

# PROVINCIAL ASSEMBLY OF THE PUNJAB

## NOTIFICATION

Dated Lahore, the 13th September, 1974.

No.PAP/Legis-1(86)73/76.<sup>1</sup> In exercise of the powers conferred by clause (3) of Article 88 read with Article 127 of the Constitution of the Islamic Republic of Pakistan, the Finance Committee of the Provincial Assembly of the Punjab has made the following rules for regulating its procedure, namely:-

### *PART I- PRELIMINARY*

**1. Short title and commencement.**— (1) These rules may be called the Provincial Assembly of the Punjab Finance Committee Rules, 1974.

(2) They shall come into force at once.

**2. Definitions.**— (1) In these rules, unless the context otherwise requires—

- i) “**Assembly**” means the Provincial Assembly of the Punjab;
- ii) “**Budget**” means a statement of the estimated receipts and expenditure of the Assembly in a financial year and includes a statement of supplementary grants for the Assembly in respect of a financial year;
- iii) “**Committee**” means the Finance Committee of the Assembly constituted under clause (2) of Article 88 read with Article 127 of the Constitution;
- iv) “**Constitution**” means the Constitution of the Islamic Republic of Pakistan;
- v) “**Government**” means the Government of the Punjab;
- vi) “**Governor**” means the Governor of the Punjab;
- vii) “**Meeting**” means a meeting of the Committee;
- viii) “**Member**” means a member of the Committee;
- ix) “**Minister of Finance**” means the Minister of Finance of the Government;
- x) “**Officer**” means an officer of the Secretariat;
- xi) “**Secretariat**” means the Secretariat of Assembly;
- xii) “**Secretary**” means the Secretary of the Assembly and includes any person for the time being performing the duties of the Secretary; and
- xiii) “**Speaker**” means the Speaker of the Assembly.

### *PART II- THE COMMITTEE*

**3. Composition.**— (1) The Committee shall consists of—

- (a) Speaker;
- (b) The Minister of Finance; and
- (c) Such other members of the Assembly as may be elected by the Assembly.

(2) The Speaker shall be the Chairman of the Committee.

(3) In the absence of the Speaker, the Minister of Finance shall preside at a meeting.

(4) The Secretary shall be *ex-officio* Secretary to the Committee.

**4. Functions.**— The Committee shall—

- (a) approve the budget of the Assembly for inclusion in the budget of the Government; and
- (b) advise the Assembly in regard to control over expenditure to be incurred within the authorized appropriations.

**5. Meetings.**— (1) The Committee shall sit on such days as the Secretary may, with the approval of the Speaker, fix.

(2) Subject to sub-rule (1), on a requisition made by not less than a majority of the total membership of the Committee, the Speaker shall, call a meeting of the Committee within seven days from the date of the receipt of the requisition.

<sup>1</sup>Published the same day in the Punjab Gazette (Extraordinary), pp.1173-B to 1173-D.

**6. Agenda, notices and record of the proceedings of meetings.**— (1) The agenda for a meeting shall be determined by the Secretary with the approval of the Speaker and intimated to the members before the meeting.

(2) **Notices** of all meetings shall be sent by the Secretary to all members.

(3) **Minutes** of the proceedings of each meeting shall be maintained by the Secretary.

**7. Quorum.**— Majority of total membership of the Committee, one of them being the Speaker or the Minister of Finance, shall constitute the quorum for a meeting.

**8. Resignation of the Members.**— A member, other than Speaker and the Minister of Finance, may resign his membership by writing under his hand addressed to the Speaker.

**9. Filling of casual vacancies.**— (1) A casual vacancy in the Committee shall be filled, as soon as possible, after the vacancy occurs, by election of another member of the Assembly.

(2) Subject to the requirement of quorum, the Committee shall have power to act notwithstanding any vacancy in its membership.

**10. Discharge of members.**— If a member is absent from three or more consecutive meetings without the permission of the Speaker, a motion may be moved by any member in the Assembly for the discharge of such member from the Committee and if the motion is carried, such member shall stand discharged on the vacancy shall be filled in accordance with rule 9.

**11. Decision.**— All decisions at a meeting shall be taken by the votes of the majority of the members present and voting.

**12. Casting vote of Speaker.**— In addition to his vote as a member, the Speaker or the person presiding in his absence shall, in the event of an equality of votes, have a casting vote.

### ***PART III— CONTROL OF EXPENDITURE***

**13. Control of expenditure.**— Control over expenditure of the Secretariat within the authorized appropriations shall be exercised by the Secretary subject to general or special directions of the Committee.

**14. Principal Accounting Officer.**— (1) The Secretary shall be the Principal Accounting Officer of the Secretariat in respect of all expenditure of the Secretariat.

(2) The duties and responsibilities of the Principal Accounting Officer shall be such as may, from time to time, be determined by the Government for the Principal Accounting Officers in Administrative Departments of the Government.

(3) The Secretary may appoint an officer, not below the rank of an Assistant Secretary, as Finance and Accounts Officer to assist him in financial and accounting matters.

**15. Financial powers of the Secretary.**— The financial powers delegated to the Administrative Departments of the Government shall be exercised by the Secretary.

<sup>1</sup>[**15-A. Drawl of advance by the Secretary.**— The Secretary may sanction drawl, in advance, of any amount of expenditure sanctioned by him, the Speaker or the Finance Committee.]

