



# Constitution Pakistan Post Foundation

**Pakistan Post Foundation**



**GOVERNMENT OF PAKISTAN  
MINISTRY OF HEALTH, SPECIAL EDUCATION,  
AND SOCIAL WELFARE**

**(Special Education and Social Welfare Division)**

**NOTIFICATION**

*Islamabad, the 7th October 1990*

**S.R.O. # 239(KE)/90:**

Whereas the Director-General, Pakistan Post Office and ex-officio Additional Secretary, Communications has applied for Vesting in the Treasurer of Charitable Endowments for Pakistan of the amount of 1.2 Million Rupees at present under the control of Post Office Foundation and any additional properties that the Federal Government may be pleased to allocate for the Charitable purpose known as Post Office Foundation objects of which would extend to the whole of Pakistan;

Now, therefore, in exercise of the powers conferred by sub-section (1) of section 4 of the Charitable Endowments Act, 1890 (VI of 1890), the Federal Government is pleased to order that the said amount shall vest in the Treasurer of Charitable Endowments for Pakistan and that the aforesaid amount and the income thereof shall be applied in accordance with terms of a scheme to be settled under section 5 of the said Act. No. (F. 16-3/386, S.R.O-II)

**S.R.O. 240 (KE)/90:**

Whereas the Director-General, Pakistan Post Office and ex-office Additional Secretary, Communications applied to the Government of Pakistan, Ministry of Communications for setting up a Charitable Trust to promote the welfare and benefit of The serving and retired Pakistan Post Office personnel, their families and dependents;

And whereas the Government of Pakistan, Ministry of Communications, has accorded sanction to the said proposal to set up a Charitable Trust under the name of Post Office Foundation, conforming to the requirements of the Charitable Endowments Act, 1890;

And whereas the Government of Pakistan, Ministry of Communications, also approved the scheme of Administration pertaining to the Post Office Foundation;

And whereas in accordance with the said scheme of Administration, Post Office Foundation, the Committee of Administration constituted under the said Scheme applied to the Federal Government of settlement of a Scheme of Administration to administer its properties;



The Foundation shall be administered for the aforesaid object by the Board of Governors, hereinafter referred to as the "Board" consisting of the following 9 members, including the Chairman, by virtue of their offices namely:

***Chairman***

- (1) Director General, Pakistan post.  
and Ex-Officio Additional Secretary, Ministry of Communications.

***Vice-Chairman***

- (2) Additional Director General,  
Pakistan Post Office, Islamabad.
- (3) Joint Secretary, Ministry of Communications. Ex-Officio Member
- (4) Financial Advisor (Communications) Ex-Officio Member
- (5) Postmaster General, Federal Capital,  
Giglit Baltistan and Azad Jammu and  
Kashmir Circle, Islamabad. Ex-Officio Member
- (6) Postmaster General, Northern Punjab Circle,  
Rawalpindi. Ex-Officio Member
- (7) Joint Secretary (Health and Social Welfare),  
Capital Administration & Development  
Division, Islamabad or his nominee. Ex-Officio Member
- (8) One retired officer of Pakistan post to be  
notified by the Ministry of Communications. Member
- (9). Managing Director, Pakistan Post Foundation. Member-cum-Secretary

***Secretary***

- (12) Selectee of the Chairman (An officer of Post Office Department).
- (b) The Chairman may convene meeting of the Board at such time and place as he may deem necessary and convenient for the transaction of business.
- (c) The Chairman will, and with his authority the Vice Chairman, may convene and preside over the meeting.
- (d) Three member shall form a quorum at a meeting of the Board of Governors provided that Chairman or Vice Chairman shall be one of the three members.





- (e) The Chairman at a meeting will exercise a casting vote in case of a tie.
- (F) The Board shall have the possession, management and control of the Foundation and its undertakings, properties and assets.
- (2) The Board shall have the powers and discretion to utilize apply and invest the corpus of the Foundation and its income in such manner as it may consider proper. Without prejudice to the generality of these power, the Board may:-
- (i) Purchase, sell, endorse, transfer, negotiate or otherwise deal in securities of the Government of Pakistan and any other securities of any description;
  - (ii) raise loans for its various enterprises and undertakings and may, for this purpose, pledge, hypothecate or otherwise charge the corpus and the properties of the Foundation;
  - (iii) enter into contracts, engagements, arrangements and execute necessary documents;
  - (iv) open current, fixed overdraft, loan, cash credit and other accounts in Post Office or with any bank or banks as may be necessary and to pay into and to draw out money from such accounts; and
  - (v) make, draw, endorse, sign, accept, negotiate and give all cheques, bills of lading drafts orders bills of exchange, Government securities, promissory notes and other negotiable instruments.
  - (vi) The Board may appoint sub-Committees and/or Boards to transact business, and may delegate any of its powers to any such sub-Committee or Board or any member. OR officer of such sub-Committee or Board.
  - (vii) The Chairman may delegate any of the powers to any member or members or to any officer or employee in the employment of the Committee/Board or any of its undertakings and for this purpose may execute or authorise execution of any powers of Attorney or other instruments.
  - (viii) The Chairman shall have powers to create posts, appoint officers and agents of management, secretaries, clerks and servants etc. For permanent, temporary or special services to work for remuneration or gratuitously, as he may from time to time, think fit and may determine their powers and duties.
  - (ix) The Chairman shall have the powers to accept on deputation serving postal officials of any cadre for meeting the aims and objects of the Foundation.
  - (x) The Chairman shall have the powers to remove or take disciplinary action against any person in employment of the Foundation.



