

GOVERNMENT OF SIND
SOCIAL WELFARE
EXCISE AND TAXATION DEPARTMENT
KARACHI, DATED THE 7TH, MARCH, 1988.

NOTIFICATION

NO.SO(SW)/7-146/FR-RDP/86- In exercise of the powers conferred by subsection (2) of section 22 of the disabled Persons (Employment and Rehabilitation) Ordinance, 1981, the Government of Sind are pleased to make the following rules:-

1. (1) There rules may be called the Sind Provincial Council for Rehabilitation of Disabled Persons Rules, 1983. **Short title and commencement.**

(2) They shall come into force at once.

2. In these rules, unless there is anything repugnant in the subject of context :- **Definition.**

- (a) "agenda" means the list of business to be brought in a meeting;
- (b) "Chairman" Means the Chairman of the Council;
- (c) "Committee" means a committee constituted under section 9 of the Ordinance;
- (d) "council" means the Provincial Council for Rehabilitation of Disabled Persons, Sind.
- (e) "Government" means the Government of Sind;
- (f) "Meeting" means a meeting of the Council;
- (g) "Member" means a Member of the Council;
- (h) "Ordinance" means the Disabled Persons (Employment and Rehabilitation) 1981;
- (i) "Secretary" means the Secretary of the Council;

3. (1) A meeting shall be hold at least once in every month, but the Chairman may cell a special meeting either of his own or on requisition signed by at least ten members; **Procedure for holding, meeting.**

Provided that a special meeting to be called on requisition shall be called within ten days of such requisition.

(2) The Secretary shall, on the direction of the Chairman, issue a notice indicating the place and them of the meeting.

(3) A notice in the case of an ordinary meeting shall be issued at least ten days before the meeting and in the case of special meeting seven days before such meeting.

4. (1) Every notice for the meeting shall be accompanied by an agenda.

Agenda.

(2) The agenda shall be prepared by the Secretary with the approval of the Chairman.

5. (1) No meeting shall, as far as possible, be adjourned until the agenda thereof is disposed of.

Adjournment of meeting.

(2) If at the time appointed for a meeting a quorum is not present, the meeting shall not commence until a quorum is present and if the quorum is not present on the expiry of thirty minutes from the time appointed for the meeting, the meeting shall stand adjourned.

(3) The quorum shall be necessary throughout the meeting but no quorum shall be necessary at the meeting held in lieu of the meeting adjourned for want of quorum.

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

Disposal of business.

(2) Every motion to be determined by the Council shall be determined on a motion moved by a member, seconded by another member.

(3) Where any matter is put to vote, the vote shall be counted by show of hands or if a poll is demanded by majority of the members present, the Chairman shall take votes again and declare the result.

(4) In the case of equality of votes, the Chairman shall have a casting vote.

7. (1) The Chairman shall afford all possible guidance to the members for elucidation of any point.

Elucidation of any point.

(2) Every member shall be free to express his views in respect of any matter before it is put to vote, but the discussion shall not be irrelevant and shall not extend beyond the reasonable time as the Chairman thinks fit.

8. (1) Any member, who desires to bring forward any business shall along with the statement of such business give a written notice thereof to the Secretary, for atleast ten days for bringing the same before an ordinary meeting and five days before a special meeting; provided that the Chairman may allow a motion to be moved at a shorter notice or with out notice.

Motions and Resolutions.

(2) The Chairman, may refuse to allow any motion to be moved if he considers that it relates to a matter which is not primarily the concern of the Council or it is not otherwise suitable for discussion at a meeting.

(3) A member who wishes to move an amendment to a motion shall give at least one day's notice in writing; provided that the Chairman, may allow such amendment to be moved at a shorter notice or without notice.

(4) An amendment must be relevant to the motion and may propose a variation thereof or any addition thereto or omission therefrom, but no amendment shall be a direct negation of the motion before the meeting; nor shall it be the same in substance as a motion or an amendment already negatived at the same meeting.

(5) If any time before the motion, or amendment has been put to vote, it may be withdrawn by its mover with permission of the Chairman and no discussion on withdrawn motion, or amendment shall be held.

9. When a motion involving several points is to be discussed it shall be in the discretion of the Chairman to divide the motion and put each or any point separately to vote as he thinks fit.

Motion involving several points.

10. (1) The Secretary shall draw up the minutes and record the same in a book to be kept for the purpose.

Minutes of the meeting.

(2) The minutes shall be signed as soon as practicable, by the Chairman and confirmed by the Council in its next meeting.

(3) A member who was present at a meeting may object to the confirmation of the minutes of that meeting on the expressed therein if the Chairman is satisfied that such correction should be made, he shall make the corrections and finally authenticate the minutes.

(4) A separate page in a minutes book shall be provided for recoding the attendance of the members at the meetings.

