

**PUNJAB BOARD OF TECHNICAL EDUCATION
ORDINANCE 1962
(XXXIX of 1962)**

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**SCHEDULE
REGULATIONS OF THE BOARD**

TEXT

**¹THE ²[PUNJAB] BOARD OF TECHNICAL EDUCATION ORDINANCE, 1962
(XXXIX of 1962)**

[7 June 1962]

An
Ordinance

to constitute and organise the ³[Punjab] Board of Technical Education.

Preamble.— WHEREAS it is expedient to constitute and organise the ⁴[Punjab] Board of Technical Education in the manner hereinafter appearing;

NOW, THEREFORE, in pursuance of the Presidential Proclamation of the seventh day of October, 1958, and in exercise of all powers enabling him in that behalf, the Governor of ⁵[the Punjab] Pakistan is pleased to make and promulgate the following Ordinance:—

1. Short title and commencement.— (1) This Ordinance may be called the ⁶[Punjab] Board of Technical Education Ordinance, 1962.

(2) It shall come into force at once.

2. Definitions.— In this Ordinance, unless the context otherwise requires, the following expressions shall have the meanings hereby respectively assigned to them, that is to say—

- (a) “Board” means the ⁷[Punjab Board of Technical Education] constituted under this Ordinance;
- (b) “Centre” means an institution imparting certificate level training;
- (c) “Chairman” means the Chairman of the Board;
- (d) “Committee” means a committee constituted under this Ordinance;
- (e) “Controller of Examinations” means the Controller of Examinations of the Board;
- (f) “Controlling Authority” means the Controlling Authority of the Board;
- (g) “Government” means the ¹[Provincial Government of the Punjab];

¹This Ordinance was promulgated by the Governor of West Pakistan on June 5, 1962, published in the Gazette of West Pakistan (Extraordinary), dated June 7, 1962, pp. 2277-2291, saved and given permanent effect by Article 225 of the Constitution of the Islamic Republic of Pakistan 1962.

²Substituted for the words “West Pakistan” by the Punjab Laws (Adaptation) Order, 1974 (1 of 1974) (w.e.f. 14.8.1973), published in the Punjab Gazette (Extraordinary), dated November 20, 1974, pp. 1425-A-1425-PP, Article 2(1) read with Schedule, Part III, Entry No. 55.

³*Ibid.*

⁴*Ibid.*

⁵*Ibid.*

⁶*Ibid.*

⁷Substituted for the words “West Pakistan Board of Technical Education” by the West Pakistan Board of Technical Education (Punjab Amendment) Ordinance, 1971 (III of 1971), published in the Punjab Gazette (Extraordinary), dated March 22, 1971, pp. 317-322, s. 2(a).

- (h) “Head of an institution” means the Principal of an Institute or the officer incharge of a Centre, as the case may be;
- (i) “Institute” means an institution within the jurisdiction of the Board and recognised for the ²[Vocational, Industrial,] Technical or Commercial Education and includes Polytechnic Institute, Technical Institute, Commercial Institute and any other Institute or College imparting diploma level training in technical subjects;
- (j) “institution” means an Institute or a Centre;
- (k) “prescribed” means prescribed by Regulations or Rules;
- (l) “Principal” means the Head of a Polytechnic or Technical Institute, Commercial Institute, or any other Institute or College imparting diploma level training in technical subjects;
- (m) “recognised” means recognised by the Board;
- (n) “Regulations” and “Rules” mean respectively the Regulations and Rules made under this Ordinance; and
- (o) “Secretary” means the Secretary to the Board.

3. Establishment and incorporation.– (1) The ³[Punjab Board of Technical Education] shall be constituted in accordance with the provisions of this Ordinance and shall be called the ⁴[Punjab Board of Technical Education].

(2) The Board shall be a body corporate and shall have perpetual succession and a common seal with power to acquire and hold property and to transfer the same and may sue or be sued by its corporate name.

4. Constitution of the Board.– (1) The Board shall consist of the following members, namely:–

- (i) the Chairman;
- (ii) the Vice-Chancellor, West Pakistan University of Engineering and Technology, Lahore, or a University Professor nominated by him;
- ⁵[(iii) the Director of Technical Education, Lahore;]
- (iv) the Director of Education, Lahore Region, Lahore, or his nominee not below the rank of a ⁶[Deputy Director];
- (v) an industrialist nominated by the Controlling Authority;

¹Substituted for the words “Government of West Pakistan” by the Punjab Laws (Adaptation) Order, 1974 (1 of 1974) (w.e.f. 14.8.1973), published in the Punjab Gazette (Extraordinary), dated November 20, 1974, pp. 1425-A-1425-PP, Article2(1) read with Schedule, Part III, Entry No. 55.

²Inserted by the West Pakistan Board of Technical Education (Punjab Amendment) Ordinance, 1971 (III of 1971), published in the Punjab Gazette (Extraordinary), dated March 22, 1971, pp. 317-322, s. 2(b).

