

**GOVERNMENT OF ¹[Khyber Pakhtunkhwa],
HEALTH DEPARTMENT.**

NOTIFICATION

7th July, 2003.

No. SOH-III/Reg/8-52/03. In exercise of the powers conferred by Section 16 of the ²[Khyber Pakhtunkhwa] Health Foundation Act, 1995 (³[Khyber Pakhtunkhwa] Act No. VI of 1995), the Board, with the approval of Government, hereby makes the following rules, namely:

THE ⁴[Khyber Pakhtunkhwa] HEALTH FOUNDATION RULES OF BUSINESS.

1 SHORT TITLE AND COMMENCEMENT

(I) These rules may be called the ⁵[Khyber Pakhtunkhwa] Health Foundation Rules of Business.

(2) These rules shall come into force at once.

2. DEFINITIONS.--

In these rules, unless the context otherwise requires, the following expressions shall have the meanings hereby respectively assigned to them, that is to say-

- (i) "**Act**" means the ⁶[Khyber Pakhtunkhwa] Health Foundation Act, 1995 (⁷[Khyber Pakhtunkhwa] Act No. VI of 1995);
- (ii) "**employee**" means an employee of the Foundation;
- (iii) "**Fund**" means the fund of the Foundation established under section 14 of the Act;
- (iv) "**loan**" means a recoverable sum of money advanced by the Foundation to a recipient as loan plus markup accrued thereon;
- (v) "**post**" means a post whether permanent or temporary borne on the establishment of the Foundation ;

¹ Sub.by the Khyber Pakhtunkhwa Act No. IV of 2011.

² Sub.by the Khyber Pakhtunkhwa Act No. IV of 2011.

³ Sub.by the Khyber Pakhtunkhwa Act No. IV of 2011.

⁴ Sub.by the Khyber Pakhtunkhwa Act No. IV of 2011.

⁵ Sub.by the Khyber Pakhtunkhwa Act No. IV of 2011.

⁶ Sub.by the Khyber Pakhtunkhwa Act No. IV of 2011.

⁷ Sub.by the Khyber Pakhtunkhwa Act No. IV of 2011.

- (vi) **"private sector"** means the sector providing health facilities to the general public by private organizations /institutions or individuals.

3 **FUNCTIONS:-**

Without prejudice to the generality of the provisions contained in section 12 of the Act, the Foundation, in the performance of its functions, shall. –

- a) provide technical and financial assistance to the private sector for capacity building for health service delivery and planning of projects;
- b) develop and launch income-generation schemes to enhance its finances to achieve financial viability; and
- c) organize and carry out studies on private sector for assessment of its needs and to monitor quality of service.

4. **PROCEDURE FOR THE MEETINGS OF THE BOARD:-**

- (1) The Board shall meet as and when necessary but at least twice a year at its Head Office, or at such other place as may be decided by the Chairman.
- (2) The Managing Director of the Foundation or a person authorized by him shall be responsible for the preparation of the agenda and working paper well in time which shall be forwarded to the participants of the meeting at least 15 days in advance of the meeting; provided that in case of urgency, a meeting can be convened at a short notice of 7 days.
- (3) All decisions of the Board shall be made on majority of votes. In case of a tie, the Chairman shall have a second or casting vote.
- (4) All the items of the agenda shall be considered for approval with exhaustive deliberation amongst the members in the meeting,
- (5) The minutes of every meeting shall be prepared and sent to the members for confirmation and their signatures. Their observations on the minutes if any should be received by the Secretary within 7 days of the circulation of the minutes, failing which the minutes shall be deemed to have been confirmed.
- (6) In cases of urgency, except in financial matters, an item can be decided by the Board through circulation of the agenda amongst the members, in which case, the decision shall be based on the majority of the views expressed by the members.
- (7) The meeting of the Board shall be presided over by the Chairman and in his absence by the Vice-Chairman or the Additional Chief Secretary if the Vice-Chairman is also not present.

