

The Gazette of Pakistan

EXTRAORDINARY
PUBLISHED BY AUTHORITY

ISLAMABAD. SUNDAY, OCTOBER 29, 1989

PART III

Other Notifications, Orders, etc.

GOVERNMENT OF PAKISTAN

MINISTRY OF COMMERCE

RESOLUTION

Islamabad, the 25th October, 1989

No. 9 (9)89 Admn-IV.—WHEREAS the Government of Pakistan has decided to establish the Foreign Trade Institute of Pakistan, Islamabad as semi-autonomous body *at par* with other training institutions for speedy discharge of its function and duties ;

AND WHEREAS the Government decision contemplates the setting up of an autonomous Board of Governors to be responsible for administering the Foreign Trade Institute of Pakistan,

NOW, THEREFORE, it is resolved to establish a Board of Governors of the Foreign Trade Institute of Pakistan, Islamabad.

Name

1. The Board shall be known as the Board of Governors of the Foreign Trade Institute of Pakistan, Islamabad. The Board may register itself under Societies Registration Act, 1860, in order to obtain the benefits of being registered thereunder.

(01)

Price : Ps. 60

[5015]Ex. Gaz.]

Composition

2. The Board shall comprise the following:—

(i) Minister for Commerce	Chairman
(ii) Secretary Commerce	Vice-Chairman
(iii) Secretary Finance	Member
(iv) Secretary Foreign Affairs	Member
(v) Secretary Industries	Member
(vi) Chairman Tariff Commission	Member
(vii) Vice-Chairman, E.P.B.	Member
(viii) Member of the National Assembly	Member
(ix) Member of the National Assembly	Member
(x) President F.P.C.C. & I.	Member
(xi) President All Pakistan Textile Mills Association Karachi.	Member
(xii) Chairman Pakistan Tanners Association, Karachi	Member
(xiii) Chairman, Pak. Elect. Manuf. Association, Lahore	Member
(xiv) President Overseas Chamber of Commerce & Industry, Karachi.	Member
(xv) Director General, Foreign Trade Institute of Pakistan, Islamabad	Member/Secretary

Functions and Powers of the Board

3. The Board shall have full authority to determine and execute its policies and shall:—

- (i) laydown policy guidelines for the Institute ;
- (ii) exercise overall responsibility and authority over the Institute ;
- (iii) approve budget ;
- (iv) make such by laws as may be considered necessary for the proper administration of the Institute ;
- (v) make appointments of the Director General and Professional and technical staff ;
- (vi) constitute an Executive Committee ;
- (vii) receive and manage any property, grants, request, gifts, donations, endowments and other contributions made to the Institute ;
- (viii) maintain proper books of account to be kept for all sums of money received and expended by the Institute and for assets and liabilities of the Institute ;
- (ix) reappropriate funds from one major head of expenditure to another ;

- (x) enter into agreements, contract or arrangements on behalf of the Institute ;
- (xi) consider and approve staffing plans of the Institute ;
- (xii) suspend, punish and remove from service, in the prescribed manner, employees appointed by the Board ;
- (xiii) appoint auditors ;
- (xiv) delegate any of its powers to the Chairman, Director General or any other functionary ;
- (xv) take other steps for the proper functioning and development of the Institute within the framework of its objectives ; and
- (xvi) appoint a suitable person on transfer or deputation from any service group, provided a suitable person is not available from Commerce and Trade group.

Executive Committee

4. The decision and the guidelines provided by the Board of Governors will be executed through the Executive Committee. The Executive Committee shall consist of the following :—

(i) Secretary Commerce.	<i>Chairman</i>
(ii) Vice-Chairman, E.P.B.	<i>Member</i>
(iii) President F.P.C.C. & I.	<i>Member</i>
(iv) Director General, Foreign Trade Institute.	<i>Member/Secretary.</i>

The Committee shall meet at least once in three months.

Duties of the Office Bearers

- 5. (i) The Secretary shall be responsible for convening meetings of the Board in consultation with the Chairman or the Vice-Chairman (in the absence of the Chairman). The Secretary shall keep a record of the proceedings of the meetings.
- (ii) The Chairman shall be the appointing authority for all members of staff of the Institute in respect of whom the power of appointment does not vest in the Director General.
- (iii) The Chairman or, in his absence, the Vice-Chairman shall authorise the Director-General to participate in conferences, seminars and symposia in Pakistan and Foreign Countries in which case the sanction letter, authorising travel and participation in conferences, etc. will be issued by the Ministry of Commerce.
- (iv) The Secretary shall prepare the budget estimates and submit the same to the Board for approval.

Meeting of the Board of Governors

- 6. (i) Meetings of the Board shall be convened as often as may be necessary and shall take place at least once in every six months in consultation with the Chairman or in his absence Vice-Chairman. Notice of the

meeting shall issue under the signature of the Secretary and shall specify the date, time and place of the meeting and the agenda shall be accompanied by a working paper.