11. (1) A non-official member may at any time resign from membership by addressing a letter to the Chairman.

Memberssship.

(2) An official member appointed by virtue of his office shall cease to be member on vacating such office.

(3) An non-official member shall cease to hold office if he absents himself from three consecutive meeting without intination and reasable cause.

(4) If the official member absents himself from a meeting without any reasonable cause reference may be made to the Government for departmental action against such official members.

(5) A causal vacancy occurring by reason of death or resignation of a member or for any other reason, shall be reported forthwith by the Chairman to the Government.

12. The committee appointed under section 9 of the ordinance shall meet as of ten as it considers expedient and shall submit its report on the matter referred to it by the council before the next meeting of the Council or, as the case may be, the time fixed by the Council.

Meetings of Committee.

13. The procedure prescribed for holding meeting of the Council and recording minutes of such meetings prescribed in the foregoing rules shall, as far as possible, be followed by a Committee.

Procedure for meeting of a Committee.

14. Subject to the provisions of the ordinance, the executive powers of the Council shall vest in the Chairman and may be exercised by him either directly or by any officer of the Council authorized to do so by or under the Ordinance or the rules made thereunder.

Powers of Chairman.

15. The Secretary shall, subject to rule 14, be the Chief executive of the Council, and shall perform such duties as may be assigned to him by the Chairman under section 8 of the ordinance.

Powers of the Secretary.

16. (1) All moneys allocated to the Council under section 17 of the ordinance shall be kept in the National Bank of Pakistan.

Allocation of Money.

(2) All withdrawals from the moneys shall be made by cheques which shall be signed jointly by the Chairman and the Secretary:

Provided that the Chairman may authorize any member to sign the cheques on his behalf.

17. The Council shall, in respect of each financial year, prepare and approve the budget showing the estimated receipts and expenditure before the commencement of the financial year.

Budget.

18. All expenditure with the allocated money shall be made in accordance with the budget of the council.

Withdrawal of money.

19. Disbursement of all moneys not specifically provided in the budget shall be made after the approval of the Council.

Disbursement of money specifically allocated.

Provided that the Chairman may sanction the disbursement of an amount up-to two thousand rupees to a deserving disable individual for his welfare without the prior approval of the Council but all such orders of disbursement shall be placed before the Council in the next meeting.

20. The Chairman shall have power to reappropriate funds from one unit of appropriation to another within the total sanctioned grants and copies of the orders of such reappropriation shall be placed before the Council.

Power of reappropriation

21. (1) The travelling allowance and daily allowance to the non-official members shall be apid at the same rate and in the same manner as is admissible to a civil servant of the first grade after the sanction thereof by the Chairman. **Travelling daily allowance to non official persons.**

(2) The Secretary shall be the Controlling officer in respect of travelling and daily allowances to non-official members.

22. The report submitted by medical officer or assessing board under sub-section (2) of section 12 of the Ordinance shall be in the form as Annexure 'A' **Form of medical persons.**

(SHAUKAT ALI SHAIKH)
SECRETARY TO GOVERNMENT OF SIND.

FORM 'I' (Assessment) /(A)

**GOVERNMENT OF SIND
PROVINCIAL COUNCIL FOR REHABILITATION OF DISABLED PERSONS, SIND.
(ASSESSMENT BOARD)**

Dated: _____

ASSESSMENT CERTIFICATE

1. Name of Disabled Person. _____
 2. Father's / Husband;s Name. _____
 3. National Identity Card No. _____
 4. Mark of Identification. _____
 5. Employment Exchange
Registration No. and
Date (with name of E.E.) _____

 6. Address: (i) Permanent _____
(ii) Temporary _____
 7. Previous Employment (if any). _____
 - i) Post held. _____
 - ii) Pay per month. _____
 - iii) Organisation. _____
 8. Nature of functional disability. _____
 - i) Permanent _____
 - ii) Temporary. _____
 - iii) Progressive. _____
 - iv) Secondary. _____
 9. Whether disability can
Improve with treatment
(if 'yea' please describe
The treatment. _____

- yes No. (tick_____/one)

10. FINDINGS OF THE ASSESSMENT BOARD

11. Fit to work..... yes No. (tick____/one)

(a) If fit work. _____
Nature of work _____

(b) Working environment. _____

(c) If unfit to work, _____
Nature of vocational or _____
Otherttreining to make _____
Him fit to work. _____

II. Totally infit to work yes No. (tick____/one)

12. Any other information. _____

SIGNATURE OF ASSESSMENT BOARD

1. Medical superintendent/officer _____
(Name Designation & Signature)

2. Manager Employment Exchange. _____

3. Vocational Cuidance Officer or
Lecturer, Peyohology Deptt. _____

4. Representative of Technical
Training Directorate. _____

5. Deputy Director, Social Welfare,
Karachi Division. _____

Date.....