³Substituted for the words “West Pakistan Board of Technical Education” by the West Pakistan Board of Technical Education (Punjab Amendment) Ordinance, 1971 (III of 1971), published in the Punjab Gazette (Extraordinary), dated March 22, 1971, pp. 317-322, s. 3.

⁴*Ibid.*

⁵Substituted by the West Pakistan Board of Technical Education (Punjab Amendment) Ordinance, 1971 (III of 1971), published in the Punjab Gazette (Extraordinary), dated March 22, 1971, pp. 317-322, s. 4(a).

⁶Substituted for the words “Principal of a Degree College” by the Ordinance *ibid.*, s. 4(b).

- (vi) one Principal ¹[or a member of teaching staff] of an Institute nominated by the Controlling Authority;
- (vii) one representative of Heads of ²[Polytechnic] Institutes elected by and from among themselves;
- (viii) one representative of the Heads of Commercial Institutes elected by and from among themselves;
- (ix) one person nominated by the Controlling Authority from amongst the Heads of Technical Training Centres or Vocational Institutes; and
- (x) one ³[nominee] of the Institute of Engineers, Pakistan.

⁴[(1a) The Controlling Authority, while nominating members specified in clauses (v), (vi) and (ix) of subsection (1), shall nominate at least two women.]

(2) The names of the nominated and elected members shall be notified in the Official Gazette.

(3) The term of office of members other than the *ex-officio* members shall be two years.

(4) No member appointed by virtue of his office shall continue to be member if he ceases to hold that office.

(5) When a person ceases to be member of the Board, he shall cease to be member of any of the Committees of which he may be a member.

5. Resignation of members.— A member of the Board may resign his membership by a letter addressed to the Chairman; provided that the resignation shall not have effect until it is accepted by the Controlling Authority.

6. Removal of members.— A member shall be liable to be removed by the Controlling Authority, if—

- (i) he has become of unsound mind;
- (ii) he has been declared insolvent by a competent court;
- (iii) he has been convicted by a criminal court of an offence involving moral turpitude.

The decision of the Controlling Authority in this behalf shall be final.

⁵[Provided that no member shall be removed unless he is provided an opportunity of being heard.]

¹Inserted by the Ordinance *ibid.*, s. 4(c).

²Substituted for the word "Technical" by the Ordinance *ibid.*, s. 4(d).

³Substituted for the word "representative" by the Ordinance *ibid.*, s. 4(e).

⁴Inserted by the Punjab Fair Representation of Women Act 2014 (IV of 2014), published in the Punjab Gazette (Extraordinary), dated March 12, 2014, pp. 2733-2744, s. 2 read with Schedule, Serial No. 5.

⁵Added by the Punjab Board of Technical Education (Amendment) Ordinance, 1985 (IV of 1985), published in the Punjab Gazette (Extraordinary), dated February 17, 1985, pp. 453-A-453-B, s. 2.

7. Casual vacancies.— (1) Whenever there occurs a vacancy in the membership of the Board due to death, resignation or removal, it shall be filled in accordance with the provisions of this Ordinance.

(2) The person who fills the vacancy shall be a member of the Board for the remaining ¹[part of the] two-year term.

8. Meetings of the Board.— (1) The Chairman may, when he considers necessary, and shall, on a requisition from at least five members of the Board, call a meeting of the Board.

(2) The quorum for meetings of the Board shall be five.

9. Jurisdiction of the Board.— ²[(1) The Board shall exercise its powers within the territorial limits of the Province of the Punjab and such other areas as may be notified by the Government from time to time.]

(2) Government may, by general or special order, modify the jurisdiction of the Board with regard to such territorial limits or any institution therein.

10. Powers of the Board.— (1) Subject to the provisions of this Ordinance, the Board shall have power to organise, regulate, develop and control Technical ³[Vocational, Industrial,] and Commercial Education.

(2) In particular and without prejudice to the generality of the power conferred by the preceding sub-section, the Board shall have the power—

- (i) to hold and conduct all final examinations pertaining to Technical ⁴[Vocational, Industrial,] and Commercial Education below Degree level and such other examinations as may be determined by Government;
- (ii) to prescribe courses of study for its examinations;
- (iii) to lay down conditions for recognition of institutions;
- (iv) to accord, refuse or withdraw recognition wholly or partly, after considering inspection reports received from an Inspection Committee appointed by the Board in this behalf;
- (v) to inspect and arrange for inspection of recognised institutions and call for inspection reports;
- (vi) to lay down conditions for admission to its examinations, to determine the eligibility of candidates and to admit them to the examinations;

¹Inserted by the West Pakistan Board of Technical Education (Punjab Amendment) Ordinance, 1971 (III of 1971), published in the Punjab Gazette (Extraordinary), dated March 22, 1971, pp. 317-322, s. 5.

²Substituted by the Ordinance *ibid.*, s. 6.

³Inserted by the Ordinance *ibid.*, s.7(a).

