



Government of Pakistan Ministry of Interior

Memorandum of Association of The Board of Governors of the National Police Academy

MEMORANDUM OF ASSOCIATION

(Registered under the Societies Registration Act No. XXI of 1860)

I. NAME:

The name of the Society shall be “The Board of Governors of the National Police Academy”, Islamabad, hereinafter referred to as the Board.

II. AIMS & OBJECTS:

The objectives of the Society are:-

- a) To maintain the National Police Academy established by the government of Pakistan in order to run the following courses at Academy:-
- (i) Basic Course for the Assistant Superintendents of Police.
 - (ii) Command Course for Superintendents and Deputy Superintendents of Police.
 - (iii) Police Instructors Course.
 - (iv) Courses for in-service training of FIA Officers of Grade-17 and above
 - (v) Any other courses that may be developed as a result of experience.

And to hold seminars and refresher/specialized courses in order to enable these officers:

- (1) to discharge their duties more efficiently and intelligently according to the charter of their duties.
- (2) to critically examine the existing methods and equipment being used in the field of crime prevention and maintenance of law and order.
- (3) to study the crime phenomenon and its rise and fall, the new trends in the field of criminology and the methods/techniques employed by other countries in combating crime.
- (4) to brush up their knowledge and approach towards public dealing, man-management and the increasing demands of the community.
- (5) to make them understand the importance of leadership and personal example in disciplined force.

- (6) to improve the image of the force as a whole so that it comes up to the expectations of the Nation.
- b) to provide for arranged talks, discussions, and publish journals, memories and dissertations.
- c) to hold seminars on various allied subjects.
- d) to plan and coordinate higher police training throughout the country.
- e) to do and perform all other acts, matters and things that may be necessary for the fulfillment of the aims and objects of the society.

III. BOARD OF GOVERNORS:

The Board of Governors shall consist of the under mentioned officers: -

1. Minister for Interior	Chairman
2. Secretary, Establishment Division	Ex-Officio Member
3. Secretary, Interior Division	-do-
4. Additional Secretary, Finance Division	-do-
5. Inspector General of Police, Punjab	-do-
6. Inspector General of Police, Sindh	-do-
7. Inspector General of Police, NWFP	-do-
8. Inspector General of Police, Balochistan	-do-
9. Director General, FIA	-do-
10. Inspector General of Police, Islamabad (*)	-do-
11. Inspector General of Police, AJ&K, Muzaffarabad (**)	-do-
12. Commandant, National Police Academy	Ex-Officio Member/Secretary
13. Inspector General of Police, NA, Gilgit (***)	Ex-Officio Member
14. Commandant, Frontier Constabulary, Peshawar (***)	-do-
15. Inspector General of Police, Railways	-do-
16. Vice-Chancellor, Quaid-e-Azam University, Islamabad (****)	-do-
17. Dean, Faculty of Computer Science, National University of Computer and Engineer Sciences, FAST (****)	-do-
18. Director General, Federal Judicial Academy, Islamabad (****)	-do-
19. Inspector General of Police, NH&MP (****)	-do-
20. Director General, Intelligence Bureau (Provided he is an officer of the Police Service of Pakistan) (***)	-do-
21. Director General, National Police Bureau (*****)	-do-

* As per Item No. 12 of the 2nd meeting of the Board of Governors held on 9.2.1987.

** As per Item No. 6 of the 3rd meeting of the Board of Governors held on 9.2.1989.

*** As per Item No. 3 of the 6th meeting of the Board of Governors held on 9.9.1997.

**** As per Item No. 9 of the 7th meeting of the Board of Governors held on 24.10.2000.

***** As per Item No. V (F) of the 8th meeting of the Board of Governors held on 26.3.2004.

III-A **CREATION OF AN EXECUTIVE COMMITTEE OF THE BOARD:**

The Board of Governors of National Police Academy in its meeting held on 9th February, 1989 decided as under:-

“The Board agreed to delegate its power for dealing with the day to day problems of urgent nature to an Executive Committee comprising of the following:-

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| i. | Minister for Interior | Chairman (*) |
| ii. | Secretary Interior | Member (*) |
| iii. | Commandant, National Police Academy | Member |
| iv. | Inspector general of Police, Islamabad | Member |

It was agreed that the Executive Committee may take all decisions falling within the competency of the Board”.

IV. **REGULATIONS RELATING TO THE BOARD OF GOVERNORS OF THE NATIONAL POLICE ACADEMY:**

A. **REGISTERED OFFICE:**

The registered office of the Board shall be at Islamabad in Pakistan.

B. **FUNCTIONS & POWERS:**

- 1) The Board shall have full authority to determine and executive its policies and undertakings and shall:-
 - (i) exercise general supervisions over the affairs of the Academy;
 - (ii) approve the course of studies in its broad outlines;
 - (iii) determine or approve the educational, research, extension, financial and other policies of the Academy;
 - (iv) request and receive grants-in-aid from the Government of Pakistan, Provincial Governments and other aid giving agencies;
 - (v) approve the budget and receive the half-yearly statements of account and progress reports;
 - (vi) secure the audit of the accounts, and may;

* Vide Interior Division Notification No.1/4/90-DD (P) dated 21st February, 1994.

- (vii) purchase or acquire immovable property with prior approval of Govt. and movable property subject to provision included under the relevant head in the budget grant;
 - (viii) delegate to the Chairman, Commandant, or any other officer, authority and responsibility for executing its policies.
- 2) The Board may with the sanction of and on such terms and conditions as may be approved by the Federal Government obtain aid from a foreign organization.

C. OFFICERS OF THE BOARD OF GOVERNORS:

The following shall be office bearers of the Board:-

- i. Minister for Interior will be ex-officio Chairman of the Board. In the absence of the Chairman, the senior most officer may preside over the meeting.
- ii. The Commandant, National Police Academy will act as Member/Secretary of the Board.