- (ii) The notice shall be issued to the members not less than fifteen days before the date of the meeting.
- (iii) No business shall be transacted at a meeting unless at least eight members are present.
- (iv) In case of difference of opinion, the opinion of the majority of the members present shall prevail.
- (v) Each member shall have one vote and in case of equality of votes, the Chairman shall have a second or casting vote.
- (vi) Where an urgent decision has to be taken and there is no time to call a meeting of the Board, the Director General shall obtain the orders of the Chairman or, in his absence, Vice-Chairman who may, if he thinks fit, pass orders forthwith on behalf of the Board, but in every such case the Chairman's orders shall be placed before the next meeting or circulated for confirmation.

Assets

7. All movable and immovable properties of the Institute shall vest in the Director General, but if the Institute is wound up, all such properties shall forthwith vest in the Government of Pakistan. A register of all movable and immovable property shall be kept by the Director General.

Budget

- 8. (i) An annual grant shall be provided to the Institute by the Federal Government through the Ministry of Commerce for the smooth discharge of its functions and the efficient conduct of its affairs.
- (ii) The Director General shall prepare detailed estimates of the receipt and expenditure and the anticipated opening and closing balances for the ensuing financial year. The estimates shall be prepared not later than the 30th day of November each year.
- (iii) The aforesaid estimates shall be approved by the Board in time for submission to the Federal Government by such date as may be fixed by the Government. The powers of appropriation, reappropriation and the incurring of expenditure outside the budget shall vest in the Chairman, but every exercise of such powers shall be reported to the Board in its next meeting.
- (iv) The Director General shall be the Chief-Accounts Officer of the Institute.

Contract

9. All contracts shall be approved and executed on behalf of, and in accordance with any direction of the Board by the Director General or his nominee.

Drawing and Disbursing of Fund

10. Grants-in-aid made to the Institute by the Federal Government all fees and contributions received by the Board shall be credited to a fund to be called the Institute Fund the accounts of which shall be kept at a scheduled bank in Islamabad and operated by the Director General.

The Director General

11. The Director General will have the overall responsibility of defining goals and formulating policy relating to the functions of the Institute directing academic as well as the administrative functions of the Institute and coordination with other governmental and non-governmental agencies in matters relating to the Institutes. More specifically, he will :—

- (i) be responsible for the development of the work programme for achieving the Institute's objectives and overall coordination of the work programme;
- (ii) provide guidance to the staff in research, evaluation and other academic activities of the Institute;
- (iii) appraise staff performance and potential and take measures for staff development in order to meet the institutional needs;
- (iv) maintain liaison with other research organisations and develop collaborative studies for achieving the objectives of the Institute;
- (v) provide advice to other governmental and non-governmental agencies;
- (vi) undertake research/teaching in one or more areas of concern to the Institute;
- (vii) be responsible for over-all efficiency and smooth functioning of the Institute;
- (viii) exercise in respect of the Institute such administrative and financial powers (including power of re-delegation) as may be delegated to him by the Board or the Chairman. Till such delegation he shall exercise the powers of a Head of attached departments as are specified by the Government of Pakistan. Ministry of Finance Memo No. 1 (5) R.12/80, dated 11-3-1981, as amended from time to time;
- (ix) delegate such of his functions to one of the officers of the Institute as may be approved by the Board of Governors;
- (x) fill posts carrying scales of pay from NPS 1 to NPS 17;
- (xi) submit the annual and supplementary budget of the Institute to the Board;
- (xii) have powers to incur miscellaneous contingent expenditure within the budgetary provision;
- (xiii) exercise powers of a controlling officer in respect of his own bills and of the employees of the Institute;
- (xiv) assign duties of the staff of the Institute;
- (xv) prepare the annual report of the Institute for the Board and Federal Government;
- (xvi) exercise disciplinary powers in respect of the Institute on behalf of the Chairman, who will be the final appellate authority;
- (xvii) organize extension lectures, talks and seminars;
- (xviii) maintain an upto-date training library;

- (xix) ensure that all buildings, vehicles, machines and the property are kept in proper order;
- (xx) shall conduct an annual stock-taking of all property, including library of the Institute;
- (xxi) exercise such other powers as the Board may entrust to him.

Accounts

12. (i) All accounts relating to the Institute Fund shall be maintained in the manner, hereinafter prescribed by the Director (Admn & Finance) acting on behalf of the Chief Accounts Officer.
- (ii) The Director (Admn & Finance) shall maintain the following registers :
- (a) Cash Book ;
 - (b) Subsidiary receipt and expenditure register for each head of account ;
 - (c) Contingent Register ;
 - (d) Register of permanent advance ;
 - (e) Travelling allowance register ;
 - (f) Receipt Book.
- (iii) The Chief Accounts Officer shall keep the cheque book relating to the Institute Fund in his own custody.

Winding up

13. In the event of the winding up of the Institute at any stage of its operation, all properties and assets vesting with the Director General shall revert to the Government of Pakistan.
14. ORDERED that copies of the Resolution be forwarded to the Provincial Governments and various Ministries/Divisions of the Government of Pakistan
15. ORDERED also that the Resolution be published in the Gazette of Pakistan.

Sd/-
SECRETARY COMMERCE.