**16. Reference to the Finance Department.**— For the proper discharge of their duties by the Secretary or the Committee under these rules, the Secretary may refer any case to the Finance Department for advice.

<sup>1</sup>Added vide Notification No.PAP/Acctts/25, dated 29 April 1989.

<sup>1</sup>[17. **Expenditure beyond the financial powers of the Secretary.**— No expenditure beyond the financial powers of the Secretary shall be incurred without approval of the Speaker, and where such approval has been obtained, the expenditure shall be deemed to be a legitimate charge on the funds of the Assembly and its Secretariat <sup>2</sup>[:]

<sup>3</sup>[Provided that the Speaker may allow expenditure beyond the financial powers of the Secretary in anticipation of the approval of the Finance Committee:]

<sup>4</sup>[Provided further that no such approval of the Finance Committee shall be required where the amount involved does not exceed Rs.20,000/- in each case.]

**18. Expenditure beyond authorized appropriations.**— All cases of expenditure not within the authorized appropriations shall be decided by the Committee.

**19. Delegation of powers by the Secretary.**— The Secretary may delegate any of his powers under rule 15 to any officer of the Secretariat.

**20. Financial sanctions to be in the name of the Governor.**— All financial sanctions shall be issued by the Secretary and shall be expressed in the name of the Governor.

**21. Budget.**— (1) The Secretary shall cause the budget to be prepared and laid before the Committee for approval.

<sup>5</sup>[(2) The Finance Committee shall approve the Budget Estimates (continued as well as new expenditure), for the Provincial Assembly and Provincial Assembly Department/ Secretariat.

(3) The Budget Estimates, approved by the Committee, shall be transmitted to the Finance Department in such manner and in such form as may be prescribed by the Government; and, the Finance Department shall admit the same as approved by the Committee.

(4) If at the relevant time, the Assembly stands dissolved or there is no Finance Committee, the Speaker may, in anticipation of the approval of the Finance Committee, approve the Budget Estimates; and, if the Speaker, too, is not continuing in office under Article 53(8) read with Article 127 of the Constitution, the Secretary may approve the same.]

<sup>6</sup>[**21-A. Matters not specifically provided for.**— All matters, not specifically provided for in these rules, shall be regulated in accordance with the provisions for the time being in force and applicable to the Punjab Civil Secretariat subject to such modifications, variations or exceptions, if any, as the Speaker may, from time to time, by order, specify:

Provided that where, under the aforesaid provisions, administrative approval or concurrence of any Department or other authority outside the Secretariat is required, such approval or, as the case may be, concurrence shall be accorded by the Speaker.]

#### **PART IV— MISCELLANEOUS**

**22. Advice on other matters referred to the Committee.**— The Speaker may refer any other matter not specified in these rules to the Committee whose advice shall be binding.

<sup>1</sup>Substituted vide Notification No.PAP/Accts/FC-1/99/126, dated 20 March, 1999.

<sup>2</sup>Substituted for the full-stop vide Notification No.PAP/Accts/25, dated 29 April 1989.

<sup>3</sup>Added *ibid.*

<sup>4</sup>*Ibid.*, dated 28 June, 1990

<sup>5</sup>Substituted vide Notification No.PAP/Accts/FC-1/99/126, dated 20 March, 1999

<sup>6</sup>Added vide Notification No.PAP/Accts/25, dated 29 April, 1999

**23. Removal of doubt and interpretation of rules.**— If any doubt arises on any point of procedure or interpretation of these rules, the decision of the Speaker thereon shall be final.

**24. Residuary Powers.**— <sup>1</sup>[(1)] All matter for which no provision or no sufficient provision has been made in these rules shall be regulated in accordance with the general or special directions of the Committee.

<sup>2</sup>[(2) Any policy decision taken, instructions issued, cut or ban imposed by the Provincial or the Federal Government for its administrative departments, attached departments, autonomous bodies etc. shall not *per se* be applicable to the Assembly and its Department/Secretariat, unless the same is adapted by the Speaker, or as the case may be, the Finance Committee, with or without such modifications, changes or amendments as may be necessary.]

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**SH MUHAMMAD ASADULLAH**  
Secretary  
Provincial Assembly of the Punjab

No. PAP/Legis-1(86)/73/9027

Dated Lahore, 13<sup>th</sup> September, 1974.

A copy is forwarded to the Superintendent, Government Printing, Punjab, Lahore, for information and with the request that the above Notification may kindly be published in the Gazette of the Punjab (Extraordinary) bearing the date 13th September, 1974.

Sd/xx  
(NASRULLAH KHAN)  
Assistant Secretary, for Secretary,  
Provincial Assembly of the Punjab

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No. PAP/Legis-1(86)/73/9028

Dated Lahore, 13<sup>th</sup> September, 1974.

A copy is forwarded for information to:-

1. All Members of the Provincial Assembly of the Punjab.
2. The Secretary to Governor of the Punjab.
3. All Administrative Secretaries to Government, Punjab.
4. The Accountant General, Punjab, Lahore.

Sd/xx  
(NASRULLAH KHAN)  
Assistant Secretary, for Secretary,  
Provincial Assembly of the Punjab

<sup>1</sup>Renumbered as sub-rule (1) vide Notification No.PAP/Acctts/FC-1/99/126, dated 20 March, 1999.

<sup>2</sup>Added *ibid*.