

**WEST PAKISTAN BOARD OF REVENUE  
(CONDUCT OF MEEATING)**

**RULES 1959  
(22<sup>nd</sup> May, 1959)**

**1. Short title and commencement.** (1) These rules may be called the West Pakistan Board of Revenue (Conduct of Meetings) Rules, 1959.

(2) They 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:-

(a) "Case" means a particular matter under consideration and includes all papers relating to it or required for its disposal.

(b) "Member-in-Charge" means a Member of the Board of Revenue, West Pakistan in-charge of any particular business.

(c) "Secretary" "Deputy Secretary" and "Assistant Secretary" respectively, mean Secretary, Deputy Secretary Assistant Secretary to the Board of Revenue, West Pakistan, in-charge of any particular business.

**3. Meetings of the Board and quorum.** (1) A meeting of the Members of the Board, hereinafter called the meeting of the Board, shall held from time to time to consider and decide such case as may be placed before it.

(2) The senior-most Member present shall preside at the meeting.

(3) The quorum necessary for the transaction of business at the meeting shall be two:

Provided that if at any such meeting a quorum is not present, the Member present shall adjourn the meeting to such other day as he may think fit and the business which would have been brought before the original meeting if there had been a quorum present shall be brought before and transacted at the adjourned meeting whether there be a quorum present thereat or not.

(4) The meeting may also be attended by the Secretaries, Deputy Secretaries, Assistant Secretaries and other officers whose presence may be considered necessary.

**4. Secretary to the Board at the meeting.** (1) The senior-most Secretary, and in his absence, the Secretary next below him in seniority, shall act as Secretary to the Board at the meeting.

(2) Such secretary as aforesaid shall:-

(i) as and when a meeting of the Board is considered necessary, and in consultation with the Senior-most Member, appoint a date, time and place therefor, and inform all members accordingly;

(ii) prepare the necessary Agenda for the meeting of the Board and have it, together with the explanatory memorandum in respect of each item, circulated to all the Members and other officers whose presence may be required at the meeting;

- (iii) record the names of the Members and officers present at the meeting and the minutes of the proceedings; and
- (iv) have the minutes, so drawn up, approved by the Member presiding at the meeting and then circulate copies thereof under his signature, to all the officers concerned for such action as may be necessary.

**5. Cases to be disposed of collectively.** All cases involving important questions of policy, including departure from the existing policy, and such other cases as the Member-in-Charge may desire, shall be referred to the Board for Disposal at its meeting:

Provided that no case shall be placed in a meeting of the Board without the prior approval the Member-in-Charge who shall have full discretion in the matter.

**6. Preparation of memoranda of cases for the consideration of the Board.** Where a case is to be considered at a meeting of the Board, the Secretary, Deputy Secretary or the Assistant Secretary concerned shall prepare a self-contained memorandum, stating clearly the points on which the decision of the Board is required. The necessary number of copies of the memorandum alongwith the case shall then be forwarded to senior most Secretary for circulation as required by sub-rule (2) of rule 4.