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PART II

Statutory Notifications (S. R. O.)

GOVERNMENT OF PAKISTAN

MINISTRY OF LAW, JUSTICE AND HUMAN RIGHTS (Human Rights Wing)

NOTIFICATION

Islamabad, the 24th September, 2014

S.R.O. 959 (I)/2014.—In exercise of the powers conferred by section 20 of the National Commission on the Status of Women Act, 2012 (VIII of 2012), the Federal Government, in consultation with the National Commission on the Status of Women, is pleased to make the following rules, namely:—

1. **Short title and commencement.**—(1) These rules may be called the National Commission on the Status of Women Rules, 2014.

(2) They shall come into force at once.

2. **Definitions.**—In these rules, unless there is anything repugnant in the subject or context,—

(a) “Act” means the National Commission on the Status of Women Act, 2012 (VIII of 2012);

(3077)

- (b) "appointing authority" means a person authorized to make appointments to a post or position;
- (c) "Schedule" means a schedule to these rules; and
- (d) "selection committee" means a committee constituted by the Chairperson for the purpose of recommending to the appointing authority any person for appointment to a post or position on regular basis, on contract or otherwise in the Commission.

3. Terms and conditions of the Chairperson and members of the Commission.—(1) Subject to sub-section (3) of section 9 of the Act, the Chairperson shall be entitled to draw such salary, allowances, emoluments and other benefits as are admissible to a person in MP—I scale.

(2) A member or co-opted member of the Commission while traveling to attend a meeting of the Commission or any business thereof within Pakistan or abroad shall be entitled to the traveling allowance, daily allowance, etc., as are admissible to a civil servant in BPS-21 of the Federal Government.

(3) All members shall be available full time in the meetings of the Commission, its committees and sub-committees.

4. Review of the members' performance.—Member's performance shall be assessed by the Commission on the basis of the established criteria *i.e.* attendance at meetings, expertise in terms of inputs and outputs and strict regulation regarding the use and misuse of powers.

5. Leave of absence of the members.—(1) The Chairperson shall be competent to sanction leave to members of the Commission.

(2) Members shall inform in writing to the Chairperson in advance with regard to their absence from meetings of the Commission or sessions thereof. The members of the committees, sub-committees shall inform in advance convener of the relevant committees or the Secretary of the Commission.

(3) Any member, except *ex-officio*, of the Commission who absents himself from two consecutive meetings of the Commission without prior intimation, shall be deemed to have committed misconduct for the purpose of clause (a) of section 7 of the Act.

6. Meetings of the Commission.—(1) The Chairperson shall call meetings of the Commission.

(2) Where a written notice for holding an extra-ordinary meeting of the Commission is given by not less than one-fourth of the total members, the Chairperson shall call the meeting to be held within seven days at such place and time as the Chairperson may decide.

(3) The Secretary shall issue to members, at least seven days before the meeting, notice of meeting along with agenda indicating date and place of the meeting.

(4) Notwithstanding anything contained in sub-rule (3), an emergency meeting of the Commission may be called by the Secretary with prior approval of the Chairperson, on a short notice and agenda may be distributed during the meeting.

(5) Meetings of the Commission shall be presided over by the Chairperson and in absence of the Chairperson, by a member designated for the purpose.

(6) Minutes of every meeting of the Commission shall be recorded and prepared by the Secretary and approved by the Chairperson or the presiding member and circulated among the members within two weeks after the meeting.

7. **Custody of the record.**—(1) All proceedings of the Commission, committees, sub-committees and relevant record shall be kept in safe custody in the Secretariat of the Commission.

(2) The Secretary shall be responsible for maintenance, safety and confidentiality, if any, of all documents and record of proceedings of the Commission and its secretariat.

8. **Appointment of consultants, experts and advisers.**—(1) The Commission may appoint, or hire services of, any suitable person as consultant, expert or adviser, etc. for writing special report or paper or to do any work, which may be required on urgent basis and pay him a suitable remuneration on recommendations of its Executive Committee and approval by the Chairperson.

(2) The Chairperson, with approval of its executive committee, shall decide the need for appointing or hiring consultants, experts and advisers, etc., on the basis of non-availability of suitable in-house expertise.

(3) The appointment or hiring of consultant, expert or adviser, etc., shall always be assignment specific and time bound.

(4) The following information shall be placed before Executive Committee for appointing or hiring consultants, experts or advisers, etc., namely:—

- (a) terms of reference or specific tasks to be accomplished by the consultant, expert or adviser, etc;
- (b) details of the outputs required to be given by the consultant, expert or adviser, etc;
- (c) anticipated benefits from the proposed assignment;
- (d) professional expertise and experience required for the task to be undertaken;

- (e) approximate time required for completion of the job; and
- (f) cost estimates.

(5) The information under sub-rule (4) shall be the basis of Executive Committee's approval for acquiring consultancy services.

