

THE SIND GOVERNMENT GAZETTE

KARACHI WEDNESDAY AUGUST 3, 1988.

PART-I

GOVERNMENT OF SIND

SOCIAL WELFARE EXCISE & TAXATION DEPARTMENT

DARUL ATFAL SIND SUPERVISION & CONTROL BOARD

NOTIFICATION

KARACHI, THE 13TH JANUARY, 1988.

No. F-7-183/76-DSW(Part-II).—In exercise of the powers conferred by Section 26 of the Sind Darul Atfal (Supervision & Control) Act, 1976, the Sind Orphanages Supervision and Control Board, with the previous approval of Government, is pleased to make the following rules, namely:—

CHAPTER—I

Preliminary.

1. (1) These rules may be called the Sind Darul Atfal (Supervision and Control) Rules, 1987. **Short title and commencement.**

(2) They shall come into force at once.

2. In these rules, unless there is anything repugnant in the subject or context. **Definitions**

(a) “Act” means the Sind Darul Atfal (Supervision & control) Act, 1976.

(b) “form” means a form appended to these rules;

(c) “licence” means a licence issued under Section 14;

(d) “meeting” means a meeting of the Board;

(e) “Section” means a section of the Act.

(f) “Treasurer” means Treasurer of the Board nominated by the Chairman from amongst the official Members;

(g) “Schedule” means the schedule appended to the rules;

CHAPTER—II

GRANT AND RENEWAL OF LICENCES

3. (1) An application for licence for the continuance of the Darul Atfal existing immediately before the coming into Force of the Act, shall be made in Form ‘A’ and for establishing a Darul Atfal shall be made in Form “B” **Application for Licence.**

(2) Every application under Sub-Rule (1) shall state the name and address of the applicant and accompany:—

(a) Certificate of sound financial position and other evidence of being capable of running a Darul Atfal;

(b) A treasury challan showing payment of fee of fifty rupees

- referred to in section 14;
- (c) A building plan of the building of the existing Darul Atfal or proposed Darul Atfal;
 - (d) performance report for last one year (in the case of an existing; Darul Atfal;
 - (e) audited statement of accounts (in the case of an existing; Darul Atfal;
 - (f) list of employees with necessary details (in the case of existing darul Atfal;
 - (g) details of staff to be appointed in the case of proposed Darul Atfal;
 - (h) list of office bearer of the agency in case the applicant is an agency.

(3) Application for renewal of licence accompanied by renewal fee shall be made in Form “C” thirty days prior to the expiration of the existing licence.

4. (1) A licence shall be issued in Form “D”.

Licence.

(2) The period of licence shall commence Form the date of its issue provided that in the case of a new Darul Atfal the period shall commence from the date the Darul Atfal actually starts functioning and where the Darul Atfal does not start functioning within ninety days of the issue of the licence the same shall, in the discretion of the Licencing Authority, be liable to be cancelled.

(3) The Licencing Authority shall cause the particulars of the Licence to be entered in a register in Form “E”.

5. Any change in the address, shall be notified to the Licensing Authority as early as possible.

Change of the address.

6. (1) Where a licence fails to get the licence renewed, the licence shall be deemed to have been cancelled.

Licence cancelled.

(2) Where it is proposed to discontinue an existing Darul Atfal permission of the Board shall be obtained and in case the Darul Atfal is allowed to be discontinued, the licence shall be deemed to have been cancelled, with such consequences as may be specified by the Board under Sub-Section (2) of section 19.

CHAPTER—III

DUTIES AND FUNCTIONS OF THE LICENCE AND WORKING OF DARUL ATFALS.

7. (1) The accounts of a Darul Atfal shall as far as possible be maintained and audited as the accounts of the Board are maintained and audited under Chapter—IV.

Accounts of the Board.

