

SCHEDULE
THE FIRST REGULATIONS OF THE BOARD
(See Section 32)

Powers and Duties of the Chairman.	1. 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 and employees of the rank of Superintendent and above. (ii) Make appointment of supervisory, evaluative and other academic staff or Committees concerned with the conduct of examination.
Powers and Duties of the Secretary	2. (1) The Secretary shall, subject to the control of the Chairman, be incharge of the academic and administrative sector of a Board's office and cause the orders and decisions of a Board and the Chairman to be carried out. (2) The Secretary shall take all possible steps to ensure that the funds of a 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 the annual statement of accounts and budget estimates. (4) All meetings of a Board and the committees shall be convened by the Secretary under the direction of the Chairman. While preparing the agenda for a meeting of a 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 the previous permission of the Chairman. (5) The Secretary shall record the minutes and maintain the records of the proceedings of a 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 Government Treasury or a bank approved by the Board. (8) The Secretary shall issue to successful candidates on behalf of the Board in the prescribed form certificate of having passed the examinations held by the Board.

	<p>(9) The Secretary shall perform such other duties as may be assigned to him by the Chairman.</p> <p>(10) Notwithstanding anything to the contrary contained in these regulations, the Board may assign to any other officer or officers such duties of the Secretary as it may deem necessary.</p>
<p>Duties and Powers of the Controller of Examinations.</p>	<p>3. The Controller of Examinations shall, subject to the control of the Chairman be incharge of the examination sector of the Board, and shall:-</p> <p>(i) make arrangements for the conduct of all examinations of the Board;</p> <p>(ii) conduct official correspondence of the Board relating to the examinations; and</p> <p>(iii) perform such other duties as may be assigned to him by the Chairman from time to time.</p>
<p>Appointments Committee.</p>	<p>4. (1) The appointments Committee shall consist of:-</p> <p>(i) the Chairman of the Board;</p> <p>(ii) the Vice-Chancellor of the University or his nominee;</p> <p>(iii) one Executive District Officer (Education)* by rotation from amongst Executive District Officer (Education); and</p> <p>(iv) two nominees of the Controlling Authority,</p> <p>(2) The Appointments Committee shall recommend the appointment, confirmation and scale of officers and employees of the Board in BS-16 & above.**</p> <p>(3) The members of the Appointments Committee, other than the ex-officio members, shall hold office for two years.</p> <p>(4) The quorum for a meeting of the Appointments Committee shall be three.</p>
<p>Constitution and Functions of the Finance Committee.</p>	<p>5. (1) The Finance Committee shall consist of:-</p> <p>(i) The Chairman of the Board;</p> <p>(ii) one Executive District Officer (Education)* by rotation from amongst Executive District Officer (Education);</p> <p>(iii) The representative of the Finance Department, Government of the Punjab; and</p> <p>(iv) Two nominees of the Controlling Authority.</p> <p style="text-align: center;">_____</p> <p>*The words "Director of Education" substituted by "EDO(Education), vide Punjab ordinance No.XLVII of 2001.</p> <p>** As amended by Punjab Ordinance No.XXIII of 1992.</p>

	<p>(2) The functions of the Finance Committee shall be:-</p> <p>(i) To examine the annual budget and advise the Board thereon; and</p> <p>(ii) To review the financial position of the Board periodically and make recommendations to the Board for improving its finances.</p> <p>(3) The members of the Finance Committee, other than ex-officio members, shall hold office for two years.</p> <p>(4) The quorum for the meetings of the Finance Committee shall be three.</p>
<p>Constitution and Functions of the Committee for Appointment of Paper Setters and Head Examiners.</p>	<p>6. (1) There shall be a Committee for the appointment of Paper Setters and Head Examiners which shall consist of;</p> <p>(i) The Chairman of the Board;</p> <p>(ii) The Vice-Chancellor of the University or his nominee who should be a professor in one of the Science subjects; and</p> <p>(iii) The Executive District Officer (Education)* concerned.</p> <p>(2) The functions of the Committee for the 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; provided that 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.</p>
<p>Committee of Courses.</p>	<p>7. (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 Committee shall consist of the following namely:-</p> <p>(i) Two teachers of the subject or subjects from among the teachers of Intermediate Colleges, nominated by the Board*;</p> <p>(ii) Two teachers of subject or subjects from among the teachers of Secondary Schools nominated by the Academic Committee;</p> <p>(iii) Two persons having experience of Intermediate education, or Secondary education, nominated by the Board; and</p> <p>(iv) One expert in the subject or subjects nominated by the Chairman;</p> <p>(v) _____</p> <p>* As amended by Punjab Ordinance No.XXIII of 1992.</p>

