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PART-I

REHABILITATION DEPARTMENT
PROVINCIAL DISASTER MANAGEMENT
AUTHORITY SINDH

Karachi dated the 26th December,2016.

NO:PDMA(S)/11(2)/2014:- In exercise of the powers conferred under section 47 of the National Disaster Management Act-2010, the Government of Sindh are pleased to make the following rules namely:-

1. SHORT TITLE, APPLICABILITY AND COMMENCEMENT:-

(1) These Rules may be called the Provincial Disaster Management Authority Sindh Service Rules 2016.

(2) These rules shall be applicable to all the employees of Authority, District Authority and such other persons as the Authority may direct.

(3) These rules shall come into force at once.

2. DEFINITIONS:

(1) In these rules unless the context otherwise requires -

(a) "Act" means the National Disaster Management Act, 2010 (Act XXV of 2010);

(b) "Appointing Authority" means a person or an authority authorized by these rules to make appointments to a post;

(c) "Authority" means the Provincial Disaster Management Authority Sindh;

(d) "Authority allowance" means the monthly remuneration drawn by an employee other than special pay, personal pay, technical pay or other allowances paid with monthly salary;

(e) "Board" means the Board of Governors of the Authority;

(f) "basic pay scale" means scale of pay in which a post or group of posts is placed;

(g) "Director General" means the Director General of the Authority who shall be the Chief Executive of the Authority;

(h) "duty" means any performance of official working in the office or outside the office and includes official tour in or outside the Province or Pakistan;

(i) "employee" means and includes an officer and official of the Authority;

(j) "Entitled Officers" means Director General of the Authority and those (BPS-17 or equivalent and above) employees of the Authority;

(k) "Family" means parents, husband, wife and children of the employees of the Authority;

(l) "Government" means the Government of Sindh;

(m) "Provincial Disaster Management Authority Sindh Employee" means a person who is serving in the Authority against a sanctioned post on regular basis or by transfer from any authority or department of the Government of Sindh or employed on contract basis for a specific period;

(n) "Principal Accounting Officer (PAO)" means the Secretary of the Administrative Department;

(o) "pay" means the monthly remuneration drawn by an employee other than special pay, personal pay, qualification pay, technical pay;

(p) "Salary" means gross emoluments paid to the employee;

(q) "Selection Committee" means the Promotion Committee or Selection Committee for the purpose of making promotions and selection for initial appointment to a post;

(r) "usual and admissible terms and conditions" means the prevailing terms and condition of the contractual employees of the same scale who is working in the Authority;

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

SERVICE MATTERS

3. **INITIAL APPOINTMENTS:** (1) Initial appointments to a post or service shall be made if the posts –

(i) fall within the purview of the Sindh Public Service Commission; on the basis of examination or test to be conducted by the Commission;

(ii) it do not fall within the purview of the Sindh Public Service Commission, in the manner as may be determined by the Authority.

(2) A candidate for initial appointment shall be citizen of Pakistan, having domicile of the Province of Sindh;

(3) A candidate for appointment by initial recruitment must possess the educational qualifications and experience and be within the age limit as laid down for that appointment.

Provided that where a percentage has been specified for departmental promotion and initial appointment, promotion against the post reserved for departmental promotion shall be made first:

Provided further that if no suitable person is available for promotion, the vacancy may be filled by initial appointment:

Provided also that two per centum of such appointments in posts in basic pay scale 15 and below shall, subject to availability, be made from amongst the disabled persons as defined in the Disabled Persons (Employment and Rehabilitation) Ordinance, 1981.

(4) No candidate shall be appointed to a post unless, after such medical examination as Government may prescribe, such candidate is found medically fit to discharge the duties of the post.

(5) The terms and conditions of the employment of the Contractual employees will be followed in all related decisions mentioned therein.

4. **PROBATION:** (1) An initial appointment to a service or post, not being adhoc appointment, shall be on probation for a period of two years, extendable for one year as the competent authority may deem fit.

(2) Any appointment by promotion or transfer to a service or post may also be made on probation for one year.

(3) On the successful completion of probation period, the appointing authority shall by specific order terminate the probation of the officer or official concerned within two months after the expiry of probation period.

5. **CONFIRMATION:** (1) A person appointed on probation shall on satisfactory completion of his probation, be eligible for confirmation in a service or post, as the case may be prescribed.

(2) A civil servant promoted to a post on regular basis shall be eligible for confirmation after rendering satisfactory service for the period prescribed for confirmation therein.

(3) There shall be no confirmation against any temporary post.

(4) Confirmation in a service or post shall take effect from the date of occurrence of permanent vacancy in that service or post or from the date of continuous officiating, in such service or post, whichever is later.

6. **LIEN:**

(i) Retention of lien: On confirmation in a permanent post, an employee shall acquire a lien in that post and shall retain it during the period when he -

(a) performs duties of that post;
(b) holds a temporary post other than a post in the cadre to which he was originally appointed;
(c) is on joining time or transfer to another post; and
(d) is on leave duly approved by the competent authority.

(ii) Termination of Lien: (1) Notwithstanding [illegible] an employee's lien on a post shall not be terminated until he acquires a lien on a post in the Authority.

(2) The lien of an employee, who is reduced in rank or [illegible] to a lower post as a consequence of disciplinary proceedings, shall be terminated against the post from which he is reduced in rank, or reverted to a lower post, as the case may be.

(3) An employee who, through proper channel, joins another service on regular basis outside the Authority in a government department or an autonomous body or an organization set up or managed by the Federal or Provincial Government after being selected through a regular selection process, shall hold his lien against his present post in the Authority only for Two years or during the period of his probation for the new appointment, whichever is less.

7. **SENIORITY:** (1) For proper administration of a service or post the appointing authority shall cause a seniority list to be prepared from the first day of January of each calendar year.

(2) Seniority on initial appointment to a service or post shall be determined on the basis of merit as determined by the selection authority.

(3) Seniority in a post or service to which an employee is promoted shall take effect from the date of regular appointment to that post.

8. **PROMOTION:** (1) An officer or official in service possessing such minimum qualification as prescribed in the recruitment rules shall be eligible for promotion to a higher post for the time being reserved under the rules for departmental promotion in the service or posts to which he belongs:

(2) A post referred to in sub-rule (1) may either be a selection post or a non-selection post to which promotions, shall be made as may be prescribed by recruitment rules:

(a) in the case of a selection post, on the basis of selection on merit, and

(b) in the case of a non-selection post, on the basis of seniority-cum-fitness.

9. **POSTING AND TRANSFER:** Every officer or official shall be liable to serve anywhere within the Authority, against any post of equivalent grade established by the Authority.

10. **APPOINTMENT BY TRANSFER:** Appointment by transfer to a post in the Authority shall be made strictly in accordance with the recruitment rules and only in the interest of the Authority;

11. **TERMINATION OF SERVICE:** (1) The services of an officer or official may be terminated without notice -

(i) during the initial or extended period of his probation;

(ii) on the expiry of the initial or extended period of his employment as per contract of appointment.

(iii) if the appointment is made on ad hoc or contract terminable on the appointment of a person on the recommendations of the selection authority, or the appointment of such person

(2) Where, on the abolition of a post or reduction in the number of posts, the services of an employee are required to be terminated, the person whose services are terminated shall ordinarily be the one who is the most junior in such service in accordance with the rules applicable to civil servants of Government.