⁴Inserted by the West Pakistan Board of Technical Education (Punjab Amendment) Ordinance, 1971 (III of 1971), published in the Punjab Gazette (Extraordinary), dated March 22, 1971, pp. 317-322, s. 7(a).

- (vii) to grant certificates and diplomas to persons who have passed its examinations ¹[* * * * *];
²[* * * * *]
- (viii) to fix, demand and receive such fees as may be prescribed;
- (ix) to supervise the residence, health and discipline of students of recognised institutions and classes with a view to promoting their general welfare;
- (x) to organise and promote extra-mural activities in and for recognized institutions;
- (xi) to institute and award scholarships, medals and prizes in accordance with the Regulations and Rules;
- (xii) to hold, control and administer its property and funds;
- (xiii) to enter into and carry out contracts in exercise of its duties under this Ordinance and the Regulations;
- (xiv) to pass the annual budget;
- (xv) to transfer any movable and immovable property;
- (xvi) to hold and manage endowments;
- (xvii) to regulate and decide all administrative matters, including the creation and abolition of posts; provided that it shall be lawful for the Chairman to create temporary posts for a period not exceeding six months;
- (xviii) to appoint the staff and define their duties and conditions of service;
- (xix) to make provision for buildings, premises, furniture, apparatus, books and other means required for carrying out the purposes of this Ordinance;
- (xx) to sanction such expenditure and to appoint such officers and staff as may be necessary to carry out the purposes of this Ordinance; and
- (xxi) to do all other acts necessary for carrying out the purposes of this Ordinance.

(3) The Board may delegate any of its powers to the Chairman or any officer of the Board or to a Committee or Sub-Committee appointed by it as it may deem fit.

11. Controlling Authority.— The ¹[Governor of the Punjab] or his nominee shall be the Controlling Authority of the Board.

¹Deleted the words “and to withdraw such certificates and diplomas” by the Ordinance *ibid.*, s. 7(b).

²Clause (vii-a) to grant certificates and diplomas to the persons to be promoted or passed through such criterion, alternative to the conventional examination, as may be approved by the Controlling Authority in the wake of COVID-19 pandemic;” Inserted by the Punjab Board of Technical Education (Amendment) Ordinance 2020 (XV of 2020), published in the Punjab Gazette (Extraordinary), dated October 16, 2020, pp. 2607-2608, s. 2, stood repealed on December 31, 2020, s. 1(2) of Ordinance XV of 2020.

12. Powers of the Controlling Authority.— (1) The Controlling Authority shall have the power to cause an inspection to be made by such person or persons as he may direct, of the offices, activities and funds and of examinations conducted by the Board and to cause an enquiry to be made in like manner in respect of any matter concerning the Board.

(2) The Controlling Authority shall communicate to the Board the result of such inspection or enquiry and may advise the Board to take such action within such period as may be specified.

(3) The Board shall report to the Controlling Authority the action as it proposes to take or has taken on such communication.

(4) Where the Board does not, within a reasonable time, take action to the satisfaction of the Controlling Authority, the Controlling Authority may after considering any explanation made by the Board, issue such directions as it thinks fit, and the Chairman shall comply with such directions.

(5) If the Controlling Authority is satisfied that any proceeding of the Board or a Committee is not in conformity with this Ordinance, the Controlling Authority may, without prejudice to the foregoing provisions of this section, by order in writing, annul such proceeding:

Provided that before making any such order the Controlling Authority shall, through the Chairman, call upon the Board or the Committee, as the case may be, to show cause why such an order should not be made.

²[(6) The Controlling Authority may, from time to time, direct the Board to conduct its affairs and to perform its functions in such manner as may be specified.]

13. Officers of the Board.— The following shall be the officers of the Board:—

- (i) the Chairman;
- (ii) the Secretary;
- (iii) the Controller of Examinations;
- (iv) such other officers as may be appointed by the Board.

14. Chairman.— (1) The Chairman shall be appointed by the Controlling Authority on such terms and conditions as may be determined by the Controlling Authority.

³[(2) The Chairman shall hold office ordinarily for a term of three years from the date of notification of his appointment and on the expiry of his term shall be eligible for re-appointment:

Provided that if a Government servant is appointed as Chairman, he shall serve, unless sooner recalled, until the completion of the tenure of his appointment or until attaining the age of superannuation, whichever occurs earlier.]

¹Substituted for the words "Governor of the West Pakistan" by the Punjab Laws (Adaptation) Order, 1974 (1 of 1974) (w.e.f. 14.8.1973), published in the Punjab Gazette (Extraordinary), dated November 20, 1974, pp. 1425-A-1425-PP, Article 2(1) read with Schedule, Part III, Entry No. 55.

²Added by the West Pakistan Board of Technical Education (Punjab Second Amendment) Ordinance, 1971 (XXI of 1971), published in the Punjab Gazette (Extraordinary), dated October 5, 1971, pp. 1238-C-1238-D, s. 2.

