

# **PUNJAB JOURNALIST HOUSING FOUNDATION RULES, 2007**

<b>CONTENTS</b>
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1. **Short title and commencement**
2. **Definitions**
3. **Powers and functions of the Managing Committee**
4. **Functions of the Managing Director**
5. **Bank Account**
6. **Budget and Account**
7. **Projects**
8. **Eligibility for allotment of plots**
9. **Fixation of quote**
10. **Size of Plot**
11. **Confirmation of allotment**
12. **Payment of price**
13. **Delivery of possession**
14. **Conditions of allotment**
15. **Cancellation of allotment**
16. **Disposal of commercial plots**
17. **Restriction on conversion**
18. **Appeal**

# PUNJAB JOURNALIST HOUSING FOUNDATION RULES, 2007

Dated Lahore, 10<sup>th</sup> May, 2007

## NOTIFICATION

**No.SO (P&C) II-13/2004 (RWP).** In exercise of the powers conferred upon under section 16 of the Punjab Journalists Housing Foundation Act, 2004(XI of 2004), the Governor of the Punjab is pleased to make the following rules:-

### CHAPTER I

#### INTRODUCTORY

**1. Short title and commencement:-** (1) These rules may be cited as Punjab Journalist Housing Foundation Rules 2007.

(2) These shall come into force at once.

**2. Definitions:-** In these rules:

- (a) "Act" means the Punjab Journalist Housing Foundation Act 2004 (XI of 2004);
- (b) "Allottee" means an eligible person on whose favor the Foundation has issued an allotment letter of a plot;
- (c) "Chairman" means chairman of the Board of the Punjab Journalist Housing Foundation;
- (d) "eligible person" means a person who is the council member employee of the Punjab Information Department or an employee of the broadcast media as may be determined by the board;
- (e) "employee of the Punjab Information Department" means
  - (i) An officer or an official of the Directorate General of Punjab Relations, Punjab and who has served for more than two years in the Directorate from the date of promulgation the Act; and
  - (ii) An officer or an official of the Information, Culture & Youth Affairs Department and who has served more than two years in the Department from the date of promulgation of the Act;
- (f) "executing agency" means the agency selected by the Board the execution of a project;
- (g) "Managing Committee" means the Managing Committee of the Foundation;
- (h) "project" means a housing scheme undertaken by the Foundation;
- (i) "Rules" means the Punjab Journalist Housing Foundation Rules 2007.
- (j) "convener" means convener of the Managing Committee enumerated in Section 6(1) of the Act; and
- (k) "Sub-committee" means a sub-committee constituted for a specific time and purpose by the Managing Committee.
- (l) "mode of execution" which may include:
  - (i) Design and layout of the plan;
  - (ii) Method of financing;
  - (iii) Nomination of executing agency;
  - (iv) Award of work;
  - (v) Technical supervision; and
  - (vi) Any other instruction as may be considered by the Board at appropriate time

(2) A word or an expression used in these rules but not defined shall have the same meaning as assigned to it under the Act.

### CHAPTER II

#### MANAGING COMMITTEE

**3. Powers and functions of the Managing Committee:-** (1) The business of the Foundation shall be conducted by the Managing Committee.

(2) The Managing Committee may incur expenditure from the fund of the Foundation for the purpose of Foundation, project or housing scheme.

(3) The Managing Committee may constitute a sub-committee consisting of two or more of its Members.

(4) The Managing Committee may delegate its power or functions to the Convener or a sub-committee.

(5) The Managing Committee may create posts in the Foundation prescribed qualifications for the posts, appoint persons on the posts and determine the terms and conditions of service of the employee of the Foundation.

(6) The Managing Director shall, with the approval of convener summon a meeting of the Managing Committee.

**4. Functions of the Managing Director:-** (1) The Managing Director shall implement the policies and decisions of the Board and subject to the policies and decisions of the Board, implement the direction of the Managing Committee.

(2) The Board shall appoint a person as a Managing Director of the Foundation on such terms and conditions as may be determined by the Board.

(3) Subject to sub-rule (4) the Managing Director may make expenditure from the fund of the Foundation to the extent of one hundred thousand rupees on one time basis.

(4) In case of an emergency or an exigency, the Managing Director may make expenditure to the extent of five hundred thousand rupees subject to the subsequent approval of the expenditure by the Board of the Managing Committee.

(5) The Managing Director shall prepare the estimates and project documents of a project and submit the estimates and documents before the Board and, if so directed by the Board, before the Managing Committee.

(6) The Board or subject to the directions of the Board, the Managing Committee may approve the estimates and the project documents prepared by the Director General.

(7) Subject to the conditions of appointment, the Managing Director, he is not a Government servant, may resign from his office by tendering his resignation in writing to the Chairman of the Board.

(8) The Managing Director may approve the imprest money to meet the day-to-day expenses of the Foundation.

### CHAPTER III

#### FINANCIAL PROVISION

**5. Bank Account:-** (1) The Managing Director may with the prior approval of the Board, open and operate a bank account of the Foundation.