12. **RETIREMENT FROM SERVICE:** (1) An officer or official shall retire from service

(i) on such date after he has completed twenty five years of service qualifying for pension or other retirement benefits as the competent authority may, in the public interest, direct; provided that no

employee shall be retired unless he has been informed in writing of grounds of the action proposed to be taken against him and he has been given an opportunity of showing cause; or

(ii) where no direction is given under clause (i), on the completion of the sixty year of his age.

(2) An employee on leave preparatory to retirement shall be deemed to be in the service of the Authority and be liable to retire on completion of sixty years of his age irrespective of the fact whether such leave has or has not expired.

Explanation:- In this rule, "competent authority" means the appointing authority or a person duly authorized by the appointing authority in that behalf, not being a person lower in rank than the employee concerned.

13. **CONDUCT:** The conduct of the officer or officials shall be regulated by rules made, or instructions issued by the Authority.

14. **EFFICIENCY AND DISCIPLINE:** An employee shall be liable to prescribed disciplinary action and penalties in accordance with the prescribed procedure of Sindh Civil Servants (E&D) Rules 1973.

15. **PAY AND ALLOWANCES:**(1) The Officer/ Officials of the Authority shall be entitled to receive pay and allowances equal to the rate as notified by the Government from time to time and adopted by the Authority, as well as additional allowances allowed by the Authority.

(2) The officers and officials on deputation to the Authority shall draw their salary and allowances as drawn from the lending agency immediately prior to their deputation, including the other allowances of the Authority or as mutually agreed between the lending agency and Authority.

16. **LEAVE:** An officer or official shall be allowed leave in accordance with the leave rules applicable to him, provided that the grant of leave will depend on the exigencies of service and be at the discretion of the competent authority.

17. **PENSION AND GRATUITY:** (1) On retirement ffrm service an officer or official shall be entitled to receive such pension or gratuity as may be prescribed.

(2) In the event of the death of a civil servant, whether before or after retirement, his family shall be entitled to receive such pension, or gratuity, or both as may be prescribed.

(3) No pension shall be admissible to the person who is dismissed or removed from service for reasons of discipline, but authority may sanction compensation.

18. **RIGHT OF APPEAL OR REPRESENTATION:** (1) Where a right to prefer an appeal or apply for review in respect of an order relating to the terms and conditions of his service is provided to an officer or official under any rule applicable to him, such appeal or application shall, except as may be otherwise prescribed, be made within thirty days of the date of such order.

(2) Where no provision for appeal or review exists under the rules in respect of any order or class of orders, an officer or official aggrieved by any such order may, within thirty days of the communication to him of such order, make a representation against it to the authority next above the authority which made the order:

Provided that no representation shall lie on matters relating to determination of fitness of a person to hold a particular post, or to be promoted to a higher post or grade.

19. **CONTRACT APPOINTMENT:** (1) When the appointing authority considers it to be in the public interest to fill in a post falling within the purview of the Selection Committee on urgent basis, it may proceed to fill up such post on contract basis.

(2) The posts shall be advertised and the procedure laid down for initial appointment shall be followed.

(3) Temporary posts falling within the purview of the Selection Committee and occurring as a result of creation of temporary posts for a period not exceeding twelve months may be filled by the appointing authority otherwise than through the promotion or Selection Committee on a purely temporary basis after advertising the posts.

(4) Appointment of Advisors, Experts, Consultants whose services are inevitable for efficient performance of functions of the Authority, may be made on contract basis whenever exigency of such service so requires.

(5) Subject to prior approval of the Board, the order of appointment on temporary or contract basis in respect of each individual shall specifically spell out the terms and conditions, perks and period of such appointment.

20. **SAVING:** Any person holding any post in the Authority immediately before the coming into force of these rules shall continue in service and be deemed to have been appointed in accordance with these rules.

21. **PRIVATE TRADE, EMPLOYMENT OR WORK:** (1) No employee shall, except with the previous sanction of Authority, engage in any trade, undertake any employment or work, other than his official duties.

Provided that he may, without such sanction, undertake honorary work of a religious, social or charitable nature or occasional work of a literary or artistic character, subject to the condition that his official duties do not thereby suffer and that the occupation or undertaking does not conflict or is not inconsistent with his

position or obligation as an employee of Authority; not be [illegible] shall discontinue such work as so directed by Authority.

Provided further that a non-gazetted employee may, with at such [illegible] undertake a small enterprise which absorbs family labour and where [illegible] shall file details of the enterprise along with the declaration of assets.

(2) Notwithstanding anything contained in sub-rule (1), no employee shall associate himself with any private trust, foundation or similar other institution which is not sponsored by Authority.

(3) This rule does not apply to sports activities and memberships of recreation Clubs.

22. **HUMAN RESOURCE OF THE AUTHORITY:** (1) The Human Resources of the Authority shall comprise of the following:-

(i) civil servants posted by the Services, General Administration and Coordination Department by appointment by transfer;

(ii) employees paid from the regular budget of the Authority;

(iii) staff appointed on "service rendered" basis.

(2) The Authority may, from time to time, employ persons to be employees of the Authority who shall be paid such market based remuneration and allowances as recommended/approved by the Board and such employees shall hold office during the pleasure of the Authority and be liable to disciplinary action as per rules applicable to civil servants of Government.

(3) The posting and transfer of all Government servants in BPS-17 and above shall be made in consultation with the Director General who shall have right to requisition of services for the Authority or surrender officers back to Government.

23. **GENERAL:** In all matters not expressly provided in these rules, members of the service shall be governed by such [illegible] orders of Government.

SECRETARY TO GOVERNMENT OF SINDH

NO:PDMA(S)/11(2)/2014:- In exercise of the powers conferred under section 47 of the National Disaster Management Act-2010, the Government of Sindh are pleased to make the following rules, namely:-

1. **SHORT TITLE, APPLICABILITY AND COMMENCEMENT**:-

(1) These rules may be called the Provincial Disaster Management Authority Sindh (Conduct of Business) Rules,2016.

(2) These rules shall come into force at once.

2. **DEFINITIONS**:

(1) In these rules unless the context otherwise requires –

(a) "Act" means the National Disaster Management Act, 2010 (Act No. XXIV 0of 2010);

(b) "Authority" means the Provincial Disaster Management Authority Sindh established under section 13 of the Act;

(c) "Board" means the Board of Governors constituted under rule 4;

(d) "Bank" means the National Bank of Pakistan or Sindh Bank in whose custody the proceeds of the Fund are kept and invested;

(e) "Chairman" means the Chairman of the Board;

(f) "Chairperson means the Chairperson of the Commission;

(g) "Commission" means Provincial Disaster Management Commission established under section 14 of the Act;

(h) "Department" means the Administrative Department;

(i) "Director" means a Director of the Authority;

(j) "Disaster Management" means managing the complete spectrum of disaster including -

(i) preparedness;
(ii) response;
(iii) recovery and rehabilitation: and
(iv) reconstruction;

(k) "Director General" means the Director General of the Authority who shall be the Chief Executive of the Authority;

(l) "District Authority" means the District Disaster Management Authority established under section 18 of the Act;

(m) "Fund" means the Provincial Disaster Management Fund;

(n) "Government" means the Government of Sindh;

(o) "Government Agency" means a government department, autonomous, semi-autonomous authorities, development authority and local government;

(p) "Local Authority" means District Disaster Management Authority;

(q) "Local Council" means councils (by what so ever name called) established under Sindh Local Government Act,2013;

(r) "Month" means the calendar month;

(s) "Member" means a Member of the Board or Commission, as the case maybe;

(t) "National Authority" means a National Disaster Management Authority;

(u) "Province" means the Province of Sindh;

(v) "relief' means the assistance of any kind to the affectees of natural or human induced disaster;

(w) "Schedule" means the Schedule appended to these rules;

(x) "Secretary" means the Secretary of the Board;

(y) "Wing" means a Wing of the Authority headed by the Director or Deputy Director, as the case may be, responsible for the conduct of business;

(z) "Year" means the Financial Year.