	<p>Provided that if in any subject the required number of teachers is not available, the Chairman may decide that the number of members of the Committee of Courses for that subject may be less than seven or may permit the nomination of suitable persons who are not teachers as members of a particular Committee of Courses.</p> <p>(2) The term of office of the members of the Committee of Courses shall be two years;</p> <p>Provided that if a vacancy occurs in the Committee during the course of two years, the member appointed to fill the vacancy shall hold office for the remaining term only.</p> <p>(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 candidates for passing the relevant examination in the subject or subjects.</p> <p>(4) Each Committee of Courses shall have a convener who shall be nominated by the Board.</p> <p>(5) The quorum for a Committee of Courses shall be four.</p>
<p>Person ceasing to be a Member of a Committee would cease to be a Member of sub-Committee.</p>	<p>8. Notwithstanding anything contained in these regulations when a person ceases to be a member of a Committee, he shall cease to be a member of any sub-committee of which he may be a member by virtue of his membership of that committee.</p> <hr/> <p>*Under Government directive No. SO (Boards)1-38/85 dated 20th November 1985, the nominations of the members on the Committees of Courses are to be made by the Board instead of Academic Committee.</p>

Recognition of Schools.	<p>9. (1) The Board shall accord recognition, to the Secondary School Examination, to such schools as are within the jurisdiction of the Board, if it is satisfied, on the basis of the inspection report received in the case of schools maintained by the Government of Pakistan from the officer on Special Duty, Ministry of Education, Government of Pakistan, or any other authority appointed for the purpose by the said Ministry, and in the case of other schools, from the Executive District Officer (Education)* concerned that the conditions prescribed for recognition have been satisfactorily fulfilled.</p> <p>(2) If the Board on the basis of a report received, in the case of school maintained by the Government of Pakistan, from the officer on Special Duty, Ministry of Education, Government of Pakistan, or any other authority appointed for the purpose by the Ministry, and in the case of any other school, from the Executive District Officer (Education)*, is satisfied that the conditions of recognition have ceased to be fulfilled by any school recognized by it, the Board may, after giving the management of the School an opportunity of being heard, cancel the recognition.</p> <p>(3) The Board may, if it considers necessary, arrange a special inspection of any school by an Inspection Committee appointed by it.</p>
Audit	<p>10. (1) The Board shall appoint whole time Audit Officer and Auditor for the purpose of auditing the accounts and the bills to be paid from the funds of the Board. No expenditure shall be made from the funds of the Board unless the bill for its payment has been audited by the Auditor in conformity with the regulations and rules.</p> <p>(2) The statement of 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.</p> <p>(3) The accounts of the Board shall be audited once a year, in conformity with the regulations and rules, by Auditors appointed by Government for this purpose.</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">* As amended by Punjab Ordinance No.XLVII of 2001.</p>

**GOVERNMENT OF THE PUNJAB,
EDUCATION DEPARTMENT.**

Dated Lahore the 16th October, 1977.

NOTIFICATION

No. S.O(S&B)1/10-77. In exercise of the powers conferred by section 4 of the Punjab Boards of Intermediate and Secondary Education Act, 1976, the Government of the Punjab is pleased to direct that the Boards mentioned in column 2 in the schedule given hereunder shall exercise powers in respect of the areas shown against each in column 3 thereof.