(2) The licence shall:—

- (a) prepare a ledger containing all personal and impersonal accounts;
- (b) prepare an income and expenditure account which shall be completed at the close of each financial year and shall be duly audited;
- (c) pay all moneys received by it into a separate account kept in its name at such bank or banks as may be approved by the Licensing Authority;
- (d) maintain a members book in the case of an agency which shall contain the names and addresses of the members of the agency.
- (e) Maintain a minute book in the case of an agency which shall contain record of the minutes of the meetings of the agency;
- (f) Maintain an inspection book containing the views of the person authorized to inspect the Darul Atfal;
- (g) Maintain record of medical examination of children;
- (h) Maintain such other books as the Licensing Authority may by order in writing require; and
- (i) Furnish to the licencing Authority such particulars with regard to accounts and other records as it may from time to time require.

(3) Every employee of the licence responsible for the custody or handling of cash or stores shall be required to furnish a security in cash or in the form of fidelity bond from an Insurance Company of reasonable financial standing or a Scheduled Bank for such amount as the licence may determine and a copy of such bond shall be furnished to the Licencing Authority.

(4) The Licencing Authority or any person authorized by it in this behalf, may at all reasonable.

8. (1) A licence shall at the close of each financial year submit its **Annual Report** and audit accounts to the licence Authority and publish the same for general information.

(2) The Annual Report shall, inter-alia contain:—

- (a) general management of the Darul Atfal;
- (b) the nature and extent of service rendered during the year, if possible, supported by figures;
- (c) programme for the next year; and
- (d) audited accounts.

(3) A copy of the Annual Report shall be submitted to the Licencing Authority immediately on its publication.

9. (1) Each child shall have a complete physical examination made prior to his admission in a Darul Atfal or within twenty four hours after admission by a registered doctor.

Medical Examination.

(2) The registered doctor making the examination shall report the result in writing with details about the child's physical condition and development, his freedom from communicable disease, and any other remarks if considered necessary.

(3) The medical examination report shall be furnished in Form 'F' within forty eight hours of such examination to the Licencing Authority.

(4) Regular physicaly examination of children after every six months or more frequently as recommended by the registered doctor or as need indicates shall be conducted.

10. (1) the licence shall accept only such number of children as it may serve adequately, and to whom it can other the type of care needed.

Admission and of discharge Children.

(2) On admission of a child, the licence shall within the period mentioned in section 24 furnish the particulars of the child to the Licencing Authority in form 'G'.

(3) The Licence shall discharge a child from the Darul Atfal when the purpose of placement of the child is achieved, and furnish the particulars of such child to the Licencing Authority in form 'H' within the period in Section 24.

11. Any person on payment of fees document rupees per document may inspect any document relating to a licenced Darul Atfal at the office of the Licencing Authority, or obtain a copy of or extract from any such document on payment of one rupee for every hundred words or part thereof.

Inspection of document and its fees.

CHAPTER—IV

POWERS AND FUNCTIONS OF THE FUNCTIONARIES OF THE BOARD

12. In emergent cases, the Chairman may pass orders on behalf of the Board, provided that all such cases shall be placed before the Board for its approval in the first meeting to be held after such orders.

Powers of Chairman.

13. The Secretary shall:—

Powers of the Secretary.

- (a) Convene all meetings in accordance with the orders of the Chairman;
- (b) Prepare agenda for the meetings with the approval of the Chairman and circulate it with necessary papers amongst the members;
- (c) Keep records of the proceedings of the meetings as verified at the next meeting by the persons attending the meeting;
- (d) Generally supervise the work of the Boards office and place all matters pertaining to the Board before the Chairman for orders;
- (e) Submit to the Chairman an annual report on the working of the Board at the end of each financial year;
- (f) Submit to the Board a draft budget for the next financial year in the last week of April each year for submission to Govt.