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

CHAPTER-II
THE PROVINCIAL DISASTER MANAGEMENT COMMISSION (PDMC)

The Commission shall perform such powers and functions as assigned to it under section 13 and 14 of the Act.

CHAPTER-III
THE BOARD

3. MANAGEMENT:

(1) The general direction and administration of the Authority and its affairs shall vest in the Board which may exercise all powers, perform all functions and do all acts and things which may be exercises, performed or done by the Authority.

(2) The Board in discharging of its functions shall be guided by such direction as Government may give from time to time.

(3) If a question arises weather any matter is of a policy or not, the decision of the Government shall be final.

(4) Government may, by notification in the official gazette, increase or decrease the number of members of the Board and prescribe the qualification and mode of appointment of such members in such manner as deemed necessary. Government shall have the power to appoint or remove any member of the Board as may be expedient.

(5) If an official ex-officio member is unable to attend a Board meeting, he shall authorize an officer not below the rank of the Additional Secretary or equivalent to attend the meeting and take decisions on his behalf.

(6) An official member appointed by virtue of his office shall seize to be a member on vacating such office.

(7) No action of the Board shall be invalid merely in the existing of, or defect in, the constitution of the Board.

(8) The Board may coopt any person as a member for any particular purpose but such person shall not have right of vote.

4. CONSTITUTION OF THE BOARD:

The Board shall consist of –

(i) Minister Rehabilitation Department	**Chairman**
(ii) Chairman Zakat Council Sindh	**Member**
(iii) Senior Member or Relief Commissioner, Board of Revenue Sindh	**Member**
(iv) Secretary Zakat Department Sindh	**Member**
(v) Secretary Finance Department	**Member**
(vi) Secretary Rehabilitation Department	**Member**
(vii) Secretary Irrigation Department	**Member**
(viii) Secretary Local Government Department	**Member**
(ix) Secretary Health Department	**Member**
(x) Director General of the Authority	**Member**
(xi) Director (Operations) of the Authority	**Member**
(xii) Director(Finance & Admin) of the Authority	**(Member/ Secretary)**

5. POWERS AND FUNCTIONS OF THE BOARD:

The Board shall perform the following functions:-

(i) to approve the budget of the Authority;
(ii) to take all decisions regarding expenditure out of the Fund and other resources of the Authority;
(iii) to grant remuneration of members for attending the meetings;
(iv) to upgrade, downgrade and re-designate any post, with the approval of Government and in consultation with Finance Department create, abolish, as it considers necessary for the efficient performance of its functions in such manner and on such terms and conditions as may be determined by the Board;
(v) to approve remuneration, allowances, honorarium or any other financial incentives for the officers and officials of the Authority;
(vi) to appoint staff on contract, render services, contingency basis after the fulfilling the codal formalities and their extension thereupon by defining terms of references (TOR's) and financial remuneration;
(vii) to deal with administrative and financial issues of the Authority;
(viii) to prepare statement of accounts showing receipt and expenditure of the Authority and the report of Auditor General there on after the end of each Financial year; and
(ix) To do such acts and things as may be required by Chairman or Director General, to be placed before the Board for its decisions.

6. CHAIRMAN OF THE BOARD:

(1) The Minister in charge of the Administrative Department shall act as the Chairman of Board.

(2) The Chairman shall be assisted by the Authority and its officers in carrying out the functions of the Board.

(3) The Chairman shall be responsible to the Board regarding all matters of the Authority including those delegated by him to the subordinate officers.

(4) The Chairman shall be paid such remuneration as may be prescribed by the Board and approved by Government.

7. MEETING OF THE BOARD:

(1) The meeting of the Board shall be proposed by the Director General of the Authority.

(2) The Chairman shall convene the meetings of the Board, which shall meet as often as necessary for the performance of its functions, but not less than twice in a Calendar year.

(3) The Chairman shall on receipt of a requisition, signed by not less than one third of the total members, convene a special meeting within seven days of such requisition,

(4) The quorum for a meeting shall comprise half of the total membership, and it shall be maintained throughout the meeting.

(5) If the quorum is not complete, the Chairman shall adjourn the meeting and convene a new meeting within two weeks and give notice of the date, time and place of the meeting and in such meeting the Chairman may take decisions even if the quorum is not complete.

(6) The meeting shall ordinarily be held at the Headquarter of the Authority.

(7) Any matter required to be decided by the Board, shall be decided in a meeting by majority of votes of the members present and voting.

(8) Seven days clear notice shall be given for an ordinary meeting and three days period notice for a special meeting. The Secretary shall cause a notice to be served all the members and a copy thereof be pasted at the office of the Board. The notice shall inter alia specify the date place, day and time of the meeting and be accompanied by an agenda.

8. AGENDA OF THE MEETING:

(1) The agenda of the meeting shall be prepared by the Secretary with approval of the Chairman through Director General.

(2) The agenda for an ordinary meeting shall be prepared in the following order:-

(a) Confirmation of the minutes of the previous meeting;
(b) All matters deferred in the previous meeting including direction of government, if any;
(c) Reports of the committee or subcommittee.
(d) Any other business with the permission of the chairman

(3) The agenda for special meeting shall be prepared in the following order:-

(a) Confirmation of the matter for which the meeting has been convened;
(b) Any other business approved by the Chairman.

(4) Subject to the availability and the orders of the chairman the members shall be provided copies of documents for information to relating to the matters on agenda.

9. ADJOURNMENT OF THE MEETING:

No meting shall be adjourned until the agenda thereof is disposed of or a resolution of adjournment is passed or the Chairman or presiding officer of the meeting, as the case may be for any reason to be recorded in writing.

10. CONSIDERATION OF BUSINESS:

The business shall be considered in the order prepared under rule 8 (2) these rules but the chairman of its own or on the motion of at least two members may change the order.

11. PRESENCE OF THE OFFICERS:

(1) The Secretary of Board shall attend every meeting unless absent, on leave, or prevented by sickness or some reasonable cause and shall assist the Board in disposal of business at the meeting, and may take part in discussion.

(2) The Chairman may direct any officer to assist the Secretary in disposal of business at the meeting.

(3) The Chairman may, in public interest, require head of any Provincial department to attend the meeting of Board and explain the subject under discussion.

12. CHAIRMAN TO PRESIDE MEETING:

(1) The Chairman shall preside over every meeting, and in his absence, the member nominated by the Chairman on his behalf shall preside.

(2) The business at a meeting shall be taken up in the order in which it is entered in the agenda.

(3) No member shall take part in a matter involving his personal interest and where such member is allowed to take part in such deliberations, he shall not participate in its voting.

(4) All questions for determination shall be decided by majority of the members present.

(5) In case of a tie, the Chairman shall have the casting vote.

(6) The minutes of the meeting shall be prepared up by the Secretary and shall comprise names of members who were present and the number of items and decisions thereon.

