



Government of the Punjab
Environment Protection Department
Dated, Lahore the 2023

Notification: xxxxxxxxxx: In exercise of the powers conferred by section 31 of the Punjab Environmental Protection Act, 1997, Government of the Punjab is pleased to make the following rules namely:

1. Short title and commencement.

- (1) These rules may be called as Provincial Sustainable Development Fund Board (Procedure) Rules, 2023.
- (2) They shall come into force at once.

2. Definitions.

- (1) In these Rules, unless there is anything repugnant in the subject or context:
 - a) **“Act”** means the Punjab Environmental Protection Act, 1997;
 - b) **“Board”** means the Provincial Sustainable Development Fund Board constituted under section 10 of the Act;
 - c) **“Chairperson”** means the Chairperson of the Board;
 - d) **“Committee”** means a Committee of the Board constituted under sub-section (3) of section 10 of the Act;
 - e) **“Member”** means a member of the Board; and
 - f) **“Secretary”** means the Secretary of the Board.

- (2) All other words and expressions used in these rules but not defined shall have the same meaning as are assigned to them in the Act.

3. Meetings of the Board

- (1) The Board shall meet at Lahore, the provincial capital, or any other place specified by the Chairperson or approved by the Board, preferably bi-annually. The members may join the meeting through zoom or any other such system if situation warrants so.
- (2) The date of the meeting of the Board shall be communicated in writing to the members by the Secretary at least 15 days before the date of the meeting.
- (3) An extraordinary meeting of the Board may be called by the Chairperson on the requisition of not less than six members to consider any urgent matter:

Provided that any such urgent matter shall be clearly specified in the requisition:

Provided further that where in the opinion of the Chairperson it is not possible to convene a meeting to consider such urgent matter, it may be circulated to the members and a decision thereon taken in accordance with the views of the majority of the total membership.

(4) One half members of the Board shall constitute a quorum at a meeting.

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

(6) Members shall not be paid any remuneration for their services by the Board other than daily allowance and / or travelling allowance for attending meetings of the Board.

4. Agenda of the meetings

(1) An agenda listing the matters or business to be brought before the meeting, along with an explanatory memorandum or working paper for each matter prepared by the proposers, shall be communicated in writing to the members of the Board by the Secretary along with the notice of date and place of the meeting.

(2) Subject to sub-rule (3), any member may propose to the Secretary any matter for inclusion in the agenda of a meeting.

(3) Any matter referred to in sub-rule (2), shall:

(a) fall within the scope of the functions and powers of the Board, as specified in sub-sections (2) and (3) of section 10 of the Act; and

(b) be supported by an explanatory memorandum or working paper which clearly and precisely presents the relevant facts and the issues, proposals requiring decision and, in the case of a proposal submitted to the Board for sanction of financial assistance, shall contain such information and details in such format ~~and be accompanied by a fee of Rs.5,000. as may be prescribed by the Board.~~

(4) The Chairperson may disallow inclusion of any matter in the agenda which in his opinion fails to meet the conditions specified in sub-rule (3).

(5) The Secretary shall communicate to the proposer the reasons for the decision to disallow inclusion of any matter in the agenda.

5. Decisions of the Board.

(1) The Board shall make every effort to take decisions by consensus, failing which decisions shall be taken by majority of votes.

(2) Each member of the Board shall have one vote, but in case of equality of votes, the Chairperson or the person presiding the meeting, shall have a casting vote.

(3) All decisions of the Board shall be recorded in a minute book maintained by the Secretary and shall be authenticated by the signature of the Chairperson or of such other member authorized by the Board by a resolution.

6. Committees of the Board.

(1) The Board may for facilitating the performance of its functions and ensuring efficient operations of the Fund, constitute Committees of its members including at least one non-official member, and entrust them with such functions as it deems fit.

(2) The Chairperson of a Committee shall be appointed by the Board at the time of constitution of the Committee.

(3) A Committee shall meet on such date and at such place as may be specified by the Chairperson of the Committee.

(4) One-half the total number of members of a Committee shall constitute a quorum for its meeting.

(5) The recommendations of the Committee shall be submitted to the Board for approval.

7. Invitations to experts, etc.

The Board, or any of its Committees, may co-opt any technical expert or representative of any Government agency or non-governmental organization or other person possessing specialized knowledge of any subject for assistance in performance of its functions and in disposal of its business but such expert or representative or person shall not be entitled to vote.

8. Travelling and daily allowances.

(1) An official member shall draw travelling allowance and daily allowance for attending the meeting of the Board or of a Committee of the Board from the Government agency from which he draws salary and other emoluments.

(2) A member other than official member shall draw travelling allowance and daily allowance for attending the meeting of the Board or of a Committee of the Board from the Secretary, on such rates and in such manner as may be notified by the Board.

9. If an ex-officio member is unable to attend the meeting in person for any plausible reason, such ex-officio member may be represented by another official of that department of not less than BPS-19 officer and such representation shall be construed to have the same effect as that of the ex-officio member.

10. In the case of a non-official member, representation by another nominee shall only be allowed if the nominee also belongs to the same organization from which the non-official member is associated and permission of the chairperson has been obtained for representation by such nominee.

11. Minutes of each meeting shall be recorded by the Secretary of the Board and his office shall serve as the secretariat for the Fund. The Secretary may requisite the services of an employee of the EPA to assist him in the preparation of such minutes and for their safe-keeping. Preferably minutes should be issued within two weeks of the date when meeting has been held.

12. The daily allowance and travelling allowance shall be payable to the members of the Board from the Fund.

13. The Secretary of the Board may operate 'petty cash' for expenses incidental to holding the meeting and charge the fund, subject to an upper limit of Rs 20,000 per meeting and for which the sanctioning authority shall rest with the Secretary of the Board.

14. Removal of difficulty.— If any difficulty arises in giving effect to any provision of these rules, the Government shall take steps as may be necessary to remove the difficulty.

SECRETARY
GOVERNMENT OF THE PUNJAB
ENVIRONMENT PROTECTION DEPARTMENT