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PART II

Statutory Notifications (S. R. O.)

GOVERNMENT OF PAKISTAN

NATIONAL HISTORY AND LITERARY HERITAGE DIVISION

NOTIFICATION

Islamabad, the 29th December, 2017

S. R. O. 1333(I)/2017.—WHEREAS, the Secretary to the Government of Pakistan, National History and Literary Heritage Division, has made an application to vest and apply in trust an amount of five hundred million Rupees for a charitable purpose in name of the Archaeology and Literary Heritage Endowment Fund;

NOW, THEREFORE, in exercise of the powers conferred by sub-section (1) of section 4 and sub-section (1) of section 5 of the Charitable Endowments Act, 1890 (VI of 1890), the Federal Government is pleased to—

- (a) order that the said amount be vested in the Treasurer of Charitable Endowments; and

(3247)

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- (b) settle the following scheme for administration of the said Archaeology and Literary Heritage Endowment Fund, namely:—

**SCHEME FOR THE ADMINISTRATION OF ARCHAEOLOGY AND
LITERARY HERITAGE ENDOWMENT FUND**

1. **Short title, application and commencement.**—(1) This scheme shall be called the Administration of Archaeology and Literary Heritage Endowment Fund.

(2) It shall extend to such areas in the Federation as are not included in any province.

(3) It shall come into force on such date as the Federal Minister-in-charge may, by notification in the official Gazette, appoint.

2. **Definitions.**—In this scheme, unless the context otherwise requires,—

- (a) “Board” means the Board of Governors constituted under paragraph 5;
- (b) “Chairman” means the Chairman of the Board;
- (c) “Division” means the Division to which subject-matter of this scheme stands allocated;
- (d) “Executive Committee” means the Executive Committee constituted under this scheme;
- (e) “Fund” means the Archaeology and Literary Heritage Endowment Fund;
- (f) “Minister” means the Federal Minister-in-Charge of the Division to which subject-matter of this scheme stands allocated;
- (g) “Managing Director” means Managing Director of the Fund;
- (h) “Secretary” means Federal Secretary of the Division to which subject-matter of this scheme stands allocated; and
- (i) “Treasurer” means Treasurer of the Fund.

3. **Aims and objectives.**—The following shall be aims and objectives of the Fund, namely:—

- (a) to arrange or organize international conferences or symposia;
- (b) to curate international or national exhibitions of archaeological artifacts;
- (c) to conduct original research on tangible and intangible cultural heritage;
- (d) supporting museum activity that reflects exceptional aesthetic investigation and meaningful community engagement, specifically through support of exhibitions, care of collections, conservation, public art works, education activities and other museum work to help increase visibility of Pakistan's national history;
- (e) to promote literature and offer valuable professional development opportunities for writers and publishers;
- (f) to fulfill constitutional obligations under Article 251 of the Constitution of the Islamic Republic of Pakistan for implementation of the Urdu as official language;
- (g) helping writers and translators, to create new work; and
- (h) to connect with audiences through publishers and other literary organizations.

4. **The Fund.**—(1) The Fund shall be strengthened by the following sources, namely:—

- (a) contribution from Federal and Provincial Governments;
- (b) donations and contributions from other sources, national or international, acceptable to the Board; and
- (c) the income generated by investment of the Fund after allocation of admissible expenditure to be paid out of that income.

(2) The amount of the Fund shall remain in perpetuity and the income derived therefrom shall be applied towards meeting the operating expenses.

(3) The Fund shall be non-transferable and shall be invested in name of the Division to which subject-matter of this scheme stands allocated.

(4) The accounts of the Fund shall be audited by the Auditor General of Pakistan.

(5) The Board may, relating to the Fund and its activities from time to time, submit reports to the Division concerned.

(6) Internal and external audit of the Funds shall be carried out under prevailing rules of the Federal Government.

(7) There shall be two designated signatories, namely, treasurer and an officer not below the rank of BS-20 of the Division concerned, for maintenance of bank account of the Fund.

5. **Constitution of the Board.**—For management and administration of the Fund, the Minister shall, by notification in the official Gazette, constitute a Board of Governors for a period of three years consisting of the following members, namely:—

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| (a) | Minister or Adviser to the Prime Minister on Division concerned; | <i>Chairman</i> |
| (b) | Secretary of the Division concerned; | <i>Member</i> |
| (c) | Joint Secretary of the Division concerned; | <i>Member</i> |
| (d) | Financial Adviser of the Division concerned; | <i>Member</i> |
| (e) | six to ten eminent persons representing various fields, including eminent scholars, writers and archaeologists; and | <i>Members</i> |
| (f) | an officer not below the rank of Deputy Secretary of the Division concerned. | <i>Member-cum-Secretary</i> |

6. **Powers and functions of the Board.**—The Board may exercise and perform the following powers and functions, namely:—

