

THE PUNJAB VOCATIONAL TRAINING COUNCIL RULES 1998

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THE PUNJAB VOCATIONAL TRAINING COUNCIL RULES 1998

GOVERNMENT OF THE PUNJAB
ZAKAT AND USHR DEPARTMENT

Dated: 29th July, 1998

NOTIFICATION

NO.S.O.(VTI)/SRO-1-7/98. In exercise of the powers under section 13 of “the Punjab vocational training Council Ordinance, 1998” and other enabling provisions in this behalf, the Government is pleased to make the following Rules.

1. Short Title and Commencement:- These Rules may be called “The Punjab Vocational Training Council Rules, 1998.”

They shall come in to force at once.

2. Definitions.-- In these rules unless the context otherwise requires:-

- (a) “**Ordinance**” means the Punjab Vocational Training Council Ordinance,1998.
- (b) “**Chairman**” means chairman of the council.
- (c) “**Council**” means the Punjab Vocational Training Council.
- (d) “**Institute**” means an institute for Vocational Training established under the Ordinance.

3. Functions of the Council:- For establishing and administering Vocational Training Institutes, the council shall perform the following functions.

- (i) Preparation of necessary policy guidelines for the Boards and the institutes and also supervise and coordinate the working of the boards for the smooth functioning of all institutes.
- (ii) Development and approval of all aspects of the institutes.
- (iii) Identification, approval and acquisition of sites for establishment of institutes.
- (iv) Approval of architecture design/specification of each institute;
- (v) Hiring of consultants for preparation of feasibilities and handling other management aspects of the institutes;
- (vi) Approval of construction of buildings of institutes

- (vii) Approval of procurement and installation of equipment for the institutes;
- (viii) Approval of syllabi, curricula and time schedule for the training of the trainees in the institutes and the industry;
- (ix) Recruitment of support staff of the council and provision of office/equipment for it;
- (x) Appointment of principals of the institutes;
- (xi) Approval of procedure of business of boards;
- (xii) To provide in-institute coordination with a view to ensure uniformity in the implementation of management policies;
- (xiii) To approve /sanction annual budget estimates of the council and each board;
- (xiv) To procure and provide recurring expenditure each year to each Board as per its sanctioned budgeted requirements;
- (xv) Approval of training curricula/time schedule for training of master trainers;
- (xvi) To arrange for training of master trainers;
- (xvii) Regular updating of training curricula for trainees and master trainers;
- (xviii) To constitute sub-committees and delegate powers to them for carrying out the purposes of the Ordinance;
- (xix) To launch, execute and monitor aggressive campaigns to persuade industrialists all over Punjab to join and run Vocational Training Institutes Programme;
- (xx) The Council shall have absolute/exclusive administrative and financial powers for all execution/management of the institutes, and all other authorities/agencies including Government are expressly precluded from intervening in such matters;
- (xxi) To negotiate to arrange for funds;
- (xxii) To grant diplomas and certificates to the trainees of the institutes;
- (xxiii) To take all steps to execute the establishment of the institutes such as hiring of consultants for preparation of feasibilities, construction of buildings, procurement/installation of equipment etc.
- (xxiv) Any other function necessary and incidental to the objects of the Ordinance.

4. Meetings of the Council:- (a) Meetings of the Council shall be held at such time and place as the Chairman may determine provided that the council shall meet at least once every three months;

(b) The meeting shall be called by the secretary of the Council with prior approval of the Chairman under the normal procedure or on the written request of at least 25% of the total members of the Council;

(c) Agenda of the meeting shall be prepared by the Secretary of the Council with Chairman's approval, taking into consideration suggestions, if any, received from any Member of the Council.

(d) Secretary shall serve notice of meeting along with agenda on Members at least seven days before the meeting;

(e) In any emergency, meeting of the Council shall be called by the Secretary with prior approval of the Chairman, without notice as required under clause (d) above

(f) Quorum for a meeting of the council shall four members of the Council'

(g) Meeting of the Council shall be presided over by the Chairman and in his absence by a Member elected for the purpose from amongst the members present;

(h) Decision in the meeting of the Council shall be by simple majority of the votes by show of hands of the members present in the meeting;

(i) Each Member shall have one vote and in the event of equality of votes the Chairman shall have a casting vote;

(j) Minutes of every meeting of the Council shall be recorded/prepared by Secretary, approved by Chairman or the presiding Member as the case may be and circulated among Members;

(k) The Secretary of the Council shall be responsible for maintaining the minutes of the meeting of the Council.

5- Re-appointment of and resignation by Chairman and Members of the Council and filling of casual vacancies.- (1) Chairman and Members of the Council shall be eligible for re-appointment.

(2) The Chairman or any Member of the Council may resign from his office by tendering his resignation in writing. In case of the Chairman, such resignation will be submitted to the Government, and in case of a Member of the Council to the Council.

(3) In case of resignation by the Chairman, the Government may appoint the Chairman while in case of resignation by any Member of the Council, the casual vacancy shall be filled by the Government for the Remaining tenure of such Member.

6- Council Fund.- (1) All funds of the council shall be deposited in scheduled Banks and shall be operated jointly by the Chairman and Secretary of the Council or any other member authorized by the council.

(2) The Fund shall be applied to meet all expenditure connected with execution of the schemes and measures for which the council is responsible and all charges necessary for the discharge of the functions of the Council, the Board and the Institutes.

(3) The Council may utilize amount from the Fund for investment in Government Saving Schemes.

7- Budget, Audit and Accounts.- (1) The Council shall maintain complete and accurate Books of Accounts in a standard format usually used in the private sector.

(2) Separate Accounts shall be maintained by the Council for allocations received from 'Zakat Funds'.

(3) As soon as may be before the closure of every financial year but not later than 30th June of the same year, the Council approve and adopt its Annual Budget.

(4) The accounts of the Council and the Board shall be audited annually by a firm of firms of chartered Accountants appointed by the Council and the report and comments of the Auditors shall, along with the report of the Chairman, be submitted to the Council.

8- Employees of the Council.- (1) The council may appoint such officers, staff and servants for its Secretariat and the Principals of the Institutes, as it may consider necessary for the efficient performance of its functions.

(2) The Board shall appoint such officers, staff and servants as it may consider necessary for the efficient performance of its functions and the working of the Institutes.

(3) The terms and conditions of the officers, staff and servants of the Council and the Boards shall be such as may be determined by the Council.

**SECRETARY
ZAKAT AND USHR**