

SINDHI ADABI BOARD
Constitution and Rules
of Business of the.

GOVERNMENT OF SIND.

Department of Education, Health and
Local Self Government,

RESOLUTION No. 4696-B/46 (a),
Sind Secretariat,

Karachi, dated the 14th March 1955.

RESOLUTION:- Government had under consideration the question of making the Sindhi Adabi Board an autonomous body, independent of all Government control exercised by them heretofore. After careful consideration of the matter, Government are pleased to approve the accompanying Constitution and Rules of Business of The Sindhi Adabi Board, and are further pleased to direct that with effect from 1st February, 1955, and in supersession of all the previous rules and orders of Government on the subject, the Sindhi Adabi Board shall be an independent and autonomous body. Government are further pleased to direct that the Board should take the necessary steps to get itself registered under section 1 of the Registration of Societies Act, 1860, so that it should be recognized as an independent and autonomous body corporate having perpetual succession, and a common seal and, should be authorized to sue or be sued by that name.

2/- Government are further pleased to direct that in accordance with the accompanying constitution, the following shall be the composition of the Board :-

- (a) eight members to be nominated by Government from among the eminent scholars of the Sindhi language;
- (b) two ex-officio members viz. (i) the Director of Public Instruction, Sind and (ii) the Secretary to the Board of management and control of Sind Provincial Library and Museum;
- (c) two members to be nominated by the University of Sind, and
- (d) three members to be nominated by the out-going Board from among its own members, or from amongst eminent scholars of Sindhi Language;.

3/- The Director of Public Instruction, Sind, should take immediate steps to consider and suggest the names of the eight members to be nominated on behalf of Government. The Secretary, Sindhi Adabi Board should take immediate steps to get the members nominated from the University of Sind, as well as from the out-going Board. Pending the nomination of the fresh Board, the Sindhi Adabi Board as last constitution under Government Resolution, Department of Education, Health and Local Self Government No. 4694-B/46(a), dated the 15th December 1954, should continue to function.

BY ORDER OF THE GOVERNOR OF SIND,

Sd/- (F.S. MIRZA) 19.3.55.

UNDER SECRETARY TO GOVERNMENT.

To:

The Director of Public Instruction, Sind, Karachi.

The Departments of the Sind Secretariat, including Finance

CONSTITUTION AND RULES OF BUSINESS OF
THE SINDHI ADABI BOARD.

(9)

Names.

1. (1) The Board shall be named and styled as "The Sindhi Adabi Board."
- (2) The Sindhi Adabi Board (Here-in-after referred to as "The Board") shall be an independent and autonomous body corporate having perpetual succession and a common seal and shall by the said name sue or be sued.

Composition of the Board.

2. (1) The Board shall be composed of the following members;
 - (a) Eight members nominated by the Government of West Pakistan from among a panel of sixteen names suggested by the Board;
 - (b) Two ex-officio members; namely;
 - (i) The Director of Education, Hyderabad Region;
 - (ii) Inspectress for Girls Schools, Hyderabad Region;
 - (c) Two members nominated by the University of Sind from among eminent Scholars of Sindhi Language; and
 - (d) Three members nominated by the outgoing Board from among its own members and / or from among eminent Scholars of Sindhi Language.

(Notes: For the composition of the first Board under Sub-Section (a) of Section (1) of Article 2 of this Constitution, the Sindhi Adabi Board as constituted under Government of Sind, Department of Education, Health & Local Self Government Resolution No. 4694-B/46(a) dated the 15th December, 1954, shall be considered as the out-going Board)

- (2) A president and a Vice-president shall be elected annually by the members of the Board at the Board's first annual general meeting.
 - (3) No act of the Board shall be questioned on the ground merely of the existence of ground merely or defect in the constitution of the Board.
 - (4) There shall be a full time paid Secretary to the Board to be appointed by the Board on terms and conditions, the Board may deem fit and proper.
3. (1) The Board shall be reconstituted every three years.
 - (2) The members of the Board other than the members ex-officio shall hold office for a term of three years from the date of their nomination.

(3) If a member is nominated in a vacancy caused during the pendency of the terms, he shall vacate his seat if the entire Board is reconstituted under Section (1) of Article 3 of this Constitution, on the expiry of its terms.

(4) (a) If any vacancy, occurs by death, resignation or otherwise of a member of the Board nominated under sub-section (a) & (c) of section 1 of article 2 of this Constitution, the vacancy shall be filled in by the Government of West Pakistan from among a panel of two names suggested by the Board, or by the University of Sindh, as the case may be

(b) In case of a similar vacancy among members nominated under sub-section (d) of section 1 Article 2, it shall be filled in by cooptation by the Board in office at the time.

Standing Committee of the Board.