SCHEDULE

Sr.#	Name of the Board	Area
1.	Board of Intermediate and Secondary Education, Bahawalpur.	Civil Division of Bahawalpur.
2.	Board of Intermediate and Secondary Education, Multan.	Civil Division of Multan.
3.	Board of Intermediate and Secondary Education, Gujranwala	Civil Division of Gujranwala, Sialkot and Sheikpura.
4.	Board of Intermediate and Secondary Education, Lahore.	Districts of Lahore & Kasur
5.	Board of Intermediate and Secondary Education, Rawalpindi.	Civil Division of Rawalpindi.
6.	Board of Intermediate and Secondary Education, Sargodha.	Civil Division of Sargodha.

2. Irrespective of the constitution of separate Board under this Notification for Gujranwala, Rawalpindi and Bahawalpur, the existing arrangements for conducting examinations by the Lahore, Multan & Sargodha Boards shall continue upto and including spring Examinations, 1978.

**BY ORDER OF THE GOVERNOR
OF THE PUNJAB**

(M.S. CHAUDHRY)
SECRETARY TO GOVT. OF THE PUNJAB
EDUCATION DEPARTMENT

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No. S.O(S&B)1/10-77

Dated Lahore the 16th October, 1977.

A copy is forwarded to the Superintendent, Govt. Printing Press, Punjab, Lahore for publication in the next issue of Govt. Gazette.

Sd/-

SECTION OFFICER (S&B)
EDUCATION DEPARTMENT

No. S.O(S&B)1/10-77

Dated Lahore the 16th October, 1977.

A copy is forwarded to:-

1. All the Administrative Secretaries to Govt. of the Punjab.
2. All Heads of Attached Departments.
3. PS/CS and PS/ACS, Services General Administration and Information Department.
4. Directors of Education Lahore, Rawalpindi, Sargodha, Multan & Bahawalpur.
5. Chairman, Board of Intermediate & Secondary Education, Lahore, Rawalpindi, Sargodha, Multan & Bahawalpur.
6. Registrars of Universities in the Punjab.
7. Chairman, Punjab Text Book Board, Lahore.
8. The Chairman, Board of Technical Education, Punjab, Lahore.

Sd/-

SECTION OFFICER (S&B)
EDUCATION DEPARTMENT

**GOVERNMENT OF THE PUNJAB,
EDUCATION DEPARTMENT.**

Dated Lahore the 16th October, 1977.

NOTIFICATION

No. S.O(S&B)1/10-77. In exercise of the powers conferred by sub section (1) of section of the Punjab Boards of Intermediate and Secondary Education Act, 1976, (Act No.XIII of 1976), the Government of the Punjab is pleased to direct that the said Act shall come into force with effect from the 20th October, 1977.

**BY ORDER OF THE GOVERNOR
OF THE PUNJAB**

**(M.S. CHAUDHRY)
SECRETARY TO GOVT. OF THE PUNJAB
EDUCATION DEPARTMENT**

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No. S.O(S&B)1/10-77

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6. Registrars of Universities in the Punjab.
7. Chairman, Punjab Text Book Board, Lahore.
8. The Chairman, Board of Technical Education, Punjab, Lahore.

Sd/-

**SECTION OFFICER (S&B)
EDUCATION DEPARTMENT**

CHAPTER –II
THE MEETINGS OF THE BOARD.

Ordinary Meetings	1. The ordinary meetings of the Board shall be held as may be convened by the Secretary under the directions of the Chairman.
Adjourning Meetings	2. A meeting may be adjourned from time to time to a date and hour specified to conclude an unfinished business.
President of meetings.	3. The Chairman of the Board shall, when present, preside at all meetings of the Board. In his absence the members present shall elect a Chairman for that particular meeting.
Want of quorum	4. If the required quorum is not present within half an hour after the time fixed for the meeting, the meeting shall not be held and the Secretary shall make a record of that fact.
No necessary quorum for adjourned meetings	5. If a meeting is adjourned for lack of quorum, no quorum shall be necessary for the adjourned meeting.
Notice for meetings	6. At least 7 days notice shall be given for ordinary meetings; provided that in a case of emergency the Chairman may convene an ordinary meeting at a shorter notice.
Pre-requisite for moving a Resolution.	7. Any member of the Board who wishes to move a resolution at an ordinary meeting, shall forward a copy of the resolution to the Secretary so as to reach him not less than three days before the date of the meeting. He shall, however, have the right to withdraw the resolution at any time.
Requisition for special meeting	8. At a special meeting of the Board convened on a requisition from at least 7 members of the Board under sub-section (1) of Section 9 of the Act only the business for which the meeting is convened shall be transacted; provided that the Chairman may place before it any other business which he considers to be urgent.
Agenda papers	9. Not less than five days before the date of a meeting the Secretary shall, under the directions of the Chairman, issue to every member an agenda paper, specifying the date, hour and place of the meeting and the times of business to be brought before the meeting; provided that Chairman may bring before the meeting any business which in his opinion, is urgent with shorter notice or without placing it on the agenda paper.
Order of business	10. At any meeting it shall be open to member to move for a change in the order of