(7) The minutes of the meeting shall be approved by the Chairman and circulated to all members by the Secretary within seven working days after the approval. A copy of the minutes shall be kept in safe custody by the Secretary.

(8) The minutes of the meeting shall be taken as read at the succeeding meeting and confirmed by the members who were present in the meeting.

13. ACTION ON DECISION:

(1) The action on the decisions taken in the meeting shall be taken after approval of the minutes.

(2) The minutes of the meeting shall be deemed to be confidential document and treated as such by all concerned.

14. COMMITTEES OF THE BOARD:

(1) The Board may constitute such number of committees and subcommittee as it considers necessary or expedient to assist the Board in the performance of its functions under the Act and rules.

(2) The business of every committee or subcommittee shall be conducted in such manner as the board may decide.

(3) Every committee or sub-committee shall be headed by a convener appointed by the Chairman.

(4) The convener, if present preside at the meeting and in his absence the members of the committee shall elect one of its member to preside the meeting and shall exercise all powers of the convener.

(5) The proceedings or report of the committee or subcommittee shall be submitted to the Chairman as early as possible for placing it before the Board.

CHAPTER –IV
THE AUTHORITY

15. APPOINTMENT OF THE DIRECTOR GENERAL:

(1) There shall be a full time Director General of the Authority of BS-20, to be appointed by the Government, on such terms and conditions as it may be determined: provided that such terms and conditions shall not be less than those applicable to the Civil servant of the same grade.

(2) The Director General shall be an eminent professional of an integrity having experience of public or private sector management especially on the context of managing human resources, financial management, and program implementation and may additionally have technical understanding of disaster management.

(3) Government shall remove the Director General if he fails to discharge his responsibility under these rules, or he has abused his position as Director General or see as directly or indirectly acquired or tempted to acquire without permission in writing of Government any share or interest in any property, scheme , project or other concern of the Authority.

(4) The Director General may at any time resign under his hand addressed to Government.

16. POWERS & DUTIES OF THE DIRECTOR GENERAL:

The Director General shall be the executive head of the authority and shall have powers and duties to -

(a) exercise administrative control over the day to day functioning of the Authority including financial and human resource management;

(b) submit the annual budget proposals of the Authority to the Board;

(c) run the affairs of the Authority for attaining the objectives of the Authority;

(d) prepare the annual report of the Authority for placing before the Board;

(e) exercise the powers of category –I officer;

(f) provide the requisite Secretarial support to the Board;

(g) perform such functions and exercise such powers as the Board may delegate to him; and

(h) act on behalf of the Authority, in any emergency, subject to the obligation to report such actions to the Board at its next meeting and to see the rectification of the Boards of action so taken.

17. ORGANIZATIONAL TIER:

There shall be established a fully-fledged organizational setup of the Authority under the Director General in such manner and with such functions as may be prescribed by service rules;

18. HEADQUARTER OF AUTHORITY:

(1) The Headquarter of the Authority shall be at Karachi; provided that the Authority may setup its office or offices in the Province with the approval of Government.

(2) During emergencies and disasters, the Authority may establish temporary camp offices at places deemed appropriate for responding effectively to the said disaster or emergency and depute the Human Resource with allied facilities.

19. POWERS AND FUNCTIONS OF AUTHORITY:

The Authority shall perform exercise the powers and perform such other functions as may be assigned to it under section 16 of the Act.

20. WEBSITE OF THE AUTHORITY:

(1) The Authority shall develop its website indicating its Vision and Mission statement and update its activities on website regularly.

(2) The Authority shall post important information and programs on its website.

21. HUMAN RESOURCE OF THE AUTHORITY:

The human resource of the authority shall comprise such officers and officials as may be appointed and regulated under the service rules to be framed by the authority

22. PROVINCIAL PLAN:

The Provincial Disaster Management Plan shall be carried out in accordance with the provisions of section 17 of the Act.

23. SUBMISSION OF ANNUAL AND OTHER REPORTS:

(1) The Authority shall submit within three months of the conclusion of the calendar year to which the report pertains, an annual report to Government.

(2) The Authority may, from time to time, make public any of its studies, research, ideas or suggestions in respect of any matters being dealt with by it

(3) The report and other documents mentioned in this rule may also be placed before the Board as early as possible.

24. DISTRICT DISASTER MANAGEMENT AUTHORITY:

The District Disaster Management Authority notified under section 18 of the Act shall perform the functions as may be assigned to it under the Act. In addition to its function under the Act, the District Disaster Management Authority shall review the measures taken or to be taken for mitigation, capacity building and preparedness by the departments of Government and issue such guidelines or directions as may be necessary.

25. DISTRICT PLAN:

(1) The Authority shall carry out the district plan which shall be a plan for disaster management for every district of the Province.

(2) The District Plan shall be prepared by the local Authority having regard to the National Plan and the Provincial Plan.

(3) The District Plan shall be reviewed and updated annually.

26. ADDITIONAL POWERS OF DISTRICT AUTHORITY:

The District Authority shall exercise the additional powers as assigned to it under section 22 of the Act for further the objectives of the District Authority.

27. GOVERNMENT TO TAKE MEASURES:

Subject to the provisions of the Act, Government shall take all measures specified in the guidelines laid down by the National Authority and such further measures as it deems expedient for the purpose of disaster management.

28. FUNCTIONS OF LOCAL COUNCIL:

The local authority shall perform the functions as assigned to it under section 25 of the Act.

CHAPTER -V.
ALLOCATION OF BUSINESS.

29. CONSTITUTION OF WINGS:

(1) The Authority may constitute such Wings as may be expedient for carrying out the purposes of these rules. Initially the following Wings are constituted under these rules:-

(a) Finance and Administration Wing;
(b) Operations and Planning Wing;
(c) Disaster Risk Reduction Wing.

30. ORGANIZATION OF WINGS:

(1) The Director General shall group each Wing under the supervision of a Director or Deputy Director, as the case may be and such Director or Deputy Director shall, by standing order(s), distribute the work of each Wing among the offices or branches of the Wings. Such order may specify the cases or class of cases which may be disposed of by an office subordinate to the Director or Deputy Director, as the case may be.

(2) The Director or Deputy Director shall be responsible for the efficient administration and discipline, and for the proper conduct of business allocated to the Wing in his charge.

31. ORDERS AND INSTRUMENTS/AGREEMENTS AND CONTRACTS:

(1) All executive actions of the Authority shall be expressed to be taken in the name of Authority.

(2) All agreements, contracts and instruments shall be signed by such officers as may be authorized by the Director General on behalf of the Authority.

(3) The provisions of the Sindh Public Procurement Act 2009 and rules made thereunder shall be applicable to such agreements and contracts.

32. **CONSULTATION AMONG THE WINGS:**

(1) When the subject of a case concerns more than one Wing, the initiating Wing shall consult and keep abreast the other Wing or Wings concerned.

(2) The Director General may requisite any case from any Wing and pass orders as deemed fit for its expeditious disposal.

33. **DISPOSAL OF BUSINESS BY EACH WING:**

(1) The Director or Deputy Director, as the case may be, shall keep the Director General apprised of the working of the Wing and of any important case disposed of by him.

(2) All orders or instructions shall be in writing and where verbal orders are given, they shall be reduced to writing by the officer receiving it as soon as possible.

