

PUNJAB IRRIGATION AND DRAINAGE AUTHORITY
Area Water Board (Conduct of Meeting) Regulations 2011

No. MD/PIDA/2011/GT-57/1850 In exercise of the powers vested in it under Sections 5(7) and 17 of the Punjab Irrigation and Drainage Authority Act, 1997 read with Government of Punjab, Irrigation and Power Department Notification No. OSD/ L&WD/6/98 dated 10.8.1998, the authority has resolved to make and promulgate the following Regulations:

1. Title and Commencement

- (1) The Regulations shall be called Area Water Board (Conduct of Meetings) Regulations, 2011.
- (2) These Regulations shall be come into force at once.

2. Ordinary Meetings

- (a) The AWB shall hold four Ordinary Meetings in every financial year, which shall be held at regular intervals or as and when the need arises.
- (b) The AWB shall also hold at least one meeting exclusively for consideration and approval of the Annual Budget of the AWB
- (c) A notice of fifteen days, reckoned from the date of issuance shall be given for these meetings.
- (d) The Chief Executive of AWB in consultation with the Chairman, may convene the meetings of the AWB.

3. Special Meetings

The Chairman of AWB may, on the request of the majority of the members of the AWB, convene a Special Meeting of the AWB at any time. A notice of four days shall be given for a Special Meeting.

4. Payment of expenses

All non-official members and Farmer Members shall be paid a sum of Rs. 1500/- (rupees one thousand five hundred only) to cover the expenses of each meeting of the AWB attended by him. The Authority may revise this amount from time to time.

5. Decision by Circulation

In case it is not feasible to call a meeting of the AWB, the Chief Executive of AWB, after consultation with the Chairman, may invite the opinion of

the members on certain issues, within the specified time, by circulating the relevant papers. The issues shall be decided according to the views of the majority of the members who shall send their opinion within time, treating the rest as neutral.

6. Chairman to Preside

The Chairman of the AWB shall preside over the meetings of the AWB. In the absence of the Chairman, the Vice Chairman, and in his absence, the Farmer Members of the AWB, present in the meeting, shall elect one of the said members to preside over the meeting, and, in that case, reference to the Chairman under these Regulations shall be construed, mutatis mutandis, as reference to the Vice Chairman or as the case may be, the Member presiding the meeting.

7. Quorum

The quorum for the meeting shall be one half of the total number of members, the fraction being counted as one. Provided that if during the meeting, the number of members falls below the above-mentioned quorum, the meeting may continue with the approval of the Chairman.

8. Agenda

The Chief Executive of AWB shall prepare the agenda of the AWB, who shall send a copy to the Chairman.

9. Circulation of Agenda

The Secretary of the AWB shall be responsible for circulating the agenda among the members of the AWB. He shall at least seven days before the Ordinary Meeting, and forty-eight hours before the time of the Special Meeting, circulate among the members, by courier or through special messenger, the agenda for the meeting of the AWB along with the relevant papers etc.

10. Supplementary Agenda

The Supplementary Agenda may be issued, if the occasion so demands and shall be circulated at least twenty four hours before the meeting is due to take place.

11. Procedure not to be invalidated

The proceedings of the meeting of the AWB which has been held with a proper quorum, shall not be invalidated on the ground that any member (s) did not receive the notice or papers for the said meeting if the same were dispatched by the office in the prescribed manner.

12. Current Work / Table Agenda

The Chief Executive, or a Member of the AWB, may, with the permission of the Chairman, propose for consideration any item under current work for which previous notice to the members shall not be necessary.

13. Proposal for consideration

A member may propose, in writing, the consideration of any item in a meeting and send his proposal to the Secretary who shall forward the same to the Chairman of AWB.

14. Order of Business

(1) The following shall be the general order of the business of the meeting:

- (a) Recitation from the Holy Quran.
- (b) Approval of the minutes of the last meeting.
- (c) Progress on previous decisions of the AWB.
- (d) Items on the regular agenda.
- (e) Items on the supplementary agenda.
- (f) Current Work / Table Agenda (if any)

(2) Notwithstanding the provisions of (1) above, any item included in the Agenda, Supplementary Agenda or Current work may be taken up for consideration in such order as may be determined by the Chairman.