<p>Motion without notice</p>	<p>business as stated in the agenda paper; if the motion is agreed to by the majority of the members present at the meeting the business shall be transacted in the changed order.</p> <p>11. A motion or a resolution may be moved without previous notice with the permission of the Chairman.</p>
<p>Motion to be moved and seconded</p>	<p>12. (1) The Chairman may in his discretion direct that a motion may be reduced to writing and read out by the mover, and delivered to the Secretary.</p> <p>(2) A resolution standing in the name of a member who is absent from the meeting, may be moved by any other member with the permission of the Chairman.</p> <p>(3) A motion must be seconded before it is considered.</p>
<p>Amendments to resolution</p>	<p>13. (1) Every amendment to a resolution must be seconded; otherwise it shall drop.</p> <p>(2) The order in which amendments to a resolution are to be moved shall be determined by the Chairman.</p> <p>(3) An amendment to a resolution shall be:</p> <ul style="list-style-type: none"> (i) by leaving out certain words; or , (ii) by inserting or adding certain words; or, (iii) by leaving out certain words to insert or add others in their place. <p>The amendment must be relevant to the resolution to which it is moved and must be so worded that, if carried, the resolution as amended would form an intelligible and consistent whole. The amendment must not be virtually an independent proposition.</p> <p>(4) Not more than one amendment to the resolution shall be placed before the meeting at a time. An amendment to amendment may, however, be permitted by the Chairman.</p> <p>(5) When there is an amendment, the amendment shall first be put to the vote. If the amendment is negative, any other amendment to the original motion may then be moved. If the amendment is carried, the motion as amended shall be stated from the Chair and voted upon. If the amendment is lost and no further amendment is proposed, the original motion shall be put to the vote.</p>
<p>Debate on motion or amendment</p>	<p>14. (1) No resolution or amendment shall be withdrawn without the consent of the Chairman. Where an amendment has been proposed to a resolution, the original motion cannot be withdrawn until the amendment has been disposed of.</p>

order in which amendment shall be brought forward for debate shall be determined by the Chairman.

(2) In the event of no member wishing to speak on the motion or in respect to speak on the motion or in respect of an amendment, or after such discussion on any such motion or amendment as the Chairman considers sufficient, the Chairman shall proceed to put the question to the vote.

(3) The Chairman may rule a motion or an amendment out of order at any time before the question is put to the vote.

(4) The Chairman shall control the order in which members may address the meeting and the manner in which the business shall be conducted. No member shall address the meeting

(ii) except in this order and (ii) after the Chairman has called for a vote.

(5) Members, when speaking, shall stand unless otherwise, permitted by the Chairman and shall address the chair. No member shall, without the leave of the Chairman, speak more than once on any proposition.

(6) A ruling given by the Chairman shall be final.

(7) A motion for closure may be moved at any time but not so as to interrupt a speech. It shall be in the form “that the question be now put”. If not seconded it shall drop. Unless it shall appear to the Chairman that such motion is an abuse of the rules of the meeting or an infringement of the rights of any section or that the question before the meeting has not been sufficiently discussed it shall be put forthwith and decided without amendments or debate. If the motion of closure is carried, the Chairman shall call upon the mover of the original motion to give his reply if he so desired. The original motion shall then be put to the vote.

(8) The Chairman may, at his discretion limit the duration of speeches on any subject at any stage.