4. (1) The Board shall constitute a standing Committee consisting of six members of the Board for

(a) initiating proposals for the final consideration of the Board, and

(b) implementing decisions and programmes of works adopted from time to time by the Board.

(2) The Board's Vice-president shall serve as the Chairman of its Standing Committee.

Officers & Servants of the Board.

5. (1) The Board shall appoint such officers and servants as it deems necessary to carry out the purposes of its Constitution.

(2) The Board may delegate to its Standing Committee or its Secretary the powers of appointment of the members of its superior and inferior establishment.

(3) The Board may fix the scales of pay and allowance and formulate rules of service, etc., for the Officers and Servants of the Board.

Head Office of the Board.

6. The Head Office of the Board, and the venue of the meetings of the Board and its Standing Committee shall be at Karachi.

Functions of the Board.

7. The functions of the Board shall be to formulate, scrutinize, approve and execute schemes in order

(i) to encourage and undertake the translation and publication of old Sindhi literary works in the modern Sindhi Language, and standard works of other language into Sindhi suitable for general reading;

(ii) to publish important Sindhi literary works of old authors, that are out of print;

(11)

- (iii) to encourage, on competitive basis, or by assignment, original Sindhi works both in prose and poetry, and to arrange for the printing and publication of the same;
- (iv) to collect old manuscripts in Arabic, Persian, Urdu, Sindhi and Sanskrit written by Sindhi authors on History, Literature and Folklore of Sind in particular and/or on any other subject in general, and to publish the same in original or translation;
- (v) to celebrate anniversaries of great poets Writers of Sind, by organizing lectures and publishing memorial volumes;
- (vi) to make arrangements for the preparation and publication of books on the History of Sind;
- (vii) to take steps towards the compilation and publication of a Standard Dictionary and a standard Grammar of Sindhi language;
- (viii) to take steps towards the preparation and publication in Sindhi of an over-all Guide to Sind, embracing every phase of life in Sind from ancient times, and including political and Cultural History, Geography and Biology etc; and to make arrangements for subsequent translations and publication in Urdu and English;
- (ix) to take steps towards the preparation and publication of a comprehensive History of Sindhi Literature;
- (x) to run a literary Magazine in Sindhi with a view to:
 - (a) Publishing Standard Articles on literary subjects;
 - (b) Establishing and giving currency to scientific terminology;
 - (c) giving authoritative decisions on the intricacies of Sindhi language; and reviewing books published in Sindhi from time to time from literary view point and
- (xi) to take any other steps in consonance with and in furtherance of the aims and object of the Board.

MEETINGS
OF THE
BOARD.

- 8. (1) There shall be a meeting of the Board, to be called the annual general meeting, ordinarily in the Month of March, each year.
- (2) In addition to the annual general meeting ordinary meetings of the Board shall be held at least once in every four months.
- (3) Any four members of the Board, by a written application to the President, may put in a request for calling special meeting of the

Board for the disposal of any special item or items. The president shall call such a special meeting within fifteen days of the receipt of such a requisition.

- (4) In case of the meetings of the Board, the president and in the case of those of the Standing Committee, the Vice-President, shall fix the place, day and hour of the meetings. The Agenda showing the business to be transacted shall be transmitted to the members by the Secretary seven days before the day fixed for the meeting.
- (5) At a meeting when the item on the Agenda have been disposed of, the Board or the Standing Committee as the case may be, with the permission of the Chair, may take up any fresh item or items for consideration.
- (6) In case of the meetings of the Board, six members and in the case of those of the Standing Committee, four members shall form a quorum.
- (7) The Standing Committee shall meet at least once in every two months and may besides meet as and when its Chairmen may find necessary.
- (8) At all meetings of the Board, the president and in his absence the Vice-President; and at those of the Standing Committee the Chairmen shall preside. In their absence, the members present shall elect a member from among themselves to preside for the occasion.
- (9) All questions excepting those relating to the amendments to the Board's Constitution, at a meeting of the Board or the Standing Committee shall be decided by the majority of votes; the person presiding shall have a second casting vote.
- (10) No amendments to the Board's Constitution shall be held to have been passed unless Two Thirds of the total membership of the Board have voted for it.
- (11) Minutes of all the meetings of the Board and those of its Standing Committee, shall be separately maintained by the Secretary in two books provided for the purpose, a copy of all such minutes shall be sent to each member, of the Board or the Standing Committee as the case may be before their confirmation by the person presiding on the occasion.

Functions of the President of the Board.

- 9. The president of the Board shall;
 - (a) Preside at the meetings of the Board;
 - (b) Watch over the financial executive administration of the Board and submit to the Board all questions connected therewith which shall appear to him to require its orders and
 - (c) Exercise supervision and control over the acts and proceedings of all officers and servants of the Board in matters of Executive administration and in matters con-

~~concerning~~ the accounts and records of the Board

Functions of the Vice-president of the Board & the Chairman of the Board's Standing Committee.

