

CONSTITUTION AND RULES OF BUSINESS
of The Sindhi Adabi Board.

NAME:

1. (a) The name of the Organization shall be the Sindhi Adabi Board, herein after referred to as "Board".
- (b) These rules shall replace the rules previously in force, and shall come into force, with effect from the 27th September, 1961.*

HEAD
QUARTERS:

2. The Head Quarters of the Board shall be at Hyderabad, but branch offices can be established at such places as the Board may determine.

INFORMATION:

3. The Board shall be a corporate body, having perpetual succession, with a common seal, and subject to the provisions of these rules, shall be competent to acquire and hold property, both moveable and immovable, and shall by its name sue or be sued.

BOARD OF
GOVERNORS:

4. (1) There shall be a Board of Governors which shall control and manage its affairs and which shall consist of the following 9 (Nine) members:--**2

- i) Makhdoom Muhammad Zaman - Chairman.
"Talib-ul-Maulana".
- ii) The Vice-Chancellor, - Member.
University of Sind.
- iii) The Director of Education, - "
Hyderabad Region, Hyderabad.
- iv) The Chairman, - "
Board of Intermediate &
Secondary Education, Hyderabad.
- v) Dr. Nabi Bakhsh Khan Baloch - "
Head of the Department of
Education, University of Sind
- vi) Sayed Husamuddin Shah Rashdi. "
- vii) Sayed Miran Muhammad Shah. "
- viii) Sheikh Ali Muhammad. "
- ix) Bhurgri Abdul Ghafoor. "

- (2) The quorum for the meetings of the Board shall be 5 (Five). Provided that no quorum is required in case of adjourned meetings.

THE BOARD:

5. (1) The Board shall consist of the following:
 - i) Chairman of the Board to be appointed by the Governor of West Pakistan.
 - ii) Vice-Chancellor, University of Sind, or his nominee.

* 1. This is the date on which the present Board of Governors assumed their office.

**2. This composition of the Board of Governors has been provided in the order No. S.O. III-VI-101/57 dated the 27th September, 1961, of Government of West Pakistan, Education Department, Civil Secretariat, Lahore and subsequent modification of the said order vide No. S.O. III-VI-101/57 dated 9th November 1961.

(12)
iii) Chairman, Board of Intermediate and Secondary Education, Hyderabad.

iv) Director of Education,
- Hyderabad Region.

(v) Five members to be nominated by the Governor of West Pakistan.

- ✓ (2) The terms of office of members other than ex-officio members shall be four years, but the retiring members shall be eligible for re-appointment.
- ✓ (3) Any casual vacancy or vacancies shall be filled in by the Governor of West Pakistan for the remaining period of the original member or members.

BYE-LAWS:

6. (1) The Board shall frame such Bye-Laws as may be essential for its proper functioning:
provided that such bye-laws shall not be inconsistent with these Rules.
- (2) The Bye-Laws shall provide for all or any of the following:
- i) The procedure to be adopted at the meetings of the Board and any of its Committee or Sub-Committee.
 - ii) The Service Rules for the employees of the Board.
 - iii) The rules for the proper keeping of accounts, of stores and of other records and property of the Board.
 - iv) Such other matters as may be determined by the Board.

AMENDMENT TO THE RULES:

7. No amendments, addition or cancellation of any Rule or Rules shall be effective unless it is passed by a two-third majority of the total member of members.

FUNCTIONS OF THE BOARD:

8. The functions of the Board shall be:-
- (1) To, promote and develop advanced studies and research in Sindhi Language and literature.
 - (2) To publish important Sindhi literary works and rare manuscripts;
 - (3) To undertake the translation and publication of all Sindhi literary works in the modern Sindhi Language, and of standard works of other languages into Sindhi.
 - (4) To encourage, on competitive basis or by assignment, the writing of original Sindhi works both in prose and poetry, and to arrange for the printing and publication of the same.
 - (5) To arrange for the compilation and publication of standard Dictionaries, Grammar,

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-cyclopaedia and other reference books in
Sindhi Language.

- (6) To make arrangements for the preparation and publication of books on the history of Sind.
- (7) To prepare and publish in Sindhi Language authoritative reference books on Sind, embracing every phase of its life from ancient time upto present day, and also including political, cultural and natural history and geography and such other aspects, and to make arrangement for its subsequent translation and publication in other important languages.
- (8) To prepare and publish comprehensive histories of the Sindhi Language and Literature.
- (9) To promote the phonetic and phonological studies of the Sindhi Language.
- (10) To develop the scientific and technical terminology, and to prepare scientific literature in the Sindhi Language.
- (11) To establish libraries, and especially to collect old manuscripts, in the Sindhi and other allied languages such as Arabic, Persian, Urdu and Sanskrit written by Sindhi authors on History, Literature and Folk-lore of Sind, and to edit and publish these manuscripts in original and/or in translation.
- (12) To publish literary magazines and journals of various standards in the different branches of knowledge of Sindhi.
- (13) To award prizes and medals for books, essays and other literature with a view to encouraging the development of Sindhi Language and literature.
- (14) To celebrate anniversaries of great poets and Writers of Sind by organizing lectures and publishing memorial volumes.
- (15) To adopt all other measure which may be conducive to the furtherance of the above mentioned aims and objects of the Board.

MEETINGS
OF THE
BOARD.