- (a) to approve rules and bye-laws for proper management of the Fund;
- (b) to seek, receive and accept gifts, grants, aids, contributions, donations, benefactions of any nature, in cash or in kind whatsoever from Government, donor agencies, authorities, public bodies, corporations, companies, persons, locals or foreigners or from any lawful sources as cash moneys, moveable and immovable property, subscriptions, devices, bequests and other assistance to promote the objectives of the Fund and to arrange,

establish and maintain funds and assets by subscriptions, contributions and donations and to accept and manage endowments and to acquire or undertake any trust which may be conducive to the furtherance of any of the objectives of the Fund;

- (c) to open and operate bank accounts in scheduled banks and financial institutions with approval of the Finance Division in local and foreign currency both in Pakistan and abroad and to draw, make, endorse, accept, discount, execute and issue promissory notes, cheques, bills of exchange, bills of lading, warrants, term finance certificates, participation term certificates, and other negotiable or transferable instruments concerning the Fund;
- (d) to determine and approve the portfolio of investment for investing the funds and assets and dispose of, transfer and deal with the matters and property of the Fund as may be deemed appropriate, in line with guidelines issued by the Finance Division *vide* O.M. No. 41/200-BR-II, the dated the 2nd July, 2003;
- (e) to determine and approve the percentage of total return and income from the capital of the Fund for spending and to determine and approve the usage of the return and income approved for spending on activities, projects, programmers etc.;
- (f) to purchase, acquire, alter, improve, charge, protect, renew, lease, exchange, use, hire, sell, let or otherwise dispose of lands, buildings, constructions, any other movable or immoveable property and any rights and privileges whatsoever may be necessary for the use and objectives of the Fund; and
- (g) to take such steps by personal or written appeals or otherwise as may from time to time be deemed expedient and permitted under the law for the purpose of procuring contributions to the Fund in shape of donations, annual subscriptions or otherwise and to promote and assist in the promotion of the objectives of the Fund.

7. **Meeting of the Board.**—The Board shall meet at least twice in a year to decide on all policy matters or on issues relating to the Fund on which its decisions are sought by the Executive Committee.

8. **Executive Committee.**—(1) For administration of day-to-day business of the Fund, the Minister shall, by notification in the official Gazette, constitute an Executive Committee consisting of following members, namely:—

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|-----|---|-----------------------------|
| (a) | Secretary of the Division; | <i>Chairman</i> |
| (b) | Joint Secretary of the Division; | <i>Member</i> |
| (c) | Financial Adviser of the Division; | <i>Member</i> |
| (d) | six members to be nominated from the Board keeping in view their experience in national history, literature, management and fund raising; | <i>Member</i> |
| (e) | Deputy Secretary of the Division. | <i>Member-cum-secretary</i> |

(2) Chairman of the Executive Committee shall also be the Managing Director of the Fund. Managing Director shall perform functions and exercise powers in respect of the Fund as the Secretary of a Ministry or Division is authorized to perform such functions or exercise such powers under the Federal Government in accordance with the Finance Division's System of Financial Control and Budgeting.

9. **Powers and functions of the Executive Committee.**—(1) Subject to other provisions of this scheme, the Executive Committee shall have the powers to utilize, apply and invest the Fund and its income in such manner as it may consider appropriate.

(2) The Executive Committee shall meet as often as necessary but not less than once in each quarter of a year.

10. **Treasurer of the Fund.**—The Drawing and Disbursing Officer of the Division shall be designated as Treasurer of the Fund. He shall be responsible for proper maintenance of cash book, cash flow statements, income and expenditure statements, monthly, quarterly, semi annual and annual reconciliation of accounts as per financial procedures and discipline.

11. **Making of bye-laws.**—The Committee may, with prior approval of the Board, make bye-laws for regulation, management, appointment of officers and their terms and conditions of service and for any other purpose connected with execution and management of the objects of the Fund.

12. **Investment Committee.**— There shall be an investment committee comprising of the following members, namely:—

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|-----|-----------------------------------|-----------------|
| (a) | Secretary of the Division; | <i>Chairman</i> |
| (b) | Joint Secretary of the Division ; | <i>Member</i> |

- (c) Financial Adviser of the Division; and *Member*
- (d) one member of the Board. *Member*

13. **Powers and functions of the Investment Committee.**—(1) The Investment Committee shall recommend on overall policy of investment of the Fund.

(2) Subject to other provisions of this scheme, the Investment Committee shall invest assets of the Fund in any one or more of the mode of investments for the time being authorized by law for investment of trust money.

(3) Subject to other provisions of this scheme, the Investment Committee may recommend investing money of the Fund which are not immediately required on short-term basis in fixed deposits or certificates.

[F.No.3-4/2016-H-II]

MUHAMMAD BAKHSH SANGI,
Deputy Secretary.