(9) A member may call the Chairman’s attention to a point of order even whilst another member is speaking, but he shall confine himself to a statement of the point of order and shall not make a speech on such point of order.

(10) Any member may, with permission of the Chairman, rise, even while another is speaking, to explain any expression used by himself which may have been mis-understood or mis-construed by the speaker.

(11) When the Chairman has ascertained that no other member entitled to

	<p>address the meeting desires to speak, the mover of the resolution may reply to the whole debate. No member shall speak on a question after the mover has made his reply.</p> <p>(12) The mover of an amendment has no right or reply.</p> <p>(13) The Chairman may, at his discretion, explain to the meeting, at any stage in the proceedings, the scope of any resolution or amendment, or, make any statement on any matter arising from or connected with the Proceeding of the meeting. He may also, at the conclusion of the debate, sum up the debate if he so desires.</p>
<p>Voting procedure</p>	<p>15. (1) When the debate is concluded, or if there be no debate, the Chairman shall put the question to the vote.</p> <p>(2) All questions shall be decided by a majority of votes of the members present. The Chairman shall be entitled to vote on any question, and, if the votes be equally divided, he shall have a second or casting vote.</p> <p>(3) On a motion being put to the vote, the Chairman shall call for a show of hands and announce the results of the voting. Any member may then demand a poll which shall be taken in such manner as the Chairman directs.</p>
<p>Minutes of meetings</p>	<p>16. The minutes of the proceedings of each meeting shall be recorded by the Secretary and submitted to the Chairman for approval and signatures. The Secretary shall send a copy of the minutes of the proceedings to each member of the Board ordinarily within a fortnight after the meeting.</p>
<p>Member's right to get information</p>	<p>17. Any member of the Board may write to the Secretary for the purpose of obtaining information on matters touching the affairs of the Board and the Secretary shall supply the required information with expedition; provided that if the reply, in the opinion of the Chairman, would entail labour and expense not commensurate with the object in view, he may disallow it in which case the reason for such disallowance shall be communicated forthwith to the member concerned.</p>
<p>Meeting of Committees</p>	<p>18. The meetings of the Committees shall be held from time to time.</p>
<p>Secretary</p>	<p>19. An officer of the Board shall act as the Secretary of each Committee.</p>
<p>Adjournment</p>	<p>20. Any meeting of any Committee may be adjourned to a date and hour specified to</p>

<p>Lack of quorum</p>	<p>conclude an unfinished business.</p> <p>21. If the required quorum is not present within half an hour after the time fixed for the meeting, the meeting shall not be held and the Secretary of the Committees shall make a record of that fact.</p>
<p>Adjourned Meeting</p>	<p>22. If a meeting is adjourned for lack of quorum, No quorum shall be necessary for the adjourned meeting.</p>
<p>Notice of meeting</p>	<p>23. At least seven days notice of the date of a meeting shall be given; provided that in the case of an emergency meeting of a Committee may be held at a shorter notice.</p>
<p>Chairman of the Committee</p>	<p>24. The order of speaking and conduct of business in any meeting of a Committee shall be under the control of the Chairman of the Committee.</p>
<p>Minutes of meetings</p>	<p>25. All proceedings of the meeting shall be recorded in writing by the Secretary of the Committee concerned and countersigned by the Chairman of the Committee.</p>
<p>Ruling by Committee Chairman</p>	<p>26. <u>Any ruling given by the Chairman of a Committee shall be final.</u></p>
<p>Date to be fixed in consultation with convener</p>	<p>27. Ordinarily the Convener of a Committee of Courses shall be consulted before fixing a date for the meeting of the Committee.</p>
<p>Inspection of proceedings by a member</p>	<p>28. A member of the Committee concerned shall be entitled to inspect in the office of the Board during office hours, the proceedings of a meeting of the Committee.</p>
<p>Inspection of filed relevant to agenda by members.</p>	<p>29. A member of the Board shall be entitled to inspect, in the Secretary's office, file relating to any case on the agenda of the meeting of the Board. He shall not, however, be entitled to inspect a file or ask for any information which is considered by the Chairman to be confidential.</p>