other member to perform such functions. The minutes so prepared shall be submitted to the Chairman for approval within fifteen days. The minutes, so approved, shall be submitted to the Board in the next meeting for confirmation;
- (vii) All scheduled meetings of the Board shall be convened and held on prior notice of seven days. All urgent meetings may be convened and held on prior notice of two days;
- (viii) If a matter requires urgent approval of the Board and the meeting of the Board is not scheduled, the Board may approve a matter through circulation.

10. (1) The Chairman and the Members of the Board shall not be entitled to any regular salary for their services except a daily allowance if so decided and approved by the Board;

Honorarium
and Allowances.

- (2) The Members shall, however, be entitled to actual travel expenses and boarding and lodging for visits undertaken for the cause of the Foundation. The Managing Director shall be the sanctioning authority for such expenditures;

11. The Managing Director shall:-

Function of the
Managing
Director.

- (i) be the Chief Executive of the Foundation and shall cause the orders and decisions of the Board to be carried out;
- (ii) exercise all the executive, financial and administrative

- powers delegated by the Board;
- (iii) take all possible steps to ensure that the funds allocated to the Foundation are spent for the purposes, for which they are provided;
 - (iv) cause to be prepared and submit to the Board for approval, the annual statement of account and budget estimates;
 - (v) exercise powers of the Board, if the meeting of the Board is not scheduled and urgency has arisen, which does not involve policy matter. Approval of exercising of such powers shall be sought from the Board in its next meeting;
 - (vi) float summary for Chairman for approval of a matter, which requires approval of the Board prior to its implementation, if urgency has arisen and the meeting of the Board is not scheduled. Such matter shall be submitted to the Board, for confirmation, in its next meeting.
 - (vii) convene all meetings of the Board under the directions of the Chairman, while preparing the agenda for meetings of Board;
 - (viii) act as Secretary and record the minutes of the meeting of the Board, maintain the record of the proceedings of the Board and keep the minutes open for inspection by any member during office hours;
 - (ix) keep the Board informed of the progress of all programs and development schemes launched by the Foundation;
 - (x) carry out all the duties as assigned by the Board from time to time;
 - (xi) delegate his powers, with the approval of the Board, to Deputy Managing Director;
 - (xii) delegate powers, if the meeting of the Board is not scheduled but urgency has arisen to do so. Approval of such delegation of powers shall be sought in next meeting of the Board.

12. (1) The Managing Director, in case appointed from the private sector, may at any time, resign, on one month notice from his office by addressing a letter, mentioning reasons of such resignation, to the Chairman.

Resignation of Managing Director.

(2) Managing Director shall continue to discharge his duties and responsibilities, unless the resignation is approved or the period of one month expires, as the case may be.

13. (1) The Deputy Managing Director shall-

- (i) assist the Managing Director in discharge his duties;
- (ii) exercise powers delegated by the Managing Director;

Function of the Deputy Managing Director.

- (iii) perform duties and shall exercise the powers of Managing Director on his non availability and if delegated so;
- (2) He may be assigned other work by the Managing Director in the interest of the Foundation.
- (3) Head of each department shall report to Managing Director through Deputy Managing Director for discharging the official business.
- (4) If he is appointed from the private sector:
- (i) shall hold the office at the pleasure of Government;
 - (ii) shall be removed from his post on the ground of inefficiency or misconduct after giving him an opportunity of being heard;
 - (iii) may resign, at any time in his own hand writing on one month notice from his office by addressing a letter mentioning reasons of such resignation to the Chairman.
 - (iv) shall continue to discharge his duties and responsibilities, unless the resignation is approved or the period of one month expires as the case may be.
14. (1) If case concerns more than one department, at head office, the department, initiates the case, shall consult the concerned department as the case may be, before submitting to the competent forum or competent authority for approval. **Approval of the competent authority.**
- (2) If department, proposes amendment in the Act or in the rules or in the regulations, made under the Act, pertaining to the subject allocated to such department, shall prepare the draft of such amendment for submission of the approval;
15. (1) There shall be constituted a Committee, to be called Directors Committee, headed by the Managing Director and comprising the Deputy Managing Director and the Directors. **Directors Committee.**
- (2) The Committee shall--
- (i) facilitate coordination among the departments;
 - (ii) consider the matters of common interest;
 - (iii) tender advice on the matters referred to it by the Board or the Managing Director.
- (3) The Director, Human Resources department shall act as member / Secretary of the Committee.
16. (1) The Foundation may establish Offices at Regional or lower level, from time to time. **Establishment of Offices at regional or lower level.**

(2) The business of such Offices shall be specified and transacted in such manner as determined by the Managing Director;

17. (1) The departments at head office of the Foundation in the manner as specified in Schedule-I; **Departments of the Foundation.**
- (2) The business shall be distributed amongst the departments as indicated in Schedule-II;
18. (1) The Terms and Conditions of financial help, loan and grant shall be determined by the Board from time to time; **Terms and Conditions of financial help/loan.**
- (2) The Board may waive off the penalties, on criterion as determined from time by time, imposed on account of default of payments of installments of loan;
19. Monitoring and Evaluation Cell shall directly report to the Managing Director, unless delegated to any department by the Managing Director. He may prescribe the channel for the purpose of reporting and orders. **Monitoring and Evaluation Cell to report Managing Director.**
20. The Government may amend the rules, as and when necessity arises, in the public interest. **Amendment of Rules.**

SCHEDULE-I

(See Rule-17(1))

S. No	Name of Department	Head of the Department
1	Communication, Publication and Research	Director
2	Finance, Audit and Accounts	Director
3	General Administration and Coordination	Director
4	Human Resources	Director
5	Information Technology	Director
6	Planning and Programs	Director
7	Training and Assessment	Director

