

**BYE- LAWS  
OF  
PHARMACY COUNCIL OF PAKISTAN**

In exercise of the powers conferred by Section 34 of the Pharmacy Act, 1967 (XI of 1967), the Pharmacy Council of Pakistan, with the previous approval of the Central Govt. is pleased to make the following bye-laws, namely:

**PART.I PRELIMINARY.**

1. These bye- laws may be called the Pharmacy Council of Pakistan Bye-Laws, 1969.
2. In these bye- laws, unless there is anything repugnant in the subject or context :-
  - (a) 'Act' means the Pharmacy Act, 1967 (XI of 1967) and amended ordinance No. XLIV of 1972.
  - (b) 'Committee' means a committee constituted by the Central Council under sub-section (1) of section 12:
  - (c) 'Member' means a member of the Central Council:
  - (d) 'President' means the President of the Central Council and includes the Vice-President or the member elected under sub-section (2) of section 13 to preside over a meeting of the Central Council.
  - (e) 'Secretary' means the Secretary appointed by the Central Council under sub-section (1) of Section 15: and
  - (f) 'section' means a section of the Act.
3. The Head quarter of the Central Council shall be situated in Islamabad.

**PART II: SUMMONING AND HOLDING OF MEETINGS OF THE CENTRAL COUNCIL.**

4.
  - (1) The meetings of the Central Council shall be called by the Secretary with the prior approval of the President.
  - (2) The Secretary may, with the prior approval of the president, call a special meeting to deal with any urgent matter requiring the consideration of the Central Council after giving at least 7 days notice of such meeting.
  - (3) The Secretary shall dispatch to each member a notice of every meeting specifying the date time and place of such meeting together with the agenda.
  - (4) Not less than 21 days notice shall be given of every meeting, other than a special meeting called under clause (2) of bye-law 4.
5. There should be at least one meeting in a year.
6. A member may, with the permission of the President, move any motion or discuss any subject or item not included in the agenda of a meeting.
7.
  - (1) Every item on the agenda of a meeting shall be decided by majority of votes of the members present and voting.
  - (2) Voting shall be by show of hands.
  - (3) The result of the voting shall be declared by the President immediately after the voting and such declaration shall be final.
  - (4) In case of equality of votes, the President shall have a second or casting vote.

8. No member shall speak during the meeting except on a matter relevant to the subject under discussion.
9.
  - (1) The President may at any time adjourn a meeting to any future date or to any hour of the same day.
  - (2) Whenever a meeting is adjourned to a future date the Secretary shall send notice of the adjourned meeting to every member who was not present at such meeting.
  - (3) When a meeting has been adjourned to future date, the president may change such date to any other date and then the secretary shall send notice of the change to each member.
  - (4) The President or any member, with the consent of the President, may either at the beginning of the meeting or after the conclusion of the discussion on a particular item on the agenda suggest a change in the order of business on the agenda and then the business of the meeting shall proceed according to the changed order.
10.
  - (1) The President shall decide all points of order which may arise in the course of a meeting and his decision shall be final.
  - (2) If any question arises with reference to procedure in respect of a matter for which these by-laws make no provision, the President shall decide the same and his decision shall be final.
11. Four representatives of the Press and other visitors, not exceeding four at a time, may be admitted to the meeting at the discretion of the President on production of permits from the Secretary. The press representatives shall be required to obtain the previous approval of the Secretary to the Publication of any report or reports of the proceedings. The President may at any time ask all visitors, including the representatives of the Press, to withdraw.

### **PART III. PROCEDURE FOR ELECTION OF THE VICE PRESIDENT.**

12. The Vice-President of the Central Council shall be elected in a general meeting of the Central Council to be held for the purpose by majority of votes of the members present and voting.

### **PART IV. MODE OF CONSTITUTION OF COMMITTEES.**

13.
  - (1) Any member may, at any time move that a committee of the Central Council be constituted under sub-section (1) of section 12.
  - (2) A motion for constituting a committee shall specify the matter or matters which shall be considered by and the member or members to be appointed to that committee.
  - (3) Any member may, without notice, move an amendment to a motion under clause (1) proposing that the functions or the number of members of the committee be enlarged or reduced.
  - (4) The members of the committee shall be so appointed as to secure, as far as practicable, equality in the number of members belonging to each province.
14.
  - (1) Immediately after the appointment of the member of a committee, the Central Council shall appoint two of such members to be the Chairman and the Convener respectively of that committee and the quorum for the meeting of such committee shall be the same as for the meeting of the Central Council.
  - (2) Subject to any instructions from the Central Council the proceedings of the committee shall be conducted in such manner as it may decide.