³Substituted by the West Pakistan Board of Technical Education (Punjab Amendment) Ordinance, 1971 (III of 1971), published in the Punjab Gazette (Extraordinary), dated March 22, 1971, pp. 317-322, s. 8.

(3) When the office of the Chairman is vacant temporarily or otherwise, by reason of leave, illness or other cause for a period not exceeding one year, the Controlling Authority shall make such arrangements for carrying on the duties of the office of the Chairman as it may think fit.

(4) The Chairman shall be the principal executive and academic officer of the Board and shall, when present, preside at the meetings of—

- (i) the Board;
- (ii) the Academic Committee, Finance Committee, Appointments Committee, Committee for the appointment of Paper Setters and Head Examiners, Committees of Courses and other Committees of the Board.

(5) It shall be the duty of the Chairman to ensure that the provisions of this Ordinance and the Regulations and Rules are faithfully observed and carried out and he shall exercise all powers necessary for this purpose.

(6) In any emergency arising out of the administrative business of the Board and requiring, in the opinion of the Chairman, immediate action, the Chairman may take such action as he may deem necessary and shall report the action so taken to the Board at its next meeting for approval.

(7) The Chairman shall exercise such other powers as may be prescribed.

[15. Secretary and Controller of Examinations.— (1) The Secretary and the Controller of Examinations shall be whole-time salaried officers appointed by the Board with the approval of the Controlling Authority.

(2) Subject to the provisions of sub-section (3), the terms and conditions of service of the Secretary and the Controller of Examinations and their powers and duties shall be such as may be prescribed with the approval of the Controlling Authority.

(3) In case a Government servant is appointed as Secretary or Controller of Examinations, on deputation, his term of appointment shall not exceed three years.]

16. Other officers.— Subject to the provisions of this Ordinance, the powers and duties of other officers of the Board, shall be such as may be determined by the Board.

17. Committees of the Board.— (1) The Board shall have the following Committees, namely:—

- (i) the Academic Committee;
- (ii) the Finance Committee;
- (iii) the Appointments Committee;
- (iv) Committee for appointment of Paper Setters and Head Examiners;
- (v) Committees of Courses; and

¹Substituted by the West Pakistan Board of Technical Education (Punjab Amendment) Ordinance, 1971 (III of 1971), published in the Punjab Gazette (Extraordinary), dated March 22, 1971, pp. 317-322, s. 9.

(vi) such other Committees as may be prescribed.

(2) The Board or a Committee may appoint such Sub-Committees as it may deem necessary.

18. Constitution, powers and duties of the Committees.— The constitution, functions and duties of the Committees mentioned in sub-section (1) of section 17 shall be such as may be prescribed by Regulations.

19. Powers of the Board.— (1) The Board shall have the power to make Regulations consistent with this Ordinance on all or any of the following matters, namely:—

- (a) the constitution, powers and duties of the Committees;
- (b) powers and duties of the officers of the Board mentioned in section 13;
- (c) Rules of service including Rules regulating disciplinary action, grant of leave and retirement of the employees of the Board;
- (d) constitution of pension or provident fund or both for the benefit of the officers and other employees of the Board;
- (e) admission of institutions to the privilege of recognition and withdrawal of recognition;
- (f) general scheme of studies including the total number of subjects to be taught and the duration of courses; and
- (g) such other matters as may appear necessary for giving effect to the provisions of this Ordinance.

(2) The Regulations approved by the Board shall be submitted to Government and shall not take effect until they are approved by Government. Government may approve or disallow or remit them to the Board with its recommendations for further consideration.

20. Powers of the Board to make rules.— The Board may make Rules consistent with this Ordinance and the Regulations to provide for—

- (i) inspection of institutions and the reports, returns and other information to be furnished by them;
- (ii) conditions of admission of candidates to the examinations and eligibility for diplomas, certificates and titles;
- (iii) such other matters as may be prescribed by Regulations.

[20-A. Restrictions on issuance of diplomas and certificates.— No person shall, unless authorised by Government issue any diploma or certificate in vocational, technical or commercial subjects included in the general scheme of studies made by the Board under section 19.

Explanation.— ‘Person’ in this section shall include anybody corporate or other body, organization or institution.]

¹Inserted by the Punjab Board of Technical Education (Amendment) Act, 1977 (VIII of 1977), published in the Punjab Gazette (Extraordinary), dated June 21, 1977, pp. 857-A-857-C, s. 2.

¹**[20-B.Punishment.**– (1) Whoever contravenes any provision of section 20-A of this Ordinance, or regulations or rules made thereunder, shall be punished with rigorous imprisonment which may extend to one year or with fine which may extend to fifty thousand rupees or with both.

(2) If the contravention of this Ordinance or regulations or rules made thereunder is made by:–

- (a) a body corporate, every director, manager, secretary or other officer or agent thereof, or
- (b) other body, organization or institution, every member or partner thereof, or the manager or the principal officer running such body, organization or institution, shall, unless he proves that the contravention took place without his knowledge or that he exercised due diligence to prevent such contravention, be deemed to be guilty of such contravention.