14. (1) The Chairman shall, in consultation with the Board nominate one of the official members of the Board as the Treasurer of the Board. **Treasurer.**

(2) The Treasurer shall be responsible for—

- (a) the maintenance of accounts of the Board and its financial administration in accordance with Chapter-IV.
- (b) submitting an income and expenditure statement of account to the board every quarter; and
- (c) submitting an income and expenditure account of the preceding financial year to the Board within three months of the close of the year.

15. The Chairman or the Secretary and the Treasurer shall jointly have the authority to sign, endorse, transfer and deliver on behalf of the Board any certificate, bond, note or other security belonging to the Board. **Joint powers of the office bearers.**

CHAPTER—V

ACCOUNT AND AUDIT OF THE BOARD

16. (1) The Board shall keep its funds in any scheduled Bank as it may decide. **Schedule Bank.**

(2) Withdrawals from the Bank shall be made under the signature of the Treasurer and the Chairman and in the absence of the latter, the Secretary.

(3) The Cheque Book shall remain in the custody of the treasurer.

(4) The Chairman shall have powers to sanction contingent

expenditure upto Rs. 2,000/- on any one item.

(5) The Secretary shall have powers to sanction contingenditure upto Rs. 1,000/- on any one item.

(6) A permanent imprest of Rs. 500/- shall be placed at the disposal of the Treasurer to meet the day to day expenditure of the Board.

17. (1) All transactions of the Board having a money value shall, under the supervision of the Treasurer or any officer authorized by the Board, be brought to account in the manner provided by these rules. **Maintenance of account.**

(2) All figures in accounts shall be in English, and the Accounts register shall be written in English.

(3) All accounts shall be maintained up-to-date and every transaction shall be account for soon as it is made.

(4) The details about all accounts shall be recorded as fully as possible, so as to satisfy any enquiry that may be made into the particulars of any case.

(5) All records relating to accounts shall be clear, explicit, and self-contained.

(6) No erasure shall be made in any account register of form and if any correction is to be made, it shall be made in red ink and attested by the dated initials of the official concerned.

18. (1) The receipts of all cash, cheques and book-transfers for credit to the Board shall be entered on the receipt side of the Cash Book as soon as the receipt is issued. **Cash Book.**

(2) The disbursement of all moneys from the Board shall be entered on the expenditure side of the Cash Book, as soon as the disbursement is made.

(3) At the end of each day, the totals of the amounts received and spent during the day shall be worked out, and the balance struck.

(4) The amount remitted to the Bank each day shall be shown in the appropriate column of the Cash Book, indicating the number and date of the Challan with which the amount is remitted.

(5) All entries in the Cash Book shall be checked by the Treasurer or any officer authorized by the Board item by item with reference to the receipts and vouchers, and attested in token of the checking.

(6) The Cash Book shall unless otherwise provided, be signed by the Treasurer or by an officer authorized by the Board daily.

(7) At the end of each month, the balance shall be struck, and the closing balance verified.

(8) the totals of various columns in the Cash Book shall be carried forward into the next months account.

19. (1) All moneys or cheques received by the Board shall be acknowledged by a receipt. **Receipts.**

(2) All receipts shall be written in figures and words with copying pencil in duplicate by carbon process and the carbon copy shall be retained by the official using the receipt while the original shall be detached and handed over to the person making the payment.

(3) No duplicate copy of the receipt shall be issued under any circumstances but if necessary a certificate may be given by the disbursing authority to the effect that such payment was made by such person on such date.

20. The accounts of the Board shall be audited each year by a Chartered Accountant or by any Auditor or Treasury Officer appointed by Govt. **Audit of account of the Board.**

21. If the budget duly sanctioned by Government is not received by the Board before the commencement of the financial year, it shall be deemed to have been sanctioned by Government without any modification. **Budget Sanctioned.**

22. All members shall serve the Board without financial or material profit and no member shall be employed by the either full-time or part-time. **Board member without financial or material profit.**

CHAPTER-VI

MEMBERSHIP AND MEETINGS OF THE BOARD

23. The Board shall keep a roll of members containing the names and addresses of the members and every member shall, sign the roll when he attends a meeting of the Board. **Board keep Roll of member.**

24. (1) At least ten days notice shall be given for an ordinary meeting and four days notice for an emergent meeting. **Notice.**

(2) Two third of the members shall form the quorum for an ordinary meeting and one third for an emergent meeting.