9. Procedure for appointing or hiring consultants, experts or advisers, etc.—(1) After approval for appointing or hiring consultants, experts or advisers, etc., the following procedure shall be followed by the Secretary of the Commission, namely:—

- (a) consultancy should be widely advertised thorough electronic and print media including its uploading on official website of the Commission indicating the requirements specified under sub-rule (4) of rule 8;
 - (b) advertisement of consultancy shall indicate the range of compensation package, including various facilities, depending on nature of the work involved and the applicants shall be short listed and prioritized by an in-house committee of the Commission;
 - (c) selection committee shall recommend a panel of at least three candidates in order of merit for consideration of the executive committee. The selection committee shall also recommend the compensation package for the consultants, experts or advisers, etc. placed on the panel based on experience, qualifications and rates of most recent consultancy; and
 - (d) financial sanction for appointing or hiring of a consultant, expert or adviser, etc. on the terms and conditions recommended by the selection committee shall be obtained from the executive committee.
- (2) Final approval for appointment or hiring of consultants, experts or advisers, etc., shall be accorded by the Chairperson on recommendations of the executive committee.
- (3) While making an offer of appointment or hiring of a consultant, expert or adviser, etc., the contract or agreement thereof shall include—
- (a) statement of objectives of the assignment;
 - (b) responsibilities of the consultant, expert or adviser, etc., stating particulars of the outputs required to be given by him;
 - (c) responsibilities of the Commission by indicating types of inputs to be provided to the consultant, expert or adviser, etc;
 - (d) duration of the contract or agreement indicating completion dates and termination of contract or agreement;

- (e) financial provisions reflecting manner of payment of remuneration, etc;
- (f) general provisions of all matters including earlier termination of contract or agreement; and
- (g) mode of periodic performance appraisal of the consultant, expert or adviser, etc.

(4) Notwithstanding anything contained in these rules, the Chairperson may, subject to approval of executive committee, hire a suitable person as consultant, expert or adviser, for a short term of not exceeding fifteen days and for specific assignment requiring instant completion.

(5) In relation to appointment or hiring of a consultant, expert or adviser, etc., following further guidelines shall be observed, namely:—

- (a) an objective evaluation and assessment on performance of the consultant, expert or adviser, etc. shall be undertaken on periodic basis in a manner especially designed for the job;
- (b) the Chairperson shall conduct regular or periodical checks in order to monitor compliance of the guidelines;
- (c) any deviation or departure of the prescribed guidelines shall be dealt with seriously and the defaulting officers shall be proceeded against, under disciplinary rules of the Commission; and
- (d) a uniform proforma as set out in the Schedule shall be devised containing all essential particulars and details and invariably placed before the selection committee and the appointing authority before appointing or hiring a consultant, expert or adviser, etc.

SCHEDULE

[see rule 9(5)(d)]

PROFORMA SHOWING ESSENTIAL PARTICULARS AND DETAILS REQUIRED TO BE PLACED BEFORE SELECTION COMMITTEE AND APPOINTING AUTHORITY FOR APPOINTMENT OF CONSULTANTS, EXPERTS OR ADVISERS, ETC.

PART — I

- (1) Area of consultancy _____
- (2) Duration of consultancy _____
- (3) Date of clearance by the executive committee _____

- (4) Date of advertisement (copy may be enclosed) _____
- (5) Number of applications received for the position _____
- (6) Number of candidates short-listed (prioritized list may be enclosed) _____

PART- II

- (1) Justification for appointment or hiring the consultant, expert or adviser, etc. _____
- (2) Terms of reference (TORs) of the assignment _____
- (3) Major activities to be performed under the TORs with date of completion in respect of each activity _____
- (4) Qualifications, professional experience and other specifications considered necessary for the job _____
- (5) Cost of appointment or hiring the consultant, expert or adviser, etc.:—
- (a) remuneration to be paid _____
- (b) cost of supporting staff _____
- (c) cost of equipment/material _____
- (d) others _____

PART III

(To be filled when the case is submitted for consideration of the appointing authority)

- (1) Names of candidates in order of merit, recommended by the selection committee, broadly giving reasons for such selection _____
- (2) Compensation package for the consultants, experts or advisers, etc. recommended by the selection committee _____

PART- IV

- (1) A profile of each candidate covering the following, may be enclosed along with detailed curriculum vitae (CV):—
- (a) name of the candidate _____

- (b) age with date of birth _____
 - (c) qualification and experience relevant to the assignment _____
 - (d) other factors which support individual's suitability for the job _____
- (2) Draft contract agreement may be enclosed, in respect of—
- (a) candidates short listed when the case is submitted for consideration of the selection committee; and
 - (b) panel of candidates recommended by the selection committee when the case is submitted for consideration of the appointing authority.

[No. F. 2(10)/2012-DD(IC-II.)]

MUHAMMAD KHALIL AWAN,
Deputy Secretary (Admin).