²**[20-C.Cognizance of offence.**– No Court shall take cognizance of an offence under this Ordinance, except on a report in writing of the facts constituting such offence made by the Chairman or any person authorized by him in that behalf.]

21. Fund.– The Board shall have a fund to which shall be credited all its income including income from fees, endowments, grants and contributions.

22. Accounts and Audits.– (1) The accounts of the Board shall be maintained in such manner as may be prescribed by Rules.

(2) The statement of accounts of the Board shall be submitted to Government once a year.

(3) The accounts of the Board shall be submitted in such manner as may be prescribed by the Regulations.

23. Provident Fund and Pension.– (1) The Board shall establish for the benefit of its employees such pension or provident fund or both as it may deem fit in such manner and subject to such conditions as may be prescribed.

(2) Government may, by notification, declare that the provisions of the Provident Funds Act, 1925 (Act XIX of 1925) shall apply to such fund, and on making of such declaration that Act shall apply accordingly as if the Board were Government and the said fund were the Government Provident Fund.

24. Members prohibited from deriving monetary benefit.– No member of the Board shall draw any fee or other remuneration in any capacity whatever from the funds of the Board or enter into any contract with the Board directly or through any other person in connection with the affairs of the Board:

Provided that the emoluments of the Chairman shall under the terms and conditions of his appointment, be paid from the funds of the Board:

¹Inserted by the Punjab Board of Technical Education (Amendment) Act, 1977 (VIII of 1977), published in the Punjab Gazette (Extraordinary), dated June 21, 1977, pp. 857-A-857-C, s. 2.

²*Ibid.*

Provided further that a member of a Committee may receive from the Board remuneration in lump sum for writing, compiling or editing a book intended to be prescribed for an examination of the Board.

25. Bar against membership.— No person who has any financial interest in any book prescribed by the Board as course of study for any examination conducted by the Board or has a financial interest as a partner or otherwise in any firm which publishes, procures, or supplies any such book, shall be eligible to become a member of the Board or a Committee or continue as such after having acquired any such interest.

26. Validation.— No act or proceedings of the Board or any Committee shall be invalidated merely by reason of any irregularity in the appointment of any member of the Board or the Committee.

27. Bar to suits.— All acts done, orders passed or proceedings taken by the Board shall be final and shall not be called in question in any court by a suit or otherwise.

28. Members and employees to be public servants.— Members of the Board and the Committees constituted under this Ordinance, the employees of the Board and other persons appointed for carrying out the purposes of this Ordinance, shall be deemed to be public servants within the meaning of section 21 of the Pakistan Penal Code (XLV of 1860).

29. Legal protection for acts and orders.— No suit for damages or other legal proceedings shall be instituted against Government, the Controlling Authority, the Board, any Committee, any member of the Board or Committee, or officer or employee of the Board in respect of anything done or purported to have been done in good faith in pursuance of this Ordinance and the Regulations and Rules made thereunder.

30. First Regulations.— (1) Notwithstanding anything to the contrary contained in this Ordinance, the Regulations set out in the Schedule shall, on the commencement of this Ordinance be deemed to be the First Regulations framed by the Board under section 19.

(2) The Regulations laid down by Government within three months of the date of commencement of this Ordinance shall become part of the Schedule.

31. Transitional provision.— (1) From the date of commencement of this Ordinance and till such time as the nominated and elected members are appointed, the Chairman and the *ex-officio* members shall exercise all the powers and perform all the duties of the Board and its Committees.

(2) On the appointment of the nominated and elected members, the Board shall exercise all powers and perform all duties of the Committees of the Board upto the time the Committees are constituted.

(3) If there is any difficulty in giving effect to the provisions of this Ordinance, the Controlling Authority may take such action to remove the difficulty as he may deem necessary.

[32. Validation of certain acts, etc.]— Anything done, proceeding or action taken, rights or assets acquired, obligation or liability incurred, persons appointed or authorised, jurisdiction or power conferred, endowment, bequest or fund created, donation or grant made, scholarship or award instituted, recognition granted, order issued and Regulations or Rules made by the West Pakistan Board of Technical Education as such or in the name of the Punjab Board of Technical Education on or after 1st July, 1970, shall be deemed to have been respectively done, taken, acquired, incurred, appointed or authorised, conferred, created, made, instituted, granted, issued and made by the Punjab Board of Technical Education constituted under section 4.]

¹Added by the West Pakistan Board of Technical Education (Punjab Amendment) Ordinance, 1971 (III of 1971), published in the Punjab Gazette (Extraordinary), dated March 22, 1971, pp. 317-322, s. 10.