34. **FUNCTIONS OF WINGS:**

(1) Each Wing shall perform the following functions:-

(a) **Finance & Administration Wing:** The Wing shall be responsible for -

(i) advising the Director General in all matters pertaining to finance and administration of the Authority;

(ii) determining the principles of control of Authority's employment that is to say the recruitment, terms and condition of employment, disciplinary cases where powers are not delegated, service records, performance evaluation report, medical facilities, liveries and such allied matters;

(iii) coordinating the policy of all Wings with respect to services under their control to ensure consistency of treatment of employees including the issues of general orders for holidays, office hours, security;

(iv) administration including office stores and equipments, receipt and issues of communications, vehicles, library and drawing and disbursement of pay;

(v) general coordination and oversight;

(vi) coordination of the annual development plan;

(vii) provision of logistic support to other Wings and to look after POL issues;

(viii) all matters relating to training including inland and abroad and those sponsored by donors;

(ix) procurement of goods, works and services in accordance with Sindh Public Procurement Regulatory Authority Act 2009 and rules made thereunder;

(x) information technology related functions of the Authority;

(xi) maintenance of office accommodation, telephone exchange equipments and transport;

(xii) execution or award of contract and agreements for the same;

(xiii) to deal with provincial assembly business if any;

(xiv) court cases where Authority is party;

(xv) submission of cases to the Commission and Board;

(xvi) arrangements for meetings;

(xvii) matters of the Authority relating to inter-Provincial and Intra-Provincial coordination;

(xviii) directives of the President, Prime Minister and Chief Minister;

(xix) establishment and operation of Provincial Disaster Management Fund;

(xx) preparation of budget and obtaining of its approval;

(xxi) scrutiny of financial and economic aspects of schemes, projects, contracts or tenders;

(xxii) financial procedure and methods of accounting;

(xxiii) review of agreements, contracts or instrument;

(xxiv) warehouse and stockpiling of frequently needed emergency relief goods; and

(xxv) any other business allocated by the Authority from time to time.

(b) **Operations and Planning Wing**: The Wing shall be responsible for –

(i) advising the Director General in all matters regarding operation and projects of the Authority;

(ii) Emergency Operation Center and early warnings;

(iii) identification of frequently needed relief items;

(iv) coordination with National Authority, Provincial Government departments, District Disaster Management Authorities, humanitarian agencies and Non-Governmental Organizations or international Non-Governmental Organizations on issues relating to disaster preparedness, mitigation, response except those exclusively allocated to other Wings or offices as the case may be;

(v) preparation of Provincial Plan, and other contingency plans, disaster risk management and disaster risk reduction strategies or policies;

(vi) provision of necessary technical assistance or advice to District Disaster Management Authorities and local councils for carrying out their functions effectively;

(vii) coordination and provision of relief to disaster affectees;

(viii) payment of compensation to disaster affectees, or loss to life and property, according to the policy of Government;

(ix) cluster coordination and Camp management;

(x) repatriation of displaced population;

(xi) Issuance of No Objection Certificate to Non-Governmental Organizations or international Non-Governmental Organizations or other implementing partners for rehabilitation and disaster risk management activities in districts;

(xii) damage needs assessment;

(xiii) coordination of disaster risk reduction mainstreaming in development process;

(xiv) integration of gender or child protection or vulnerable group issues in overall response and relief phase of any disaster especially in camp management;

(xv) preparation and implementation of short term, medium term and long term policies for the disaster affected areas in accordance with the damage and need assessment for complete recovery from disaster;

(xvi) tapping of resources for implementation of the plans for reconstruction and rehabilitation;

(xvii) preparation and implementation of project design in consultation with the technical wings of the concerned departments;

(xviii) putting in place fast track approval mechanism for the recovery and restoration plans;

(xix) coordination for restoration of basic infrastructure facilities in the disaster affected areas within the shortest possible time with concerned line departments; and

(xx) establishment of Emergency Operations Centers at Provincial and District levels under supervision of Authority and District Authority respectively, to be the hub for receiving early warning and issuing [illegible] instructions to [illegible] agencies which will lead coordination and management of relief operations in affected areas. Civil Defence, armed forces, fire services, police, ambulance services, Red Crescent, Edhi Foundation and other related agencies will be coordinated by the EOCs at respective levels;

(xxi) any other business allocated by the Authority from time to time.

(c) **Disaster Risk Reduction Wing:** The Disaster Risk Reduction Wing will be headed by Director (DRR) which shall be responsible for-

(i) inclusion of disaster risk reduction in the Provincial Plan;

(ii) Issuance of a set of sectoral guidelines on mainstreaming disaster risk reduction, and criteria on assessment of development projects from a risk reduction perspective available for the use of Provincial departments;

(iii) enhancing technical capacity of selected provincial departments for integrating risk reduction into development plans and programmes;

(iv) developing the "Emergency Response system" under the management of Authority to [illegible] effective disaster response at provincial and district [illegible]

(v) developing Standard Operating Procedures (SOPs) to define roles of provincial, district and [illegible] agencies for their involvement in emergency response.

(vi) developing a methodology and system [illegible] disaster damage, loss and needs assessment [illegible] action by multiple stakeholders; including a [illegible] damage and loss assessment, common reporting formats and data-collection. It would include SOPs for activation, deployment, reporting and de-activation of assessment teams;

(vii) developing a database to record disaster response resources available with different departments at local, district and provincial levels which will be made available on the website so the stake holders may have easy access to the data

(viii) establishment of Search and Rescue teams at district and provincial levels on need basis with capacity to respond to all kind of disasters;

(ix) involving Civil Defence in development and management of search and rescue teams. in industrial cities such as Karachi, Hyderabad, Sukkur, Shaheed Benazirabad, Tharparker and

[illegible] on priority basis and institute training programmes with provision of relevant equipment and upgrading of skills of the trainers;

(x) encouraging the relevant provincial, district and local agencies to establish Godowns for stockpiling essential relief items for timely provision of relief to the disaster affected people.

(2) No Wing shall, without prior consultation with Finance and Administration Wing, authorize an order other than orders in pursuance of a general or special delegation made by the Authority which directly or indirectly affect the finances of the Authority, or which particularly involve -

(i) creation of posts, their up-gradation or change in terms and conditions of service;

(ii) relinquishment, remission or assignment of revenue, actual, potential or grant of guarantee against it;

(iii) expenditure for which no provision exists in the budget;

(iv) re-appropriation of budgetary grants;

(v) alteration in financial procedure, or in method of compilation of accounts or of the budget estimates; and

(vi) incurring of expenditure above the stipulated expenditure on an activity.

(3) In addition to the above Wings, the Authority shall have the following sections headed by the Assistant Director or Deputy Director as the case may be:-

(a) **Technical Section**: There shall be a Technical Section under Operations Wing of Authority headed by the Deputy Director (Technical) which shall be responsible for-

(i) preparation of development schemes to be executed by the Authority;

(ii) execution, supervision and monitoring and evaluation of the development schemes;

(iii) preparation of periodical progress reports for all sorts of planning and development schemes of the Authority;

(iv) liaison with the relevant stakeholders and Government departments;

(v) monitoring and evaluation of projects undertaken by non-governmental organizations or International non-governmental organizations having No Objection Certificate of the Authority;

(vi) examination and furnishing of comments on the proposed projects of the Non-Governmental Organizations or International non-governmental organizations requiring No Objection Certificate of the Authority; and

(vii) any other business allocated by the Authority from time to time.