**PART V. MINUTES OF THE MEETING.**

15. Copies of the minutes of each meeting shall be submitted to the President by the Secretary within 15 days of the meeting for his attestation and after the attestation, shall be sent to each member within 30 days of the meeting for confirmation by each member.
16. (1) If any objection regarding the correctness of the minutes is received within 20 days from the date of dispatch of the minutes by the Secretary, such objection together with the minutes as recorded and attested shall be placed before the Central Council for confirmation at the next meeting.
- (2) If no objection regarding correctness of the Minutes is received within the said period of 20 days, the minutes shall be deemed to be correct.
- (3) The confirmed minutes of the meeting of the Central Council shall be authenticated by the signatures of the President and shall be printed and preserved.
- (4) A Copy of the minutes shall be supplied by the Secretary to the Central and Provincial Governments.

**PART VI. POWERS AND DUTIES OF THE PRESIDENT AND VICE PRESIDENT OR THE CENTRAL COUNCIL.**

17. The President and the Vice President shall exercise such powers and perform such functions as are contained in the provisions of the act and in these bye-laws. They shall do such acts as they consider necessary in the furtherance of the objects for which the Central Council has been established.

**PART VII. THE TERMS OF OFFICE AND CONDITIONS OF SERVICE OF THE SECRETARY AND OETHER STAFF OF THE CENTRAL COUNCIL.**

18. The Secretary and other staff of the Central Council shall be the employees of the Central Council.

19. Subject to the provisions of bye-law 20, the terms and conditions of service of the Secretary, officers and other members of the staff shall be the same as are applicable to equivalent posts in Government Departments.

20. The Secretary, officers and other members of the staff shall normally retire on attaining the age of 60 years unless otherwise determined by the Central Council.

21. The Secretary shall exercise such powers and perform such functions as are laid down in the Act and in these bye-laws. He shall be responsible for the safety of the property of the Central Council and the control and management of the office, its accounts and correspondence. He shall see that the office staff attends punctually and fulfill all such duties as may be assigned to him by the Central Council. He shall also be responsible for preparing and submitting Annual Report.

22. The Secretary shall attend the meetings of the Central Council and its committees and shall take notes of their proceedings.

23. The powers and duties of the staff shall be such as may be laid down from time to time in the standing orders framed on the subject b y the Central Council.

**PART VIII. FINANCE AND ACCOUNTS.**

24. The Central Council is authorized to receive for the purposes of its expenses, grants-in-aid from the Government and the proceeds of the sale of reports and other publications of the Central Council.

25. All moneys received by the Central Council under bye-law 26 shall be deposited into the Central Council's account with the State Bank of Pakistan in Islamabad and shall be operated by means of cheques, signed jointly by the President and the Secretary. The cheque-books shall remain in the personal custody of the Secretary.

26. The funds of the Central Council shall not be appropriated to expenditure on any item which has not been duly sanctioned by the Central Council or by the President.

27. The Primary units of appropriation shall be pay of officers, pay of establishment, allowances and honoraria contingencies, Provident Fund Contribution, Traveling Allowance and other allowances.

28. The Secretary shall have the power to incur expenditure of miscellaneous and contingent nature up to an amount not exceeding Rs. 100.00 in each case. The expenditure in excess of this amount shall require the sanction of the President.

29. A permanent advance of Rs 200.00 shall be made to the Secretary

30. (1) The Secretary shall be the certifying officer in respect of traveling, halting, and other allowances of members, Inspectors and other employees of the Central Council and the President shall be the certifying officer in respect of the Secretary for such purposes.

(2) The following accounts and registers shall be maintained by the Central Council :-

1. Cash book.
2. Register of stock and furniture.
3. Register of leave and provident fund contributions by the employees of the Central Council.
4. Register of permanent advances.
5. Annual accounts.

31. Monthly accounts shall be compiled in the classified abstract according to primary units of appropriation. Suitable secondary units may be opened at the direction of the Secretary who shall be responsible for the due preparation and maintenance of all accounts and registers.

32. (1) The accounts of the Central Council shall be audited by the Government Commercial Audit Department.

(2) The audit report shall be communicated by the Central Council to the Central Government and a copy thereof shall be supplied to each member of the Central Council.

33. Those members who do not get traveling allowance and daily allowance from their parent departments for attending the meetings of the Central Council or its Committees shall get their traveling allowance and dearness allowance from the funds of the Council in accordance with the rules applicable to them.