- (xi) The Chairman shall have the powers to return to the Post Office Department any postal officials on deputation with the Foundation any time without specifying any reason.
- (xii) The Board shall, at all times, conform to and abide by rules framed under section 13 of the Charitable Endowments Act, 1890.

**4. Power and duties of the Chairman (General Powers and duties), -** The Chairman, Board of Governors, shall be vested with the following powers and duties:-

- (1) He shall exercise the powers vested in him under the scheme i.e. to act as Chairman of the Board of Governors of Post Office Foundation.
- (2) At all meetings, presided over by him, of the Board of Governors he shall exercise a casting vote in the event of a tie amongst other members.
- (3) He shall ensure that all policies and decisions of the Board are implemented.
- (4) He shall keep apprised the members of the Board of the progress and important developments, if any, of the Post Office Foundation and its industrial, commercial and welfare scheme.
- (5) The Chairman may issue letter, order, directive or instructions on behalf of the Board or exercise any powers on behalf of the Board, it shall be presumed that he had issued and exercised the same after full consultation with members of the Board and the same shall not be called in question.

**5. Powers and Duties of the Board of Governors.-** The Board of Governors will exercise all the powers for effective control, management, supervision and direction of all Industrial, commercial and welfare activities of the Post Office Foundation subject to the limitation given below:

- (a) Approval of annual and revised budget estimates of the Post Office Foundation alongwith performance report pertaining to the industrial, commercial and Welfare projects or schemes.
- (b) Approval of audited annual accounts of the Post Office Foundation.
- (c) Approval of investment in any new industrial, commercial or welfare project or scheme.
- (d) Approval of the disinvestment in and disposal of any existing industrial, commercial or welfare project or scheme.
- (e) Appointment or removal of any Governor of the Board of Governors and determination of terms and conditions of appointment of any Governor of the Board of Governors.





6. The powers of the Board of Governors shall include not only the powers specified below but also all other residual powers which are not expressly conferred on the Chairman, or Board.

7. **Budget Estimates and Performance Report.-** The Board of Governors shall scrutinise and approve annual and revised budget estimates of the Post Office Foundation and performance report pertaining to the Industrial, Commercial or Welfare projects or Scheme.

8. **Audited Annual Accounts.-** The Board of Governors shall scrutinise and approve the audited annual accounts of the Post Office Foundation.

9. **Investments:**

- (a) The Board of Governors shall examine sponsor, initiate and approve proposal for investments of the surplus funds, for:
  - (1) Acquiring any industrial, commercial or welfare project or scheme.
  - (2) Establishing any new industrial, commercial or welfare project or Scheme.
  - (3) Participating by taking controlling interest or entering into any profit sharing arrangement with any industrial, commercial or welfare project or scheme.
- (b) The Board or Governors shall examine, initiate and approve proposals for disposal of or disinvestment from any industrial, commercial or welfare Scheme.
- (c) The Board of Governors shall vary the investment from time to time and sell assign, renew, re-invest, transfer or otherwise dispose of or deal with all or any of the said securities from time to time.
- (d) The Board of Governors shall direct and authorise any of its Governors and or officers to jointly operate any bank account and to make, draw, endorse, cheques, drafts, bills of exchange, promissory notes and other negotiable Instruments.

10. **Borrowings:**

- (i) The Board of Governors shall be the sole competent authority to borrow loans, from the Government agencies or industrial or commercial banks or other agencies on such terms and conditions as may be most beneficial to the Post Office Foundation.



- (ii) The Board of Governors shall secure the loan in such a manner as may be required by the banks which may include the powers to execute demand promissory notes, letter of hypothecation, mortgage documents, memorandum of deposit of title deeds, irrevocable general powers of attorney letter of guarantee, letter of undertaking and any other document or documents. The Board may authorise any Governor or any other officers to execute all or any of these documents.
- (iii) The Board of Governors may give, guarantee for such purposes, for such period, to such parties and on such terms and conditions as in their opinion may be most beneficial to the Post Office Foundation.
- (iv) The Board of Governors shall give loans or advances in any emergency to such projects as are owned by the Post Office Foundation wholly, or partly and to such of the companies in which the Post Office Foundation may be interested as shareholder or subscriber, on such terms and conditions as to interest, security and repayment as may be determined by the Board of Governors.
11. **Contracts.-** The Board of Governors shall enter into all contracts of any business, commercial or other nature and may authorise any Governor or any other officer to execute such contracts, or rescind the same for any reasons whatsoever.

(No. F. 16-3/86 S.R.O. 11.)

**MOHAMMAD SHAREEF**

*Deputy Secretary*

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### **CHANGE IN NOMENCLATURE**

As a result of conversion of the Pakistan Post Office into Pakistan Postal Service Corporation, the Chairman on 03-05-1994 changed the nomenclature of Post Office Foundation to that of Pakistan Post Foundation.

### **EXECUTIVE COMMITTEE**

The Board of Governors in its meeting held on 22-10-1999 approved setting up of an Executive Committee comprising 3-Additional Directors General to provide policy guide-lines and day to day guidance to the administration of the Foundation. Senior most among them will be the Chairman of the Executive Committee.