(a) **Source of funding:-** The fund shall consist of

(i) Such grants as may be provided by the Government;

(ii) Other contributions and donations by private or public organizations;

(iii) Such loans and advances as may be obtained from financial institutions;

(iv) Contributions towards purchase of plots and development charges;

(v) Income and profits from investments from various sources;

(vi) Fees or other use charges;

(vii) Amount received from sale all disposals of assets of the Foundation

(viii) Grants as may from time to time be made by the Government of Pakistan; and

(ix) All other sums and income from any other source received by the Foundation.

(b) **Custody of fund:-** (i) the fund of the Foundation shall be held in a bank account operated by the Managing Director with the prior approval of the Board.

(ii) The Managing Committee or the Managing Director may, with the prior approval of the Board, invest an amount from the fund of the Foundation in profitable schemes, securities, bonds or shares.

(iii) A payment exceeding ten thousand rupees shall be made through crossed cheque duly signed by the Managing Director or through demand draft issued by the bank.

**6. Budget and Account:-** (1) The Managing Director shall prepare the annual budget statement of the Foundation of the approval of the Board.

(2) In case the Board completes its terms or is dissolved and its reconstitution is not completed, the Managing Director shall prepare the budget for the transitory period and submit it to the Government for approval.

(3) The accounts of the Foundation shall be maintained on commercial basis as per the prescribed best practices.

(4) The Board shall appoint a chartered accountant or a firm of chartered accountants for annual audit of accounts of the Foundation.

(b) **Audit:-** (1) The Auditor General of Pakistan shall audit the accounts of the Foundation.

(2) The Board, at its direction may appoint a firm of Chartered Accountants for a second annual audit of the accounts of the Foundation as a third party validations.

#### CHAPTER IV

#### PROJECTS AND ALLOTMENTS

**7. Projects:-** (1) Notwithstanding anything contained in these rules and subject to availability of funds, the Managing Director may make payment to an executing agency for the project approved by the Board.

(2) The Board shall decide the mode of execution of a project of the Foundation.

(3) The Managing Director shall place the schemes and the cost estimate of a project before the Board for approval.

(4) The Managing Director shall issue the administrative approval of a project.

**8. Eligibility for allotment of plots:-** (1) The eligible persons shall be entitled for the allotment of plots in a housing scheme in accordance with the Act and these rules.

(2) The Foundation shall not allot more than one plot in all the housing schemes in favor of an eligible person.

(3) An eligible person shall deposit ten percent of the price of the plot in the bank account of the Foundation along with his application for allotment of a plot.

(4) An employee of the Punjab information Department or Directorate General of Public Relations Punjab, who has been dismissed, removed from serviced or compulsorily retired, shall not be eligible for allotment of a plot even if he has completed two years of requisite service.

**9. Fixation of quote:-** (1) The Board shall determine the policy for distribution of plots in a housing scheme amongst eligible persons other than the council members.

(2) The Board shall, while determining the policy for distribution of plots, take into account the total number of plots for each category of the eligible persons.

**10. Size of Plot:-** (1) The size of plot in a housing scheme shall not exceed ten marlas.

(2) The Foundation shall issue a plot number to an eligible person on the basis of balloting.

**11. Confirmation of allotment:-** (1) The Foundation shall deliver the allotment letter to an allottee after the draw.

(2) If an eligible person fails in the draw, the Foundation shall return the amount deposited by the person for the allotment of a plot.

## CHAPTER V

### CONDITIONS OF ALLOTMENT

**12. Payment of price:-** (1) The allottee of a plot in a housing scheme shall make payments of the price of the plot according to the schedule approved by the Board.

**13. Delivery of possession:-** The Foundation shall deliver possession of a plot to an allottee on payment of the balance price of the plot, if any.

**14. Conditions of allotment:-** The Foundation shall allot a plot to an allottee subject to the following conditions:

- (a) The allottee shall not alienate the plot within one year of the delivery of possession;
- (b) All subsequent transfers of the plot shall be made with the approval of the Foundation subject to payment of transfer fee as may be determined by the Board; and
- (c) Such other conditions as may be notified by the Foundation.

**15. Cancellation of allotment:-** (1) Where an allottee has failed to make payment of the price of the plot according to the schedule, the foundation may cancel the allotment after affording the allottee an opportunity to show cause against any such action.

(2) In case of cancellation of allotment of the plot, the Foundation may return the payments made by the allottee.

## CHAPTER VI

### MISCELLANEOUS

**16. Disposal of commercial plots:-** (1) The Foundation shall dispose of a commercial plot in a housing scheme by sale or lease through open auction.

(2) The Foundation shall publish a public notice at least in two leading newspapers of the area of the housing scheme. The public notice shall, amongst others, contain the details as to reserve price, time, date and place of auction.

**17. Restriction on conversion:-** (1) The allottee or a subsequent transferee shall not alter or change the purpose of the plot or convert it for a different use.

(2) The Foundation shall not convert a public utility or public amenity area in a housing scheme into commercial or residential area.

**18. Appeal:-** An eligible person or an allottee aggrieved from an order of the Foundation may, within thirty days of the order, prefer an appeal before the Board.