SCHEDULE REGULATIONS OF THE BOARD

1. Powers and duties of the Chairman.— The Chairman shall exercise control over the office of the Board as its principal executive and academic officer and shall do all acts to ensure that the officers and the staff properly perform the duties entrusted to them. In particular he shall—

- (i) write confidential reports on the work of officers whose grades carry an initial salary of ¹[four hundred rupees] or more per mensem;
- (ii) recommend to the Board any disciplinary action that he considers necessary against officers mentioned in clause (i);
- (iii) take disciplinary action against members of the establishment whose grades carry an initial salary of less than ²[four hundred rupees] per mensem; and
- (iv) appoint Superintendents of Examinations.

2. Powers and duties of the Secretary.— (1) The Secretary shall, subject to the control of the Chairman, be in charge of the academic and administrative sector of the Board's office and shall cause the orders and decisions of the Board and the Chairman, in all matters except those concerning the examinations to be carried out.

(2) The Secretary shall take all possible steps to ensure that the funds of the Board are spent on the purpose for which they are provided.

(3) The Secretary shall cause to be prepared and submit to the Board for approval of the annual statement of accounts and budget estimates.

(4) All meetings of the Board and the Committees shall be convened by the Secretary under the directions of the Chairman. While preparing the agenda for a meeting of the Board or a Committee, the Secretary shall carry out the directions of the Chairman given in this respect and no item shall be placed on such agenda or be considered in the meeting without previous permission of the Chairman.

(5) The Secretary shall record the minutes and maintain the records of the proceedings of the Board and the Committees.

(6) The Secretary shall conduct the official correspondence of the Board under the authority of the Chairman except the correspondence relating to the conduct of examinations.

(7) All fees and dues payable to the Board, and all sums received by the Secretary, shall be credited without delay to the account of the Board in a Bank or Treasury approved by the Board ³[in accordance with the instructions issued by Government from time to time].

¹Substituted for the words "three hundred rupees" by the West Pakistan Board of Technical Education (Punjab Amendment) Ordinance, 1971 (III of 1971), published in the Punjab Gazette (Extraordinary), dated March 22, 1971, pp. 317-322, s. 11(1).

²*Ibid.*

³Added by the West Pakistan Board of Technical Education (Punjab Amendment) Ordinance, 1971 (III of 1971), published in the Punjab Gazette (Extraordinary), dated March 22, 1971, pp. 317-322, s. 11(2).

(8) The Secretary shall issue to successful candidates on behalf of the Board in the prescribed form diplomas or certificates of having passed the examinations held by the Board.

(9) The Secretary shall perform such other duties as may be assigned to him by the Chairman.

(10) Notwithstanding anything to the contrary in these Regulations the Board may assign to any other officer or officers such duties of the Secretary as it may deem necessary.

3. Powers and duties of the Controller of Examinations.— The Controller of Examinations shall, subject to the control of the Chairman, be incharge of the examination sector of the Board's office and shall—

- (i) cause the orders and decisions of the Board and the Chairman, in all matters concerning the examinations to be carried out;
- (ii) make arrangements for the conduct of all examinations of the Board;
- (iii) conduct official correspondence of the Board relating to examinations;
- (iv) perform such other duties as may be assigned to him by the Chairman.

4. Constitution of the Academic Committee.— The Academic Committee shall consist of—

- (i) the Chairman of the Board;
 - (ii) Heads of the following Departments of the West Pakistan University of Engineering and Technology, Lahore:—
 - (a) Mechanical Engineering Department;
 - (b) Electrical Engineering Department;
 - ¹[(c) Civil Engineering Department; and
 - (d) Architecture and Town Planning Department;]
 - ²[(iii) (a) one nominee of the Vice-Chancellor of the Punjab Agricultural University, Lyallpur³, not below the rank of a Professor;
 - (b) one nominee of the Vice-Chancellor of the University of the Punjab, from the Institute of Education and Research, not below the rank of a Head of Department;
 - (c) the Director of Technical Education, Lahore; and
 - (d) two nominees of the Government;]
- (iv) ⁴[two] industrialists nominated by the Director of Industries, West Pakistan¹;

¹*Ibid.*, s. 11(3)(a).

²Substituted by the Ordinance *ibid.*, s. 11(3)(b).

³Now 'Faisalabad'.

⁴Substituted for the word "three" by the West Pakistan Board of Technical Education (Punjab Amendment) Ordinance, 1971 (III of 1971), published in the Punjab Gazette (Extraordinary), dated March 22, 1971, pp. 317-322, s. 11(3)(c).

- ²[(v) the Principal of a Training College of general education nominated by the Education Secretary of the Government;]
- (vi) one Headmaster of a Government Technical High School elected from and by the Headmasters of the Government Technical High Schools in West Pakistan³;
- (vii) one nominee of the Director of Education, Lahore Region, not below the rank of Principal of a Degree College;
- (viii) two Heads of Government Commercial Institutes and Centres elected from and by the Heads of the Government Commercial Institutes and Commercial Centres in West Pakistan⁴.
- (ix) A representative of the technical arm of each of the defence services⁵[:]
⁶[and]
- ⁷[(x) two Heads of recognized polytechnic or Technical Institutes, offering diploma level course, elected by and from amongst themselves.]