9. (1) The Board shall meet as often as necessary, but in any case not less than four times in a financial year.
- (2) At one of these meetings, the Budget Estimate for the next financial year shall be considered and approved.
- (3) The Chairman shall, on a written request of not less than 4 members, convene a special meeting of the Board.
- (4) A notice of 15 clear days in the case of ordinary meetings, and of 7 days in the case of Special meetings shall be given to the members.
- (5) The Chairman shall preside at the meetings of the Board. In his absence from any meeting

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the members present shall elect the Chairman for the occasion.

- (6) All questions shall be decided by a simple majority of votes. In the case of equality of votes, the Chairman of the meeting shall have second casting vote.

THE STANDING COMMITTEE OF THE BOARD.

10. (1) There shall be a Standing Committee of the Board which shall consist of the following:-
- (a) Chairman of the Board - Chairman.
 - (b) 4 members to be elected by the Board from among themselves.
- (2) The quorum for the meetings of the Standing Committee shall be 3.
- (3) The terms of office of the members of the Standing Committee shall be 2 years, but the retiring members shall be eligible for re-election.

FUNCTIONS of the Standing Committee.

11. The functions of the Standing Committee shall be as follows:-
- (1) To initiate proposals for the consideration and disposal of the Board.
 - (2) To consider and dispose of all such matters as are referred to it by the Board.
 - (3) To prepare the Annual Reports of activities, the annual Accounts and the Annual Budget for the consideration and approval by the Board.
 - (4) To advise the Board on all matters connected with its aims and objects.

SUB-COMMITTEE.

12. The Board may constitute any adhoc-Committee and Sub-Committee for such specific purpose, connected with its aims and objects, as it may determine.

DELEGATION OF POWERS.

13. The Board may delegate any of its powers or functions to the Chairman or the Standing Committee or any other Committee or Sub-Committee or any of its member or Officers.

Provided that such authorised body or person shall not take any action which may involve any extra financial liability without the previous sanction of the Board.

POWERS AND DUTIES OF THE CHAIRMAN.

14. The Chairman shall have the following powers and duties :-
- (1) To preside at the meetings of the Board.
 - (2) To see that the affairs of the Board are conducted and managed in a proper manner and according to the rules.
 - (3) To supervise the expenditure and to ensure that the expenditure is being incurred in a well regulated manner and according to the Budget approved by the Board.

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and proceedings of all officers and servants of the Board in executive and administrative matters, as well as in matters concerning to accounts and records of the Board.

- (5) To appoint, suspend, and remove from service of all employees of the Board whose minimum pay scale does not exceed Rs. 200/-.
- (6) To sanction the annual increments of all employees of the Board.
- (7) To sanction the payment for any individual item of expenditure not exceeding Rs. 5,000 for which budget provision has been made and administrative approval of the Board has been given.

SECRETARY
OF THE
BOARD.

15. There shall be a Secretary of the Board, who shall be appointed by the Board for such period, and on such terms, as the Board may determine. He shall be the "Executive Officer" and shall, under the general supervision and control of the Chairman, be in charge of the office of the Board.

DUTIES
OF THE
SECRETARY.

16. The duties of the Secretary shall be as follows:

- (1) To implement the decisions of the Board and the Standing Committee.
- (2) To do the correspondence on behalf of the Board.
- (3) To be responsible for the proper maintenance and safe custody of the records, accounts and the other property of the Board.
- (4) To supervise the working of other employees of the Board.
- (5) To grant leave to the employees of the Board according to the relevant service rules.
- (6) To sanction payment on any individual item of expenditure not exceeding Rs. 1000/-, for which budget provision exists and competent administrative approval has been obtained.
- (7) To pass all bills of recurring nature, such as Pay Bills, Contingent Bills etc., for which Budget provision exists.
- (8) To make purchases according to the well-established normal procedure, of all such items for which administrative sanction has been obtained and for which provision exists in the budget.

Provided that in the emergency, he may purchase small items not exceeding Rs. 1000/- without calling for tenders etc.

- (9) To sign formal documents and other papers of the Board.

FUNDS OF THE BOARD:

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- 17. (1) The Funds of the Board shall consist of
 - (a) Grants in aid from Governments.
 - (b) Donations and contributions from the Public.
 - (c) Donations and contributions from the Industrialists.
 - (d) Contributions from the Local Bodies and other Organizations.
 - (e) Sale Proceeds of the Publications.
 - (f) Interests from investments.
 - (g) Such other amounts as are paid to the funds of the Board.
- (2) The funds of the Board shall be deposited in the name of the Board in any approved or scheduled Bank or Banks selected by the Board.
- (3) All moneys payable to the Board shall be received by the Secretary who shall, pass on a certified duplicate receipt to the payer and shall retain the original receipt in the book of counter-foils to be maintained properly.
- (4) All moneys so received shall immediately be deposited in the account of the Board with Bank or Banks as mentioned in Clause 14 Sub-Clause 2.
- (5) The Secretary shall keep a permanent advance of Rs. 1000/- only subject to annual adjustment and recommitment.
- (6) The account shall be operated and the cheques shall be signed jointly by the Chairman and the Secretary of the Board, or by the Secretary and one member of the Board.
- (7) All payments to contractors, suppliers and other persons for an amount exceeding Rs. 50 shall be made by cheque.

AUDIT:

- 18. (1) The accounts of the Board shall be audited annually by a firm of Auditors, appointed by the Board.
- (2) The Auditors shall audit the accounts of the preceding financial year as soon after the close of the year as may be practicable, but in case not later than the month of October and submit their Reports to the Board.
- (3) The Secretary may make such observations and submission on the Report of the Auditors as may consider necessary. The Board may consider these remarks and observations and take a final decision in the matter.