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PART II

Statutory Notifications (S. R. O.)

GOVERNMENT OF PAKISTAN
CABINET DIVISION
(Islamabad Club)

NOTIFICATION

Islamabad, the 4th April, 2022

S. R. O. 495(I)/2022.—In exercise of the powers conferred by section 10 of the Islamabad Club (Administration) Ordinance 1978 (XXXIII of 1978), the Federal Government is pleased to make the following rules, namely:—

1. **Short title, application and commencement.**—(1) These rules shall be called “the Islamabad Club Rules, 2022”.

(2) These rules shall apply to the Islamabad Club for management of its affairs with respect to administration, membership, financial, procurement and service matters.

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

(711)

Price: Rs. 10.00

[7500(2022)/Ex.Gaz.]

2. **Definitions.**—In these rules, unless there is anything repugnant in the subject or context;—

- (a) **“Instructions”** means instructions or orders issued by the Administrator for the purposes of regulating the administration and management of the Club.
- (b) **“Member”** means a member of the Islamabad Club who has been granted membership of the Club prior to commencement of these rules and who is granted membership after commencement of these rules.
- (c) **“Ordinance”** means the Islamabad Club (Administration) Ordinance, 1978 (XXXIII of 1978).
- (d) **“President”** means the President of the Islamic Republic of Pakistan;
- (e) **“Schedule”** means the Schedules to these rules.
- (f) **“Secretary”** means Secretary, Islamabad Club, appointed under these rules.
- (g) **“SOPs, Policies, Procedure(s) and Regulations”**: means Standard Operating Procedures (SOPs), Policies, Procedures and Regulations made from time to time under these Rules.
- (h) **“Prescribed”**: means prescribed by these rules.
- (i) **“Specified”**: means specified by the Regulations, Instructions, SOPs, Policies & Procedures, Schedules, as the case may be.

3. **Powers and functions of the Administrator.**—The Administrator shall be competent to exercise such powers and perform all such functions as may be necessary for efficient administration of the Club, while observing directions of Federal Government, including;

- (a) framing and executing general policy guidelines for proper administration of the Club in relation to its internal affairs.
- (b) formation of committees, if and where deemed necessary and appropriate, which have consultative role and shall have no executive authority. These committees shall conduct their business in such manner as may be specified by the Administrator or under Club regulations.

- (c) formation of administrative departments, for efficient functioning of the Club.
- (d) planning, including review and approval of annual plan of work and budget.
- (e) approval of audited financial statements.
- (f) framing of SOPs, procedures and regulations with respect to the administration of the Club including, but not limited to, Club employment, financial & procurement matters, disciplinary matters, membership and related matters;
- (g) issue instructions and policies, delegate authority as the case may be from time to time; and
- (h) any other function as deemed necessary under the Ordinance.

4. **Convenient transactions of business.**—The Administrator may, through regulations or instructions, delegate any of his powers and functions to the Secretary for efficient and convenient transaction of business of the Islamabad Club.

5. **The Managing Committee (MC).**—(1) To aid and advise the Administrator in the performance of his functions, the concerned administrative Ministry/Division, on the advice of the Administrator, shall notify a Managing Committee, after due approval of the Federal Government, for a period of two years or till the tenure of the incumbent Administrator, as the case may be.

(2) The Administrator may at any time, propose removal of any Member of the Managing Committee and may recommend another member for appointment in replacement, to the Federal Government.

(3) A member of the Managing Committee may, by writing under his hand addressed to the Administrator, resign from his office.

(4) The Managing Committee shall have no executive authority. However, the MC may advise for consideration of the Administrator.

(5) Non-Service member(s) of Islamabad Club shall not be appointed as Member of the MC unless the same has been a member of the Club for at least ten (10) years.

6. **Secretary.**—(1) There shall be a Secretary of the Islamabad Club who shall be appointed by the Administrator on such terms and conditions as may be specified by the Managing Committee.

(2) The Secretary shall be the administrative head of the Islamabad Club and shall under direct superintence of the Administrator be responsible;

- (a) for day to day administration and accomplishment of the objectives of the Islamabad Club;
- (b) to enter into contracts for and on behalf of the Administrator under delegated authority by the Administrator; and
- (c) for administrative, operational, disciplinary and financial matters and shall take action in cases which, in his opinion, require immediate action.

7. **Human Resource.**—(1) The Administrator, may employ such staff or appoint such experts, consultants or advisers, as the case may be, from time to time, on such terms and conditions as specified.

(2) No person in employment of the Federal Government or any authority, body or corporation under the control of the Federal Government shall be eligible for appointment as an employee of the Club, under any circumstances.

(3) Employees of the Club shall ensure implementation of Rules, Instructions, SOPs, Policies, Procedures and Regulations. Any act done or intended to be done or taken in good faith should be liable to disciplinary action after due process only.

8. **Complaints.**—(1) Complaint against the Club's arrangements, members or any employee of the Club, shall be brought to the notice of the Secretary in writing. No complaint may be entertained, unless it is communicated in writing to the Secretary.

(2) No member, family member, guest or employee of the Club shall verbally or physically harmed/ assaulted, abused or in any way harassed.

9. **Conduct of Audit and Accounts.**—(1) Subject to the provisions of Articles 169 and 170 of the Constitution, the accounts of the Club shall be maintained in proper books of accounts with respect to:

- (a) Sums received and expended in respect of income and expenditure; and
- (b) Assets and liabilities of the Islamabad Club;

(2) Audit shall be carried out according to ordinance and rules of the Club.

(3) The accounts of the Islamabad Club shall be audited annually by a chartered accountant firm within the meaning of the Chartered Accountant Ordinance, 1961 (X of 1961) to be appointed by the Administrator.

10. **Club Policies, SOPs and Regulations.**—(1) The Managing Committee and Administrator may formulate Club regulations as specified under these rules, from time to time, for day to day administration of the affairs of the Club which include the following:

- (a) Administrative and Membership Matters.
- (b) Finances
- (c) Procurement
- (d) Employees Service
- (e) Any other matter which is necessary for the efficient administration of the affairs of the Club.

(2) The Administrator may, upon receipt of the recommendations, take such actions as deemed appropriate in the opinion of the Administrator. The recommendations of the Managing Committee shall not be considered as binding on the Administrator. However, the regulations recommended by the Managing Committee and duly approved by the Administrator, shall take effect only after ratification by the Cabinet Division, Government of Pakistan.

(3) **Policy:** The Administrator may notify any policy, in the best interest of the Club for efficient running and regulating the Club affairs. Such notifications shall form part of, and be called, the Club Policy. The Club Policy shall be binding upon all concerned.

(4) **SOPs:** The Secretary shall have the power to make SOPs, regarding minor operational, financial and administrative matters in coherence with rules, regulations and policies, for day to day affairs of the Club and to enforce the rules, regulations, policies and SOPs, as and when deemed necessary.

11. **Validation.**—All actions done or taken by the Islamabad Club, before the commencement of these rules, shall be deemed to have been validly done or have been taken to the extent; they are consistent with the provisions of the Ordinance and these rules.

12. **Applications of other rules, etc.**—Where no provision exists in these rules to regulate any matter of the Islamabad Club, the rules, regulations, bye-laws and instructions, etc. applicable to such matters of the Federal Government shall apply.

[No. F.3-7/2019-IC(Admn-II).]

MUHAMMAD AAMIR QURESHI,
Section Officer (Admn-II).