(b) Internal Audit: There shall be Internal Audit section which will be headed by Deputy Director Authorized by the Director General and shall perform the following functions-

(i) conduct of internal audit of all the accounts of the Authority;

(ii) conduct of internal audit of all the projects of the Authority;

(iii) conduct of internal audit of the warehouse(s) of the Authority;

(iv) conduct of internal audit of the Authority's stationary, store, equipments and furniture;

(v) advise the Authority on the matters relating to accounts of the Authority; and

(vi) any other business allocated by the Authority from time to time.

(c) Media And Public Relations: There shall be Media and Public Relations section, with an officer which is authorized by the Director General and shall perform the following functions-

(i) preparation of media and advocacy policy for the Authority in coordination with all Wings;

(ii) preparation of official handouts of the Authority on issues of public interest;

(iii) arranging media coverage of all events of the Authority;

(iv) placing of clippings of the news published in press media relating to the Authority, on every morning before the Director General;

(v) keeping the Director General and concerned Wings abreast on all the news appearing in press and electronic media relating to the Authority and preparing prompt response to safeguard public interest;

(vi) preparation of documentaries of important events including extreme events like flood and other disasters;

(vii) maintaining archive of news, documentaries of the Authority;

(viii) preparation of message of the Director General for publication of the Authority;

(ix) writing of speech for Director General on important events of the Authority;

(x) arranging the awareness campaigns relating to disaster management; and

(xi) any other business allocated by the Authority from time to time.

(d) **IT Section**: There shall be an IT section headed by System Analyst, who shall report to the Director General through Director (F&A). The IT section shall perform the following functions:-

(i) preparation, maintenance and updating of Authority's website;

(ii) provide support to all the wings of the authority in IT related matters;

(iii) maintenance of IT related equipments and applications;

(iv) creation and issuance of alerts during emergencies including SMS;

(v) maintenance of Intranet, internet and server of the Authority;

(vi) maintenance of inventory of IT equipments; and

(vii) any other business allocated by the Authority from time to time.

(e) **Gender and Child Crises Cell/Section:** There shall be a Gender and Child Crisis Cell/Section headed by the Deputy

Director, who shall report to the Director General through Director (Operations). The Cell/Section shall perform the following functions:-

(i) to make resources for women and children programming in the context of disaster management, establish child protection coordination mechanism in emergencies and arrange capacity development training to enhance the skills of stakeholders. It will also work in coordination with Federal and other Provincial authorities;

(ii) to provide guidance on policy, planning and integration of gender equality, child protection and concern of vulnerable groups in disasters;

(iii) to strengthen institutional mechanisms to respond to the needs of vulnerable groups;

(iv) to facilitate dialogue with stakeholders and shall also work to include the voice of vulnerable groups decision-making;

(v) to institutionalize exchange of information and effective knowledge management as well as effective and timely reporting, monitoring and evaluation;

(vi) collect , use and analyze disaggregated evidence for planning and advocacy;

(vii) awareness and capacity development including the requisite tools and methodologies;

(viii) ensure effective linkages, coordination and promotion of quality services in disaster situations at all levels; and

(ix) any other business allocated by the Authority from time to time.

35. APPROVAL AND PROCEDURE OF CASES:

The cases requiring approval of the concerned competent authority shall be processed in the following manner-

(i) cases requiring approval of the Chief Minister and Chief Secretary shall be processed through department as per provisions of the Sindh Government Rules of Business-1986 and instructions of the Finance Department and the SGA&CD issued from time to time;

(ii) cases relating to the business of the Assembly of the Province may be processed in accordance with rules ibid;

(iii) court cases may be processed in accordance with the criteria set by the Law, Parliamentary Affairs and Human Rights Department;

(iv) cases within the Authority may be processed by the concerned section for approval of the Director General through the concerned Director or Deputy Director as the case may be;

(v) annual budget and other financial statements shall be scrutinized and cleared by the Finance and Admin Wing before final approval of the Director General; and

(vi) financial grants or additional grants demanded from the Finance Department through administrative Department.

36. FOLLOW UP OF ONGOING ACTIVITIES AND PROJECTS:

Once an activity or project is approved, the Director General may appoint an officer of the Authority who shall, in consultation with respective Director, supervise and ensure that activity or project is completed in the stipulated period and in accordance with the given parameters of the indicated targets and objectives.

37. MAINTENANCE OF SECRECY:

Every employee of the Authority shall ensure secrecy of the Authority as enshrined in the Official Secrecy Acts, 1923 (Act No. XIX of 1923), and guidelines laid down by Government in this regard from time to time.

CHAPTER -VI
FINANCIAL AND ACCOUNTING PROCEDURE

38. FUNDS:

(1) There shall be a Fund called the Provincial Disaster Management Fund (PDMF) and it shall vest in the Authority with powers to manage and operate it.

(2) All receipts of the Authority, from any source whatsoever including annual grants from the Government shall be credited to this Fund.

(3) Government shall provide annual grants to the Authority for carrying out the purposes of this Act.

(4) The Authority may receive grants and financial aid from other sources including private sector;

(5) The Authority may invest the funds in investment schemes including Government securities for raising funds subject to approval of Board.

(6) The fund shall be managed and operated in the manner as may be prescribed by Government.

I. **SOURCES OF FUND:**

The Fund shall be financed from the following sources:-

(a) Grants made by the Federal Government, Provincial Government and Local Government;
(b) Loans, aid and donations from the registered national or international agencies;
(c) Donations received from any other source;
(d) Incomes from interest or deposits, if any, received from bank accounts or any other source.

II. **UTILIZATION OF FUND:**

The Fund shall be utilized in the following manner:-

(a) meeting with the expenses on activities and transactions related to its establishment, emergency preparedness, disaster response, mitigation relief and reconstruction as prescribed in section 30(4) of the Act;

(b) meeting, with approval of the Authority, expenses of District Authorities and other organizations or agencies financed out of the Fund for emergency preparedness, disaster response, mitigation, relief and reconstruction;

(c) all transactions relating to emergency preparedness, disaster response, mitigation, relief and reconstruction shall be clearly laid down, properly evaluated, and duly processed with full justification, duly approved by the Authority.

III. **BUDGET**

(1) Government shall release the single line budget to the Authority for each financial year.

(2) The Authority shall prepare a statement of estimated receipt and expenditure for each financial year (hereinafter referred to as the 'Budget') and submit the same to the Board for approval.

(3) The Authority shall, as and when deemed expedient, re-appropriate the funds for meeting the objectives of the Act and subsequently obtain the approval of the Board for the same.

IV. **CONTROL OVER CASH:**

a. **REMITTANCE INTO ACCOUNT:**

(i) All proceeds received in the name of the fund shall be credited to the bank account opened in the Bank.

(ii) Accounts of the funds shall be maintained by the Finance Wing of the Authority.

(iii) The money required for immediate disbursement shall be transferred with the approval of the authority from the account of the Fund maintained at Bank for further utilization for the purposes mentioned in the Act and these rules.

b. **PROCEDURE OF PAYMENT:**

(1) The Director (Finance & Administration) of the Authority shall assist the Director General in discharge of the responsibilities regarding transactions pertaining to the Fund.

(2) The Director General shall be responsible for ensuring the observance of these procedures. The process of implementation of these procedures shall, however, generally be guided by the provisions of Accounting Policies and Procedures Manual, General Financial, Supplementary and Treasury Rules of the Governments, whenever applicable.