(2) **Term of office of members of the Academic Committee.**— The members of the Academic Committee, other than *ex-officio* members, shall hold office for two years.

(3) **Quorum for the meetings.**— The quorum for the meetings of the Academic Committee shall be one-third of the total number of members, a fraction being counted as one.

(4) **Powers and duties of the Academic Committee.**— (a) The Academic Committee shall have the general superintendence and control of and the responsibility for the maintenance of the standards of teaching and examination.

- (b) Without prejudice to the generality of the foregoing provisions and subject to such conditions as may be prescribed, the Academic Committee shall exercise the following powers and perform the following duties, namely:—
 - (i) to determine the subject or subjects which shall be assigned to each Committee of Courses;
 - (ii) to advise the Board on the qualifications of the teachers and examiners; their duties and conditions of appointments;
 - (iii) to advise the Board on all academic matters including the general scheme of studies for an examination, the number of subjects to be included in an examination, the value of each subject in respect of

¹Now 'Punjab'.

²Substituted by the West Pakistan Board of Technical Education (Punjab Amendment) Ordinance, 1971 (III of 1971), published in the Punjab Gazette (Extraordinary), dated March 22, 1971, pp. 317-322, s. 11(3)(d).

³Now 'Punjab'.

⁴Now 'Punjab'.

⁵Replaced for full-stop by the West Pakistan Board of Technical Education (Punjab Amendment) Ordinance, 1971 (III of 1971), published in the Punjab Gazette (Extraordinary), dated March 22, 1971, pp. 317-322, s. 11(3)(e).

⁶Added by the Ordinance *ibid*.

⁷*Ibid*.

marks to be assigned to it, and the conditions to be fulfilled for passing an examination and for being placed in a particular division; and

- (iv) to exercise such other powers and perform such other duties as may be prescribed.

5. Constitution, powers and duties of the Appointments Committee.– (1)

The Appointments Committee shall consist of–

- (i) the Chairman of the Board;
- ¹[(ii) the Director of Technical Education, Lahore;]
- (iii) the Director of Education, Lahore Region;
- (iv) one nominee of the Controlling Authority; and
- (v) one industrialist nominated by the Director of Industries, ²[Punjab].

(2) The Appointments Committee shall recommend the appointment, confirmation and scale of pay of officers or employees of the Board whose scales of pay carry an initial salary of three hundred rupees or more per mensem.

(3) The members of the Appointments Committee, other than the *ex-officio* members, shall hold office for two years.

(4) The quorum for a meeting of the Appointments Committee shall be three.

6. Constitution and functions of the Finance Committee.– (1) The Finance Committee shall consist of–

- (i) the Chairman of the Board;
- ³[(ii) the Director of Technical Education, Lahore;]
- (iii) one representative of the Finance Department Government of ⁴[the Punjab]; and
- (iv) two nominees of the Controlling Authority.

(2) The functions of the Finance Committee shall be–

- (i) to examine the annual budget and advise the Board thereon; and
- (ii) to review the financial position of the Board periodically and make recommendations to the Board for improving its finances.

(3) The members of the Finance Committee, other than the *ex-officio* members, shall hold office for two years.

¹Substituted by the West Pakistan Board of Technical Education (Punjab Amendment) Ordinance, 1971 (III of 1971), published in the Punjab Gazette (Extraordinary), dated March 22, 1971, pp. 317-322, s. 11(4).

²Substituted for the words "West Pakistan" by the Punjab Laws (Adaptation) Order, 1974 (1 of 1974) (w.e.f. 14.8.1973), published in the Punjab Gazette (Extraordinary), dated November 20, 1974, pp. 1425-A-1425-PP, Article 2(1) read with Schedule, Part III, Entry No. 55.

³Substituted by the West Pakistan Board of Technical Education (Punjab Amendment) Ordinance, 1971 (III of 1971), published in the Punjab Gazette (Extraordinary), dated March 22, 1971, pp. 317-322, s. 11(5).

⁴Substituted for the words "West Pakistan" by the Punjab Laws (Adaptation) Order, 1974 (1 of 1974) (w.e.f. 14.8.1973), published in the Punjab Gazette (Extraordinary), dated November 20, 1974, pp. 1425-A-1425-PP, Article 2(1) read with Schedule, Part III, Entry No. 55.

(4) The quorum for the meetings of the Finance Committee shall be three.

7. Constitution and functions of the Committee for appointment of Paper Setters and Head Examiners.— (1) There shall be a Committee for appointment of Paper Setters and Head Examiners and shall consist of—

- (i) the Chairman of the Board;
- (ii) one Principal of a Polytechnic elected from and by Principals of Polytechnics;
- (iii) one Principal of a Technical Institute elected from and by Principals of Technical Institutes;
- (iv) one Head of a Government Commercial Institute or Centre nominated by the Chairman ¹[:;] ²[and]
- ³[(v) the Director of Technical Education, Lahore.]