(3) All question at the meeting shall be decided by a majority of

votes.

(4) Every member including the Chairman shall have one vote, but in the case of tie, the Chairman shall have a casting vote.

(5) In the absence of the Chairman, the meeting shall be presided over by the members elected by the members present at such meetings.

(SHAUKAT ALI SHAIKH)
SECRETARY
SOCIAL WELFARE, EXCISE &
TAXATION
DEPARTMENT, GOVERNMENT OF SIND.

(FORM "A" SEE RULE 3.)

APPLICATION FOR ISSUE OF A LICENCE

(DARUL ATFAL EXISTING BEFORE COMING INTO FORCE OF SIND ACT NO. VII OF 1976)

To,

The Secretary,
Sind Darul Atfal (Supervision & Control)
Board, Karachi.

Dear Sir,

I/We the undersigned have been operating a Darul Atfal the particulars of which are given below:--

1. Name of Darul Atfal _____
2. Name of the person/agency administering the Darul Atfal

3. Address: _____ Tel: no. (if any) _____
4. Registration no. in the case of an Agency _____
5. Number of Children in the Darul Atfal _____
Male/Female
6. Name and address of office bearers/Administrators/members of the Governing Body in the case of an agency.

Name of Designation	Address	Tel: No.
01.		
02.		
03.		
04.		
05.		

7. (A) Name and Designation of employees of the Darul Atfal

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

(B) Voluntary Staff. (Name and function being performed).

- 1.
- 2.
- 3.
- 4.
- 5.

8. Details of Income and expenditure of the last year. (Attach a copy of audited statement of the preceding year).

Income Resources

Donation Rs.

Grant for N.C.S.W.

Grant from S.S.W.C.

Sale of Skins.

Zakat Fund, Income from any other source.

Heads of Expenditure

Salary of Staff

Maintenance of Children

etc. etc.

9. Brief statement the following information is attached :

- (a) Accommodation for the services being rendered.
- (b) Medical Facilities.
- (c) Recreational Facilities.
- (d) Education Facilities.
- (e) Rehabilitation services/programme.
- (f) Any other facilities provided.

10. Name or names of the bank or banks in which funds are kept.

11. The following documents are attached.

- (i) Annual Report of the previous year.
- (ii) Audited Statement of Accounts of the previous year.
- (iii) Treasury Challan for Rs. 50.00 (Rupees fifty only Licence).
- (iv) Building plan (with completion certificate if any)

I/We apply for a licence to run the Darul Atfal for Male/Female Orphans under the Sind Darul Atfal (Supervision and Control) act, 1976, and under take to abide by all conditions of the licence and the provisions of the Act and the rule made thereunder.

Yours faithfully

Date _____

(The individual/officer Bearers/Administrators)

Name.	Designation	Occupation	Signature
1.			
2.			
3.			
4.			
5.			
6.			
7.			

Signature of two witness with name and address.

1. _____

2. _____

FORM "B"

APPLICATION FOR ISSUE OF LICENCE
(DARUL ATFAL ESTABLISHED AFTER THE COMING INTO
FORCE OF SIND ACT. NO VII OF 1976)

To,

The Secretary,
Sind Darul Atfal (Supervision & control) Board,
Karachi.