- 10. The Vice-president of the Board shall;
 - (a) in the absence of the President, presides at the meetings of the Board;
 - (b) preside at the meetings of the Standing Committee;
 - (c) exercise such of the powers and perform such of duties of the President as the Board or the President may from time to time delegate to him; and
 - (d) While the office of the president is vacant exercise the powers and perform duties of the President.

The Secretary of the Board.

- 11. The Secretary to the Board shall be the Chief Executive Officer of the Board, and in addition to relevant stipulations made by the Board from time to time, shall be responsible for the following;
 - (a) all correspondence on behalf of the Board subject to the constitution and rules of business of the Board, and directions from time to time issued by the Board, its Standing Committee, President and / or Vice-President.
 - (b) the maintenance and safety of the records and all other property of the Board;
 - (c) the implementation of the decisions of the Board subject to the Constitution & Rules of Business of the Board, and or instructions issued from time to time by the Board, its Standing Committee's President and or Vice-President as the case may be and
 - (d) general supervision, control and administration of the Board's offices and the personnel of the Staff thereof.

Source of Income of the Board.

- 12. With a view to achieving its objects, the Board may raise the funds through the following sources:
 - (a) Grant-in-Aid from Government.
 - (b) Donations and contributions from public
 - (c) Contributions from Local Bodies and other Institutions; and

Administration of Funds of the Board.

- 13. (1) The funds of the Board shall be deposited in the name of the Board in a Bank or Banks selected by the Board; under such heads of accounts as may be determined by the Board.
- (2) All the moneys payable to the Board shall be received by the Secretary; who shall also be

the Treasurer; and the Secretary may retain in his hands a sum not exceeding Rs. 200/-, and shall remit any amount in excess of Rs. 200/- to the Bank selected under Section 1 of Article 13 above.

(3) The funds shall be operated upon and the cheques shall be signed jointly, by either the President or Vice-President, and the Secretary or by the Secretary and a member of Board's Standing Committee, whom so ever the Board may specifically determine and specially authorise.

(4) The president shall, in anticipation of the Board's sanction, have power to incur expenditure upto Rs. 1000/- subject to the Board's final sanction which shall be obtained at its next meeting.

(5) All payments shall be made by order and / or crossed cheques. In cases requiring either lump-sum or miscellaneous payments in cash, the President and / or Vice-President may allow withdrawals by the Secretary of the amounts upto Rs. 1000/- at a time for the purpose.

(6) The Secretary shall have the powers to incur expenditure upto Rs. 100/- but the details of the expenditures shall have to be placed before the next meeting of the Board, and final sanction obtained.

(7) The Secretary may be authorized to make all purchases of administratively sanctioned items amount upto Rs. 2500/- at a time. For purchase of any sanctioned items above that amount, the Secretary shall obtain previous approval of the Board's Standing Committee.

(8) The Secretary shall have Rs. 200/- as an imp-
-sert money to be replenished from time to time

(9) An Auditor shall be appointed by the Board to authenticate and audit the accounts of the Board every year. The audited annual statements of Receipts and Expenditure, shall cover the period of the preceding financial year ending ~~30th March~~ *30th March* and shall be submitted to the Board by the Secretary for its approval, and record.

(10) In the annual general meeting of the Board, the Secretary shall submit the budget of the Board for the succeeding financial year. The Board shall approve the Budget with such modification as it may think necessary.

Allowance 14.
to members
of the
Board etc.

(1) All nominated members of the Board shall be entitled to a single first Class Return Railway Fare for journeys undertaken by them from the nearest Railway station to their place of residence on record with the Board's office, for attending the meetings of the Board, its Standing Committee or a Sub-Committee.

(2) Ex-officio members of the Board, for similar journeys undertaken by them shall be entitled to travelling allowance according to rates ad-
-missible in the case of their own respective class of service.

(3) ~~Persons appointed to a Sub-Committee~~ the Board or its Standing Committee may not be the members of the Board. Persons deputed by the Board on a duty shall be paid allowances as determined from time to time by the Board or the Standing Committee as the case may be.

(4) The Secretary ^{Director} of the Board shall be entitled to allowances on the basis admissible in the case of S.E.S.

(5) All other servants of the Board shall be paid allowances ~~on the basis of~~ admissible in the case corresponding to the class of Government subordinate official Service, or inferior establishments of Government offices, as the case may be.

15. Subject to Section 9 and 10 of Article 15 of the Constitution, the Board may alter, amend or add to this constitution of Business of the Board, as it may be deemed proper.

16. (1) All formal documents with the approval of the Board, shall be signed and delivered by the Secretary, on behalf of the Board.

(2) In all legal proceedings by or against the Board, the Secretary shall represent the Board.

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