(3) The following steps shall be mandatory to be followed in all payments.-

(i) accord of approval of expenditure by the Competent Authority as per the delegation of powers;

(ii) preparation of claim voucher (bill) for payment;

(iii) accord of financial sanction for the occurrence of expenditure by the Competent Authority as per delegation of powers by the Board;

(iv) availability of purchase order/claim voucher;

(v) issuance of cheque by the delegated officers;

(vi) recording of expenditure in the accounting records.

c. **DRAWING FROM BANK:**

(1) Payment or withdrawal from the Fund shall be effected after obtaining formal approval of the proceeds of the Fund and all codal formalities shall be adhered to for payment or withdrawal from the Fund. Cross Cheques, Payment Orders and other payment instruments drawn upon the Fund shall be jointly singed by the Director General and Director (Finance& Admin);

(2) Funds shall be drawn from the bank through cross cheques;

(3) Only one cheque book at a time shall be obtained from the office of Accountant General Sindh in case of Assignment account and from concerned bank, as the case may be. Cheque Book shall be kept under lock-and-key in the personal custody of the Assistant Director Finance (A&F).

(4) All cheques shall be written in indelible ink.

(5) The cheques drawn in favor of the Government officers and departments in settlement of dues shall be crossed "pavee a/c only".

(6) No cheque shall be issued with corrections or alterations and if correction or alteration in cheque becomes unavoidable then it shall be cancelled and destroyed in the presence of an authorized officer, and a fresh cheque issued in lieu thereof;

(7) In case of cancellation of a cheque, the [illegible] be recorded in writing on the counterfoil [illegible] drawer's possession shall be destroyed. In case the cheque is not in drawers' possession, he shall promptly request the bank in writing to stop payment of the cheque and on ascertaining that payment has been stopped, an entry shall be made in the records.

(2) Subject to the control and direction of the Board, the accounts of the Authority shall be maintained separately for each financial year as per the procedure prescribed by the Controller General Accounts or Auditor General of Pakistan (AGP) and New Accounting Model as amended from time to time.

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

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

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

(6) Specimen signatures of officers authorized to draw cheque shall be sent to the offices of Accountant General Sindh, Treasury Office Karachi and respective banks for their record.

(7) The Assistant Director Finance shall reconcile accounts of the authority on monthly basis with treasury office and Bank, and a statement thereof shall be prepared in the first 10 days of the following month;

e. **Audit:**

(1) The accounts of the authority shall be audited annually and the accounts maintained under sub-rule (2) shall be audited by the respective Auditor General.

(2) The Director General Shall produce or caused to be produced all accounts , registers, documents and papers as may be called for by the Auditor General and shall furnish any information in regard thereto as may be asked.

f. **MAINTENANCE OF CASH BOOK:**

(1) All financial transactions shall be entered in the cash book as soon as they occur and shall be countersigned by the Director (Finance & Administration).

(2) The Assistant Director Finance shall be responsible for proper maintenance of accounts and record keeping

including the Cash Books, and other related record of the Fund.

(3) Every deposit made in, or transaction drawn from the Fund, shall be entered in the register to be maintained for the purpose and the source of deposit made in, or transaction drawn from the account(s) shall be specifically mentioned in the said register.

(4) There shall be two separate Cash Books, one for Local Currency (Pak Rupees) Account (Register –A) and the other for Foreign Currency (US Dollars) account (Register- B).

(5) On deposit of money into bank, the Assistant Director (Finance) shall compare the bank's receipt with the entry in the cash book before attesting it, and shall satisfy himself that the amount has been actually credited into the bank.

(6) The Cash Book must be closed on the date prescribed for closing the cash account of the month.

(7) The Deputy Director (F&A) shall check all entries in the Cash Book soon after the date of its occurrence and endorse the same under his signature at the end of the month; and such endorsement shall tantamount for assuming his responsibility for the entries.

(8) Any erasing or over-writing of an entry in the cash book is strictly prohibited. If a mistake is discovered, it shall be corrected by drawing pen through the incorrect entry and inserting the correct on red ink between lines. The Director (F&A) shall endorse and verify every correction with proper mentioning of date.

(9) The cancellation of a cheque shall be entered in the cash book by exhibiting the amount of the cheque as a minus figure on the payment side in the "Bank" column. A counter reference of cancellation of cheque shall also be given against the original entry of payment in the cash book.

(10) If the validity of a cheque expires owing to its not being presented at the bank within the prescribed period, it shall be received back by the drawing office and destroyed. A new cheque in lieu thereof shall be issued on ascertaining that payment has been stopped and an entry shall be made in the accounts.

(8) In case of loss of a cheque, Deputy Director (Finance & Administration) shall ask bank to furnish "Non-payment Certificate".

(9) On receipt of the certificate, an entry shall be made in the account that original cheque has been cancelled and fresh cheque shall be issued.

(10) Specimen signatures of the officers authorized to draw cheque shall be sent to bank for record and the date on which an officer ceases to function as signatory due to his transfer or otherwise, the bank shall be intimated at once.

(11) The payment shall also be made by issuing payroll invoice to the bank for transferring money from the Fund's account to a third party's account and all such advices shall be kept under separate binders.

(12) A proper bill shall be prepared by the Assistant Director (Finance) after sanction of the Competent Authority and shall clearly mention the purpose for which the expenditure is made / to be made on account of emergency preparedness, response, mitigation, relief and reconstruction.

(13) The bill shall be supported by all relevant documents, information, minutes of meeting and sanction.

(14) Payment shall be made through cheque by the Accounts Section, when the bill is approved by the Director General and the cheque voucher is duly prepared.

(15) A separate account or register for withdrawal for each kind of expenditures shall be maintained by the Assistant Director (Finance) and signed by the Deputy Director (Finance & Admin);

(16) The detailed account of expenditure incurred by the district against the released amount shall be rendered by the Deputy Commissioner to PDMA for accounting process and production to audit.

d. **MAINTENANCE OF ACCOUNT:**

(1) A designated account in favor of Authority shall be established in the National Bank of Pakistan or any other bank with the approval of Finance Department, Sindh.

g. **REPORTS/BOOKS TO BE MAINTAINED BY THE AUTHORITY:**

The following reports / books shall be maintained by the Authority through Assistant Director (Finance):

(a) Cheque Book Register;
(b) Stock Register;
(c) Dead Stock Register;
(d) Register of Assets;
(e) Budget Control Register;
(f) Statement of Releases;
(g) Head wise statements of Expenditure;
(h) Reconciliation with the bank and treasury Office;
(i) Disbursement Register.

h. **PROCEDURE FOR ADVANCE PAYMENT:**

(1) No cheque shall be issued for payment in advance unless covered by these rules;

(2) The account of the advance payment shall be kept in a register prescribed by the Board.

(3) All sub-vouchers relating to the expenditure from the advance payment shall be assigned a serial number which shall be entered in the advance payment account register.

(4) When the balance of advance payment is running low and in any case on the last working day of each month , the account shall be closed and the advance payment shall be recouped through a bill.

i. **EMERGENCY PROCUREMENT & ACCOUNTING:**

Where by reason of any impending disaster situation or disaster, the Provincial Authority or District Authority is satisfied that immediate procurement of provisions or materials or the immediate application of resources are necessary for rescue or relief it may make emergency procurement and in such case, the standard procedure requiring inviting of tenders shall be deemed to be waived as provided in section 32 of the Act and rule 16 (b) (viii) of Sindh Public Procurement Rules 2010.

j. **LIMIT OF PAYMENTS**

(1) There shall be no limit on payment of expenses on account of rescue and relief operations during emergencies subject to approval of the Authority.