Dear Sir,

I/We the undersigned proposed to establish a Darul Atfal for _____ Male/Female Orphans in accordance with the provisions of the Sind Darul Atfal (Supervision & Control) Act, 1976. The Particulars of proposed Darul Atfal are given below :

1. Name of Darul Atfal _____
2. Name of the person/agency who intend to administer the Darul Atfal : _____
3. Address _____ Tel : No. (if any) _____
4. Registration No. in the case of any agency _____ Date and place of registration _____
5. Plan of operation : (attach separate sheet) _____ (please give brief statement of the steps to be taken for establishment of Darul Atfal with reference to finance, accommodation qualified personnel, equipment etc.
6. How proposed to be financed : _____

7. Name(s) of Bank in which funds of the Darul Atfal are proposed to be kept

I/We apply for a licence to establish and run a Dural Atfal for (Supervision & Control) Act, 1946 and to undertake to abide by all conditions of the licence and the provisions of the Act and the rules made thereunder. A treasury challan for Rs. 50.00 (Rupees fifty only) on account of licence fee is enclosed).

Date : Yours faithfully,
(individual/afficebeare of the agency)

Name	Address	Occupation	Signature
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

9. Signature of two witnesses with name and address

1. _____
2. _____

FORM "C"

(See Rule 3)

**APPLICATION FOR RENEWAL OF LICENCE
(MUST BE FILED ONE MONTH PRIOR TO THE EXPIRATION OF THE EXISTING
LICENCE)**

To,

The Secretary,

Sind Darul Atfal (Supervision and Control) Board,
Karachi!

Dear Sir,

I/We the undersigned apply for the renewal of our Licence No. _____ dated _____ issue in the name of _____ for a further period of two years as required under Section 16 of the Sind Darul Atfal (Suppervision and Control) Act, 1976.

The following documents are attached—

- (1) Annual reported of the last two years
- (2) Audited statement of Accounts of the last two years.
- (3) Treasury Challan for Rs. 25/- (Renewal fees).
- (4) Original lincence of the Darul Atfal.

Yours faithfully,

Dated _____ . (Individual/Office bearers of the agency).

Name	Designation	Address	Occupation	Signature
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

FORM "D"

(See rule 4)

(LICENCE IS VALID FOR TWO YEARS FROM THE
DATE OF ISSUE/RENEWAL)

No _____

KARACHI DATED _____

In pursuance of Section 14 of the Sind Darul Atfal (Supervision & Control) Act, 1976 (Sind Act. 1976). I, _____ the Licensing Authority have been satisfied that

_____ (Name and address of the person/agency) seeking to establish/continue a Darul Atfal by the name of (Name and address of the Darul Atfal _____) has fulfilled the requirements and standard of a Darul Atfal and has undertaken to abide by the conditions laid down hereunder, grant the licence to the said (name of the person/agency) to establish/continue the above named Darul Atfal for _____ Male/Female Orphans.

TERMS AND CONDITIONS OF THE LICENCE

- (1) The licence shall not be transferable.
- (2) The licence will expire two years from the date of issuance.
- (3) The number and age range of children, permitted in the licence must not be exceeded.
- (4) The Darul Atfal shall accept only those children it is equipped to serve adequately and to whom it can offer the type of care needed.
- (5) Failure to comply with any rule, regulation or term of licence is cause for revocation or suspension of the licence.

- (6) Neither the location of Darul Atfal, Boarding Home, Nor place of performance of any service specified herein shall be changed without written consent of licensing Authority.
- (7) The licence shall:—
- (i) maintain a register setting forthwith the following facts concerning each child cared for in a Darul Atfal:—
 - (a) Name of the Child .
 - (b) Father's/Mothers Name.
 - (c) Age.
 - (d) Last previous address.
 - (e) Nearest of Kind
 - (f) Persons responsible for his care and maintenance.
 - (g) Such other data as the Licensing Authority requires from time to time.
 - (ii) report the occurrence of death of any child together with the time and cause thereof within 48 hours thereof.
 - (iii) report any accident involving serious injury to any child and any major fire on the premises to the Licensing Authority within 48 hours;
 - (iv) Furnish information or statistics requested by the Licensing Authority within 48 hours;
 - (v) inform the Licensing Authority on any change in administrative personal within 48 hours;
 - (vi) maintain minimum standard in respect of personal care of children fixed by the Licensing Authority, from time to time.
 - (vii) Inform the Licensing Authority within seven days in the case of loss of the licence.
 - (viii) Maintain minimum physical standard of building as given below:—

MINIMUM STANDARD

PHYSICAL AND ENVIRONMENTAL CONDITION OF DARUL ATFAL:

Every Darul Atfal will be required to provide the following minimum physical facilities in the building.

