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GOVERNMENT OF THE PUNJAB
SOCIAL WELFARE & BAIT-UL-MAAL DEPARTMENT
12-M MODEL TOWN, EXT. LAHORE.
PH: 042-99232184

NOTIFICATION

NO. SO (D) 2-3/2011 (P) Competent Authority has been pleased to approve following Revised Policy Instructions on formation and functions of advisory committee for all institutions under administrative control of Social Welfare and Bait-ul-Maal Department:-

1. APPLICATION OF INSTRUCTIONS

These instructions shall be applicable to all such Institutions, Homes and Centers and those may be established in future under Social Welfare & Bait-ul-Maal Department Punjab.

2. COMPOSITION OF ADVISORY COMMITTEE

2.1 The Advisory Committee of each Social Welfare Institution/ Home/Centre etc shall comprise the following:-

Sr. No	Category	Status	Mode of appointment
1.	Retired employees of Social Welfare Department / Retired Govt. servants / Philanthropists / Representative of Deputy Commissioner.	Chairperson	Through nomination of Divisional Director of the concerned Division.
2.	Maximum two prominent Social Workers or Philanthropists or NGO representative.	Member	Through nomination of Deputy Director on the basis of commitment of maximum donation.
3.	Representatives of Police department (Only for Dar-ul-Aman)	Member	Through nomination from Concerned Office of Police Department
4.	Medical Superintendent of DHQ Hospital or his representative.	Member	Through nomination from Medical Superintendent of the Concerned District.
5.	Representative of District Bar Association (only for Dar-ul-Aman)	Member	Through nomination from Deputy Director, Social Welfare, concerned.

6.	Any Technical Members including professional like Lawyers, Doctors and Psychologist, Educationist, Interns / Students from educational institutions etc. as per requirement of the residents.	Co-opted Member (\$)	Through Head of institution concerned.
7.	Maximum two representatives of prominent Businessmen / Industrialists or Member of Local Chamber of Commerce.	Member	Through Nomination of President of Concerned Chamber of Commerce & Industry.
8.	Officer Incharge of the Institution/ Home/ Centre	Member/ Secretary	By virtue of designation
9.	The Advisory Committee with approval of Director General, Social Welfare may co-opt one person for fixed period in the committee who may be considered beneficial/ helpful for the successful working of the institution/ home/centre, as the case may be.		

3. NOTIFICATION OF THE ADVISORY COMMITTEE

Director General, Social Welfare, shall notify the Advisory Committee of each Social Welfare institution/ Home/ Centre etc on the recommendations of Divisional Director.

4. FUNCTIONS OF THE ADVISORY COMMITTEES

The committees shall perform the following functions:

- 4.1 Assist the Management and the working of the institutions/ homes/ centers of the department for the benefit of the inmates.
- 4.2 Assist Officer Incharge for admission and selection of beneficiaries to the institutions/ homes/ centres.
- 4.3 Mobilize additional resources from donations/ private sources, to support and improve the facilities available for the beneficiaries and their rehabilitation.
- 4.4 Support the officer in charge in resolving/setting dispute/complaint by the residents/beneficiaries.
- 4.5 Support officer Incharge in the identification of interested parties to start trainings/ welfare services in the institution under Public-Private Partnership, which will be finalized by the Director General Social Welfare & Bait-ul-Maal as per rules and regulations of government for contract hiring, to ensure transparency.
- 4.6 Providing support to the officer Incharge to organize national days and other functions, in the institutions/homes/centres.
- 4.7 Work in advisory capacity for the Management of the Institutions/homes/centres for which it has been notified.

- 4.8 Assist the officer Incharge in devising training/learning/rehabilitation/pass out programmes /employment for the residents/trainees.
- 4.9 Members must see the cleanliness of the institution and health of residents.

5. MECHANISM FOR DONATION COLLECTED / RECEIVED THROUGH ADVISORY COMMITTEE.

- 5.1. Maintain a separate account in any schedule Bank and operate it with joint signatures of the Chairperson and the Officer Incharge of the respective e Institution / Home/ Centre.
- 5.2. Maintain record of Bank Account, Bank Statements / Cheque Books / Cash Book etc as per Government instructions.
- 5.3 Maintain separate record of donations received in the form of kinds.
- 5.4 The account will be audited each year by some registered Chartered Account Firm.

6. FINANCIAL RENUMBERATION

The Chairperson and all members of advisory committee including co-opted member shall not be entitled to any financial numeration / perks & privileges. They will function on voluntary and honorary basis.

7. NOMINATIONS CONDITINS

No person shall be nominated in more than one advisory committee at a time. However, this condition shall not be applicable if the member is renowned and give assurance of financial assistance for the institutions.

8. POWERS OF ADVISORY COMMITTEES

The advisory committee shall

- 1. Work in advisory capacity for the Management of the institutions/ homes/ centers for which it has been constituted. The department and the Officer in charge of the institutions/ homes/ centers may follow the advice and guidance given by the committee only within its administrative and financial framework.
- 2. Be authorized to offer advice on any of the issue/ service pertaining to smooth and effective functioning and development for the institutions/ homes/ centers.
- 3. Be authorized to open account in a bank and operate it with joint signatures of the Chairperson and the officer in charge of the institutions/ homes/ centers, which shall be audited each year by some Chartered Accountants.
- 4. Be authorized to recommend admission of inmates/ trainees.
- 5. Assist the Officer in charge in devising training/ learning/ rehabilitation/ pass out Programme/ employment for the inmates/ trainees.
- 6. Arrange equipment/ machines/ soft loans and such other articles, which may help the inmates/ trainees in their ultimate employment and rehabilitations.
- 7. Members must see the cleanliness and health of the inmates and institutions.

9. TENURE OF ADVISORY COMMITTEE

- 9.1 The tenure of an Advisory Committee shall be two years and no further extension will be given to any advisory committee.

1. The committee shall take all the decisions by majority vote except chairperson. In case of equal votes, the Chairperson shall have authority to decide the issue on casting vote.
2. In case of serious difference of opinion, not being resolved at the committee's level, the matter would be recorded in the minutes and referred to the Director General Social Welfare whose decision in that issue would be final.

14. GENERAL

1. Director General, Social Welfare and Bait-ul-Maal, Punjab shall have powers to dissolve any Advisory Committee if any fiscal misappropriation or complaint proved.
2. Director General Social Welfare & Bait-ul-Maal Punjab can depute any officer or officers to look into any written complaint.
4. The bio data of all members shall be maintained which gives basic knowledge about members name, age, address, phone, identity card number and educational qualification/ experience of work etc.
5. These instruction will replace any other instructions issued earlier by this Department.

**SECRETARY
SOCIAL WELFARE & BAIT-UL-MAAL
DEPARTMENT**

**Dated Lahore, the
09th October, 2018**

NO. & DATE EVEN:

- I. PS to Minister Social Welfare & Bait-ul-Maal, Punjab, Lahore.
- II. PS to Secretary Social Welfare & Bait-ul-Maal, Punjab, Lahore.
- III. All the Divisional Commissioners in Punjab.
- IV. PSO to Director General Social Welfare & Bait-ul-Maal, Punjab, Lahore.
- V. All the Divisional Directors Social Welfare & Bait-ul-Maal, Punjab.
- VI. All the Deputy Directors Social Welfare & Bait-ul-Maal, Punjab.

SECTION OFFICER (DEVELOPMENT)