(2) Other expenditures shall depend on the type of activity and shall be pre-determined and duly sanctioned.

k. **PETTY CASH**

(1) The Director General shall determine the limit and grant the petty cash in favor of an officer of the Authority for running day to day affairs. The limit of petty cash shall be up to rupees one hundred thousand (Rs.100,000/-) at a time.

(2) The officer who is granted petty cash advance and shall be responsible to furnish the head-wise utilization report while submitting a case for grant of fresh advance. He shall be responsible for observance of all requisite formalities for the said utilization.

(3) The maximum limit for petty cash single transaction shall be up to rupees five thousand (Rs.5000/-).

(4) The Accounts Section, after satisfying itself, shall process the case and seek approval of the Director General. The expenses paid through petty cash vouchers shall be recorded on daily basis.

(5) The expenditure incurred out of petty cash shall be recorded under relevant heads of expenditure.

(6) Cash in hand shall be kept in safe custody by the Assistant Director (Admin) or an officer authorized by the Director General.

V. **FINANCIAL STATEMENT, BOOKS & RELATED PROCESSES AND PROCEDURES** :

a. **FINANCIAL STATEMENTS:**

(1) The Following statements shall be prepared on monthly and annual basis respectively:-

(a) Statement of receipts & payments (monthly and annual basis);

(b) Statement of assets & liabilities (Annual Basis).

(2) The accounts shall be closed on 30th June of the Calendar year and shall be submitted to the Accountant General, Sindh by 31st August of the Calendar year.

(3) Each year in the month of June, the Authority shall submit to Government for approval, annual statement of the Fund showing details of all accounts maintained under the Fund, the money deposited in the accounts, the interest or profit earned on investment schemes and expenses incurred on activities relating to disaster preparedness, response, mitigation, relief and reconstruction.

(4) The budget estimates shall be prepared in accordance with the budget circular of the Finance Department, Government.

(5) The Annual Financial Statement shall be prepared for the financial year by the 31st August of each Calendar year and submitted to Director General Audit Sindh for the purpose of external audit and after necessary verification by Director General Audit Sindh, the same shall be submitted to Government.

b. RECONCILIATION OF RECEIPTS / EXPENDITURE:

The Assistant Director(F) shall be responsible for reconciliation of receipts and payments of Fund under the supervision of Deputy Director Finance.

c. BANK RECONCILIATION:

The bank reconciliation statements shall be prepared for all bank accounts by Assistant Director (Finance) and checked by Deputy Director (F & A) within ten days after the end of every month.

d. SAFE CUSTODY OF CHEQUE BOOKS:

The Cheque Books shall be kept in the safe custody of the Assistant Director(F). Cancelled cheques shall be carefully preserved until the accounts for the period have been audited and shall be destroyed as per procedure of Government.

e. **RECEIPTS:**

(1) All moneys received in by the Authority shall be acknowledged on the prescribed receipt under signature of the authorized officer and all transactions shall be in the books of accounts.

(2) The income accrued as a result of interest earned on the proceeds of the Fund shall be treated as revenue component of the Fund. The separate record shall be maintained regarding the profit earned from the Fund and such record of the income or interest shall be updated on monthly basis and shall be shown in the monthly and annual accounts.

f. **INVESTMENT:**

(1) In addition to the investment in the purchase of land and construction of office building of the Authority, the Authority may invest its surplus fund in the purchase of Government securities or other schemes approved by Government.

(2) The Authority may, with approval of the Board, shift the account of the Fund to any other bank or account or invest any such money or a portion thereof which is not required for immediate investment in any profit earning scheme for a specific period in any of the scheduled banks for the sake of better return.

g. **OBSERVANCE OF RULES AND REGULATIONS:**

The rules and orders of the Government for the time being in force shall apply, mutatis mutandis, to the Authority; provided that all powers for implementation shall be exercised by the Director General or by any officer authorized for the purpose and if any difficulty arises in giving effect to any of these rules or orders, the decision of the Board shall be final.

h. **DOCUMENTATION AND RECORD KEEPING:**

The Authority shall maintain and keep all the record of transactions in safe custody to meet the requirement of internal and external audit.

i. **PURCHASES:**

The Sindh Public Procurement Rules 2010 (as amended from time to time) shall be followed.

CHAPTER- VIII
MISCELLANEOUS

39. PUBLIC SERVANTS:

Every employees of the Authority including officers, advisors and consultants and every person acting or purporting to act under the Act rules and regulations shall be deemed to be a public servant within the meaning of section **21of the Pakistan Penal Code, 1860.**

40. OVER RIDING EFFECT:

The provisions of these rules shall have over riding effect notwithstanding anything to the contrary contained in any other rules regulations, manuals, instructions or orders issued by the government from time to time concerning disaster management.

42. ASSETS TO BE DISCLOSED:

An employee shall, as and when required by the Authority by general or special order, furnish information as to his assets disclosing [illegible] and all other properties, movable and immovable, including [illegible] certificates, insurance policies and jewelry.

43. DELEGATION OF POWERS :-

(1) The functionaries of Authority will follow the delegation of Financial and Administrative powers as applicable to government organizations.

(2) The Authority may, by general or special order, delegate to any officer subordinate to it any of its powers under the rules.

44. APPLICATION OF OTHER RULES:

In all matters not provided for under these rules or other rules notified by the Authority, the matters applicable to civil servants or the instructions issued from time to time by the Government in such matters

45. STOCK CHECKING:

(1) The Director General shall arrange checking of the different available items or equipments through a Committee during last week of June and December every year. The Committee shall consist of the following:-

(i) Deputy Director (Operations)	Chairman
(ii) Assistant Director (Admin)	Member
(iii) Assistant Director (Finance)	Member

(2) The Committee shall submit its report to the Director General in the first week of July and January positively and incase of any shortage of the store shall also fix responsibility.

46. ACTION BY DIRECTOR GENERAL:

The Director General upon receiving the stock checking report shall take following actions:-

(i) If report indicates proper account of the relief items in the warehouse, a certificate to that effect shall be kept on record by fixing a signature (with date) of the committee members along with their names.

(ii) In case the report indicates [illegible] account then the Director General shall [illegible] deputing an officer not below the rank of Director.

(iii) After receipt of this report [illegible] General shall decide the course of action to be adopted [illegible] accordance with the provisions of disciplinary rules applicable [illegible] servants for time being in force.

47. STANDARD OPERATING PROCEDURES

(1) The Authority [illegible] plan in consultation with the stakeholders and make [illegible] effective implementation of the plan.

(2) In case a disaster [illegible] any area, the Authority shall mobilize its resources immediately [illegible] for instructions from the Provincial Government and the [illegible] shall be the local person to initiate any activity.

(3) In case the Director [illegible] his headquarter he shall nominate an officer of [illegible] to act on behalf of the Director General [illegible] office

or the Director General under these rules or any other law for the time being in force.

Provided that actions taken by the authorized officer shall be submitted to the Director General for post facto approval immediately as soon as possible.

48. CONSITUTION OF COMMITTEES:

The Director General may constitute committees such as the technical, execution and others for carrying out routine functions of the Authority.

SECRETARY TO GOVT. OF SINDH

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