- (1) Spacious building.
- (2) Adequate provision of safety of Atfal.
- (3) Neat and clean and airy emiteries/bed rooms providing one bed per child.
- (4) Clean and spacious kitchen.
- (5) Adequate provision of hygienically clean bath rooms.
- (6) Proper conservancy and sanitary conditions.
- (7) Proper lighting and adequate supply of water and gas.
- (8) Adequate purdah and privacy (for girls).
- (9) Common room.
- (10) Dining Hall, Visitors rooms, Class rooms, recreation room and separate administrative block.
- (11) Provision of residence of Madron or Superintendent.
- (12) Isolation room for sick.
- (13) Open space for kitchen.

(d) Any other Medical Examination:

.....
.....
.....

Date of Medical

Signature of Medical Practitioner.

Examination

Signature of Manager/Superintendent
of Darul Atfal

FORM "G" (See rule 10)

ADMISSION OF CHILD IN DARUL ATFAL.

(Should be furnished to Licensing Authority within 7 days)

Registration No. _____

Dated:

1. Name of the Child admitted. _____
2. Father's Name: _____
3. Previous address: _____
4. Date of birth/Age: _____
5. Place of Birth: _____
6. Other members of family:

Name	Age	Relationship.	Address.
(i)			
(ii)			
(iii)			
(iv)			
(v)			

7. Reasons for admission in Darul Atfal :

- (i) Full Orphan: _____ (Both Father & Mother died.)
- (ii) Half Orphan: _____ (only father is died.)
- (iii) Any other: (Specify) _____

8. Referred by.

- (i) Name : _____
- (ii) Address: _____
- (iii) National Identity Card No. _____
- (iv) Profession: _____
- (v) Relationship with the Child: _____

9. Probable length of placement in Darul Atfal : _____

10. Educational Standard of the Child: _____

11. Plan for care of the child (mention briefly)

12. Any other information: _____

Dated: _____

Signature of Administrator.

FORM 'H' (See rule 10)
DISCHARGE OF CHILD FROM DARUL ATFAL :

(Should be furnished to licensing authority within seven days)

Registration No. _____

Dated _____

1. Name of the child discharged: _____
2. Admission No. _____ Dated: _____
3. Father's Name. _____
4. Age at the time of discharge: _____
5. Length of stay in Darul Atfal : _____
6. Address of child after discharge: _____
7. Name and address of parents/guardian to whom the ward is being handed over.
8. Qualification of child at the time of discharge:
9. (i) Accademic. _____
(ii) Vocational. _____
(iii) Any other. _____
10. Plan for discharge: _____
11. Whether purpose of placement is achieved, if so, give details;
12. Assistance provided at the time of discharge:

(i) Financial Rs. _____
(ii) Employment _____
(iii) Residential. _____
(iv) Any other assistance. _____

13. Any other information.

Dated _____

Signature of administrator

Signature of Ware/parents.

**Secretary to Sind Darul Atfal.
Supervision & control Board.**

THE SIND DARUL ATFAL (SUPERVISION & CONTROL) RULES, 1988.

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FORM "E"

(See rule 4)

Register containing particulars.

According to Section 14(5) of the Act.

S. No.	Name of address of Darul Atfal.	Licence No.	Date of issue	Particular of the Licence	Telephone No. of the licence/ Darul Atfal if any