(2) The functions of the Committee for appointment of Paper Setters and Head Examiners shall be to appoint Paper Setters and Head Examiners for all examinations conducted by the Board, after considering the recommendations of the Committee of Courses in this behalf. Where a Committee of Courses does not make its recommendations within the time specified by the Committee for appointment of Paper Setters and Head Examiners the Committee will make these appointments without the recommendations of the Committee of Courses.

(3) The members of the Appointments Committee, other than the Chairman, shall hold office for two years.

(4) The quorum for the meetings of the Appointments Committee shall be three.

8. Committee of Courses.— (1) There shall be a Committee of Courses for each subject or a group of allied subjects included in the courses of studies organized by the Board. Each such Committee shall consist of the following, namely:—

- (i) one Head of the Department of the subject from Polytechnics or ⁴[one Principal from] Commercial Institutes nominated by the Academic Committee;
- ⁵[(ii) one Principal of a Vocational Institute or Technical Training Centre or Commercial Centre nominated by the Academic Committee;]
- (iii) one person having experience of the subject nominated by the Board; and
- (iv) one expert in the subject nominated by the Chairman:

¹Replaced for the full-stop by the West Pakistan Board of Technical Education (Punjab Amendment) Ordinance, 1971 (III of 1971), published in the Punjab Gazette (Extraordinary), dated March 22, 1971, pp. 317-322, s. 11(6).

²Added by the Ordinance *ibid.*

³*Ibid.*

⁴Inserted by the West Pakistan Board of Technical Education (Punjab Amendment) Ordinance, 1971 (III of 1971), published in the Punjab Gazette (Extraordinary), dated March 22, 1971, pp. 317-322, s. 11(7)(a)(i).

⁵Substituted by the Ordinance *ibid.*, s. 11(7)(a)(ii).

Provided that if in a subject the required number of teachers is not available, the Chairman may decide that the number of members of the Committee of Courses for the subject concerned may be less than four or may permit the nomination of suitable persons who are not teachers, as members of a particular Committee of Courses.

(2) The term of office of the members of the Committee of Courses shall be two years:

Provided that if a vacancy occurs during the course of two years, the member appointed to fill the vacancy shall hold office for the remaining term only.

(3) Each Committee of Courses shall consider academic matters relating to the subject or subjects with which it is concerned and shall recommend to the Academic Committee the courses of study and text-books to be prescribed, as well as the conditions to be fulfilled for passing the relevant examination in the subject or subjects.

¹[(3-A) Each Committee of Courses shall recommend to the Committee for Appointment of Paper Setters and Head Examiners the names of suitable persons to be appointed as Paper Setters, Head Examiners and Sub-Examiners.]

(4) Each Committee of Courses shall have a Convener who shall be nominated by the Board.

(5) The quorum for a Committee of Courses shall be three.

9. Termination of membership.— Notwithstanding anything contained in these Regulations when a person ceases to be member of a Committee, he shall cease to be member of any Sub-Committee, of which he may be a member by virtue of his membership of that Committee.

10. Recognition of Institutions.— (1) The Board shall accord recognition, for its Diploma or Certificate Examinations, to such Institutes as are within the jurisdiction of the Board in ²[the Punjab] if it is satisfied, on the basis of the inspection report received from an inspection committee appointed by it, that the conditions prescribed for the recognition have been satisfactorily fulfilled.

(2) If the Board, on the basis of a report received from an inspection committee appointed by it, is satisfied that the conditions of recognition have ceased to be fulfilled by any Institute, the Board may cancel the recognition.

(3) The Board may, if it considers necessary, arrange a special inspection of any institute by an inspection committee appointed by it.

11. Audit.— (1) The Board shall appoint a whole-time officer as Auditor for the purposes of auditing the bills to be paid from the funds of the Board. No expenditure shall be made from the funds of the Board, unless the bills for its payment have been audited by the Auditor in conformity with the Regulations and Rules.

¹Added by the West Pakistan Board of Technical Education (Punjab Amendment) Ordinance, 1971 (III of 1971), published in the Punjab Gazette (Extraordinary), dated March 22, 1971, pp. 317-322, s. 11(7)(b).

²Substituted for the words "West Pakistan" by the Punjab Laws (Adaptation) Order, 1974 (1 of 1974) (w.e.f. 14.8.1973), published in the Punjab Gazette (Extraordinary), dated November 20, 1974, pp. 1425-A-1425-PP, Article 2(1) read with Schedule, Part III, Entry No. 55.

(2) The statement of the accounts of the Board signed by the Secretary and the Auditor, shall be submitted to Government within six months of the closing of the financial year.

(3) The accounts of the Board shall be audited once a year, in conformity with the Regulations and Rules by the Auditor appointed by the Government for this purpose.