- (8) On the start of a meeting, other than the first meeting, the secretary shall inform the Board about the actions taken on the decision (s) in the previous meetings

5. ADVISORY COMMITTEE.—

There shall be an Advisory Committee, consisting of the following members, which shall assist and advise the Board on such administrative, technical and financial matters as are referred to it by the Board. (1) The composition of the Advisory Committee shall be as under: -

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| (a) Managing Director | Chairman. |
| (b) A representative of the. P&D Department not below the rank of Deputy Secretary | Member. |
| (c) A representative of the Health Department not below the rank of Deputy Secretary | Member. |
| (d) A representative of the Finance Department not below the rank of Deputy Secretary.. | Member. |
| (e) A Chartered Accountant/Banker to be nominated by the Chairman of the Board. | Member. |
| (f) A Senior Health Professional to be nominated by the Chairman of the Board | Member. |
| (g) The President Sarhad Chamber of Commerce & Industries or his representative | Member |
| (h) The Director of the Foundation. | Member-cum-secretary |
- (2) The meeting of the Advisory Committee will be convened by the Managing Director with prior notice to be issued to all members along with the agenda and working paper at least 7 days before the meeting.
- (3) The quorum of the meeting shall be one half of the members, but presence of representative of the Secretary Finance and Secretary P&D shall be mandatory.

6. ADMINISTRATIVE HIERARCHY

- (1) The Managing Director shall administer the day to day affairs of the Foundation under the directions of the Board and with the help of the Director of the Foundation and his subordinate staff comprising of the following sections;
- a) Administrative Section;
 - b) Financial Section;
 - c) Technical Section;
- (2) Each section shall be headed by a Deputy Director with the assistance of a nucleus of ministerial and other staff as indicated in the sanctioned budget of the Foundation. All the Deputy Directors will be responsible to the Director and the Managing Director.
- (3) The heads of each section shall work under, the direct supervision and control of the Director of the Foundation.

7. JOB DESCRIPTION OF VARIOUS SECTIONS, OF THE JOUNDATION.-

A. Administration Section;

- (1) This section shall be responsible for:-
 - a) exercising control over the Foundation employees by supervising the day to day performance of their bonafide duties
 - b) initiation of disciplinary cases against them in case of committal of any misconduct on their part.
 - c) maintaining service record, leave account and confidential reports of the Staff.
 - d) processing medical reimbursement bills of the employees.
 - e) providing liveries to employees in (BP&-01-to BPS-04)
- (2) Ensure discipline, punctuality and efficiency of the employees
- (3) Processing of cases of recruitment, promotion and transfer of the Foundation employees.
- (4) Office management, that is ---
 - (a) provision of Stationery, equipment, furniture and fixtures;
 - (b) maintenance of telephones, vehicles, library, furniture and fixtures;
 - (c) drawl and disbursement of salaries, other remuneration's, allowances and advances as admissible to the employees under the rules;
 - (d) security of the office, it's infra structure and record and;
 - (e) notification of holidays and office hours.

B. Finance Section

The Finance Section shall be responsible for:-

- (a) preparation of annual budget and submission thereof to the Advisory Committee and the Board;,
- (b) scrutiny of financial aspects of project proposals submitted to the Foundation by the beneficiaries;
- (c) processing of tenders, bidding documents and contract agreements;
- (d) processing of loans or grants to the applicants requesting for financial assistance;
- (e) keeping the financial record of the Foundation updated in matters concerning:—
 - (i) control of budget and maintenance of record thereof;
 - (ii) keeping record of all financial procedural books, rules and instructions issued by the competent authority from time to time;
 - (iii) timely assessment of saving or excess of expenditures and intimation thereof to the competent authority/ forum well in time;
 - (iv) maintenance of stock register, cash book, ledger accounts, log books and other statutory documents pertaining to pecuniary matters of the Foundation as required under the Treasury Rules and General Financial Rules; and
 - (v) to keep separate record of loans, recoveries thereof, investment of Foundation Funds, returns therefrom and interests accrued on deposits of the Foundation in various banks.

C.**Technical Section**

The Technical section shall include medical and engineering experts and shall be responsible for.---

- (i) technical examination of all the schemes submitted for processing;
- (ii) re-assessment of the feasibility of schemes remanded by the Advisory Committee to the Section for further scrutiny;
- (iii) recommending the appointment of consultants for the examination of the, technical and financial proposals;
- (iv) monitoring and evaluation of Foundation assisted projects;
- (v) identification and prioritization of project proposals; and
- (vi) feasibility study of the required health facilities in a particular area of the province and its viability and affordability.

8. AUDIT OF ACCOUNTS.

- (1) Internal Audit: - The internal audit of the accounts of the Foundation shall be carried out by the Finance Section of the Foundation.
- (2) External Audit: - The external audit shall be carried out annually by the Director Local Fund Audit or a Chartered Accountant, as the Board may decide.

9. REGIONAL OFFICE:-

The Foundation may establish its regional offices at suitable places as deemed appropriate.

SECRETARY HEALTH