SCHEDULE-II

(See Rule-17(2))

S. No	Name of Department	Subjects allocated to the Department
1	Communication, Publication and Research	<ol style="list-style-type: none">1. Development of Policy and Protocols;2. Development and dissemination of learning material;3. Development and printing of Publications including E-Publications;4. Networking for linkages development and marketing on social media;5. Matters relating to Research;6. Organize and coordinate the campaigns, awareness walk and events;7. Production of books, pamphlets, posters and other material relating to the events;8. Production, distribution and exhibition of documentaries;9. Public and Project activities of the Foundation;10. Any other subject assigned by the Board or the Managing Director;
2	Finance, Audit and Accounts	<ol style="list-style-type: none">1. Audit of receipts and expenditure;2. Coordination with the stakeholders relating to Finance, Audit and Accounts;3. Development of Policy and Protocols;4. Deduction of General Provident Fund, Benevolent Fund etc;5. Framing, amendment and interpretation of the Financial Rules;6. Matters relating to grants, loans,

		<p>financial assistance and contribution;</p> <ol style="list-style-type: none"> Liaison with auditors of Foreign Donors and office of Director General Audit, Sindh; Maintenance of Accounts as per Financial Rules; Matters relating to Banking; Matters relating to foreign debt; Matters relating to Foundation Fund; Matters relating to Departmental Accounts Committee and Public Accounts Committee; Matters relating to Internal Controls and Compliance; Matters relating to disbursement of subsidy; Matters relating to Fixed Assets with annual depreciation; Preparation of budget; Processing and disbursement of salaries; Release of funds from the Finance department, Government of Sindh; Determine terms and conditions of financial help, loan and grant; Any other subject assigned by the Board or the Managing Director;
3	General Administration and Coordination	<ol style="list-style-type: none"> Advice regarding proper utilization of stationery and printing resources; Coordination with stakeholders relating to Procurement; Development of Policy and Protocols; Matters relating to Legal and general complaints;

		<ol style="list-style-type: none"> 5. Matters relating to Sindh Public Procurement Authority; 6. Liaison with all stakeholders pertaining to Procurement; 7. Matters relating to Stores; 8. Matters relating to Procurement including constitution of the Procurement Committee; 9. Supervision & monitoring of all procurements pertaining to different Departments, Programs and Units; 10. Any other subject assigned by the Board or the Managing Director
4	Human Resources	<ol style="list-style-type: none"> 1. Awards and honors for the Officers/Officials 2. Capacity building of the Officers/Officials. 3. Compilation of lists of officers/officials penalized on the basis of misconduct and debarred from the promotion or future employment, 4. Development of Policy and Protocols; 5. Disciplinary Proceedings; 6. Framing and amendment of the SEF (Conduct of Business) Rules, amendment of the Sindh Education Foundation Act, 1992, the rules, except financial rules, made under the Act and the recruitment rules; 7. Preparation of Identity cards of officers/officials. 8. Interpretation of service rules, except financial rules; 9. Matters relating to appointment, promotion, retirement, leave, seniority, transfer and posting and such other service matters;

		<p>10. Policy regarding re-employment of Government officers/officials with the approval of Government subject to service rules.</p> <p>11. Any other subject assigned by the Board or the Managing Director</p>
5	Information Technology	<p>1. Development and maintenance of Management Information System;</p> <p>2. Development and maintenance of Education Management Information System;</p> <p>3. Development and maintenance of Financial Management Information System;</p> <p>4. Development and maintenance of Human Resources Management System;</p> <p>5. Development of Policy and Protocols;</p> <p>6. Development and maintenance of website;</p> <p>7. Internal networking and I.T solution support;</p> <p>8. Monitoring and evaluation of assignments/projects relating to I.T;</p> <p>9. Any other subject assigned by the Board or the Managing Director</p>
6	Programs and Planning	<p>1. Development of Policy and Protocols;</p> <p>2. Planning , implementing and evaluating programs;</p> <p>3. Liaison and coordination with the Donors;</p> <p>4. Liaison and coordination with the stakeholders;</p> <p>5. Matters relating to subsidy except</p>

		disbursement; 6. Any other subject assigned by the Board or the Managing Director
7	Training and Assessment	1. Development of Policy and Protocols; 2. Development and implementation of Training and Assessment modules; 3. Development of other material relating to Assessment and Training; 4. Liaison with all stakeholders relating to Training and Assessment (Local and Foreign); 5. Matters relating to Assessment; 6. Matters relating to Training except capacity building of the officers/officials; 7. Any other subject assigned by the Board or the Managing Director

-SECRETARY TO GOVT. OF SINDH-

NO. SO(G-III)SED/SEF/3-699/17

Karachi dated.21st February,2017

1. Administrative Secretary (All). Government of Sindh, Karachi
2. The Chairman, Board of Governors, Sindh Education Foundation, Karachi
3. The Members (All), Board of Governors, Sindh Education Foundation.
4. The Vice Chancellor (All) of University in Sindh.
5. The Director (All), Sindh Education Foundation, Karachi
6. The P.S to Minister for Education & Literacy department, Government of the Sindh, Karachi.
7. The P.S to Special Secretary (Higher Education). Govt. of the Sindh, Education & Literacy Department, Karachi.
8. The P.S to Special Secretary (Schools), Govt. of the Sindh. Education & Literacy Department, Karachi.
9. P.S to the Managing Director. Sindh Education Foundation, Karachi.
10. Office File.



SINDH EDUCATION &
LITERACY DEPARTMENT




(ALI GUL JALBANI)
SECTION OFFICER (G-III)