15. Adjournment of Meeting

If all the items on the Agenda are not considered in the meeting, due to any reasons, the meeting may be adjourned for any other time or day for which the fresh notice shall not be necessary; provided that if new items are included in the agenda for the next meeting, the requisite procedure shall be followed as given in these Regulations.

16. Decisions by Majority

- (1) All matters under consideration in a meeting shall be decided by a simple majority vote; provided that, in case of a tie, the Chairman shall have a casting vote in addition to his vote as a member of the AWB..
- (2) The Chairman shall determine the manner in which the opinion of the majority is determined while deciding any item in the meeting.

17. Order of Address

(1) The Chairman shall control the order in which the members may address the AWB and the manner in which the business shall be conducted.

- (2) A member shall speak only with the permission of the Chairman. A member when speaking shall address the Chair and there shall be no discussion across the table during the meeting of the AWB, without permission.

18. Record of Proceedings

The record of the proceedings of the AWB's meetings shall be maintained by the Secretary and shall be submitted to the Chairman for confirmation.

19. Circulation of Proceedings and Observation

- (1) The proceedings after confirmation shall be circulated among the members of the AWB.
- (2) The Members may send their observations on the recording of the proceedings, which shall be brought to the notice of the Secretary AWB and Chairman.
- (3) The Members shall submit their observations within a period of fifteen days of the receipt of the proceedings and in case no observations are received within the stipulated period, it shall be presumed that the proceedings have been correctly recorded.

20 Confirmation of Proceedings

The proceedings of a meeting and observation thereon, (if any), shall be considered in the next meeting of the AWB. The proceedings may be confirmed or amended by the AWB.

Secretary, PIDA

Even No. & Date

A copy is forwarded to;

1. Chairman PIDA/ Minister for Irrigation & Power, Government of the Punjab, Lahore.
2. Chairman, Planning and Development Board, Punjab Lahore.
3. Secretary to Government of the Punjab, Finance Department, Lahore.
4. Secretary to Government of the Punjab Agriculture Department, Lahore.
5. Managing Director PIDA, Irrigation Secretariat premises, Old Anarkali, Lahore.
6. All Farmer Members PIDA.
7. General Manager (Transition Management) PIDA, Irrigation Secretariat premises, Old Anarkali, Lahore.
8. General Manager (Operation) PIDA, Irrigation Secretariat premises, Old Anarkali, Lahore.
9. General Manager (Finance) PIDA, Irrigation Secretariat premises, Old Anarkali, Lahore.

10. Chief Engineers, Irrigation:-
- | | | | |
|--------------------|-----------------|--------------------------|-------------|
| (i) Lahore | (ii) Faisalabad | (iii) Sargodha | (iv) Multan |
| (v) Bahawalpur | (vi) D.G.Khan | (vii) Drainage and Flood | |
| (viii) Development | (ix) Research | (x) Planning & Review | |
11. Chief Executive Area Water Board/ Superintending Engineer, Irrigation LCC (East) Circle, Faisalabad.
12. Chief Executive Area Water Board/ Superintending Engineer, Irrigation LCC (West) Circle, Faisalabad.
13. Chief Executive Area Water Board/ Superintending Engineer, Irrigation LBDC Circle, Sahiwal.
14. Chief Executive Area Water Board/ Superintending Engineer, Irrigation Bahawalnagar Canal Circle, Bahawalnagar.
15. Chief Executive Area Water Board/ Superintending Engineer, Irrigation Derajat Canal Circle, D.G.Khan.
16. Head, Project Management Office (PMO), PISIP, Irrigation Deptt. Lahore.
17. Project Director, Project Management Unit (PMU), LBDCIP, Irrigation Deptt. Canal Bank, Mustafabad, Lahore.
18. Superintending Engineer, Drainage Circle, Faisalabad.
19. Chairman Area Water Board, LCC (West) Circle, Faisalabad.

Secretary PIDA

CC:

1. Secretary to Chief Minister, Punjab, Lahore.
2. Additional Secretary/Staff Officer to Chief Secretary, Govt. of the Punjab, Lahore
3. P.S to Senior Minister / Minister for Irrigation & Power, Punjab Lahore.
4. PS to Secretary Irrigation & Power Deptt. Lahore.