D. DUTIES OF THE OFFICE BEARERS:

- i. The Chairman or in his absence the senior most officer shall preside over the meetings of the Board.
- ii. The Chairman shall be appointing authority for all members of the staff of the Academy in respect of whom the power of appointment does not vest in the Commandant.
- iii. The Secretary shall be responsible for convening meeting of the Board on the order of the Chairman
- iv. The Secretary shall prepare the budget estimates and submit the same to the Board for approval.

E. MEETINGS OF THE BOARD OF GOVERNORS:

- i. Meeting of the Board shall be convened as often as may be necessary and shall take place at least once in every six months. Notices of a meeting shall issue under the signature of the Secretary to the Board and shall

specify the date, time and place of the meeting. The agenda shall be accompanied by working paper.

- ii. Notice shall be issued to the members not less than ten days before the date of meeting.
- iii. No business shall be transacted at a meeting unless at least five members are present.
- iv. In case of difference the opinion of the majority of the members present shall prevail.
- v. Each member shall have one vote and in case of equality of votes, the Chairman shall have a second or casting vote.
- vi. Where an urgent decision has to be taken and there is no time to call a meeting of the Board, the Secretary shall obtain their orders of the Chairman, who may, if he thinks it, pass orders forthwith on behalf of the Board, but in every such case the Chairman's orders shall be placed before the next meeting for confirmation.

F. ASSETS:

All movable and immovable properties shall vest in the Board but if the Academy is wound up, such properties shall forthwith vest in the Federal Government. The Secretary shall keep a register of all movable and immovable property.

G. COMMANDANT:

The Commandant:

- i. shall have full authority to determine the details of the courses of study and the timetable within the broad outlines approved by the Board of Governors.
- ii. shall assign duties to the staff of the Academy.
- iii. shall exercise in respect of the Academy such administrative and financial powers including powers of re delegation as may be delegated to him by the Board.
- iv. may fill a post up to and including Grade-18 of the National Pay Scale.
- v. shall submit the annual budget of the Academy to the Board of Governors and seek their approval.

- vi. shall operate the accounts of the Academy
- vii. shall prepare the annual reports of the Academy for the Board of Governors and Government.
- viii. shall have power to incur miscellaneous contingent expenditure within the budgetary provision.
- ix. shall exercise powers of a controlling officer in respect of his own bills and the travelling allowance bills of the employees of the Board.
- x. shall exercise such other powers as the Board may entrust to him.

H. BUDGET:

- i. The Secretary shall prepare detailed estimates of the receipts and expenditure and the anticipated opening and closing balances for the current financial year. The estimates shall be prepared not later than the thirtieth day of November each year.
- ii. The Board of Governors shall approve the aforesaid estimate in time for submission to the Federal Government by such date as may be fixed by the government. The powers of appropriation and re-appropriation as enjoyed by the Head of Department under the Revised System of Financial Control and Budgeting, 1973, as amended from time to time, shall vest in the Commandant.
- iii. The Commandant shall be the Principal Accounts Officer of the Academy.

I. CONTRACTS:

All contracts shall be approved and executed on behalf of and in accordance with any direction of the Board by the Commandant or his nominee.

J. DRAWING OF FUNDS:

Grants-in-aid made to the Academy by the Federal and Provincial Governments and all fees and contributions received by the Board shall vest in the Board and shall be credited to a fund to be called the “Academy Fund”, the account of which shall be kept at a scheduled Bank and operated by the Commandant or any other officer so authorized.

K. ACCOUNTS:

The Accountant acting on behalf of the Principal Accounts Officer shall maintain all accounts relating to the Academy Fund in the prescribed manner. The Accountant shall maintain the following register:-

- a) Cash Book
- b) Subsidiary Receipt and Expenditure Register for each Head of Account
- c) Contingent Register
- d) Register of Permanent Advance
- e) Traveling Allowance
- f) Stock Register
- g) Receipt Book

The Principal Accounts Officer shall keep the Cheque Books relating to the Academy Fund in his own custody.

No payment shall be made out of the Fund or out of money withdrawn from the Fund except under the orders of the Principal Accounts Officer or in exercise of the powers delegated by him.

All payments except those made from permanent advance or where the amount is less than Rs 500/- shall be made by Cheque.

All receipts shall be credited to the bank no later than the next working day.

At the end of each month the receipts and expenditure entered in the Cash Book shall be compared by the Secretary or an officer so authorized, item by item with the Bank Pass Book and the balance agreed, and if there is any difference it shall be explained in a foot note in the Cash Book.

The Principal Accounts Officer may authorize an officer of the Academy to maintain a permanent advance of Rs 5,000.00.

The Audit will be conducted annually by the Controller and Auditor General of Pakistan or any officer authorized by him in this behalf.

L. CONDITION OF SERVICE OF ESTABLISHMENT:

- i. The board shall prescribe Service Rules for its servants with the prior approval of Government.

- ii. The Scales of pay and allowance of the servants of the Board will be determined by the Establishment Division with the concurrence of the Regulation Wing of the Finance Division.
- iii. In respect of free medical attendance, travelling allowance and leave; subject to any special or general orders issued by the Board of Governors after consultation with the Federal Government to cover specified cases, servants of the Board including Government Servant (on deputation or foreign service term), shall be governed by the same rules as apply to Federal Government servants of corresponding status.
- iv. Service under the Board, other than that rendered by persons in pensionable service who are taken on deputation or loan, shall not qualify for pension or gratuity from the Academy Fund. The Board, shall, however, establish and maintain a Contributory Provident Fund for the benefit of its servants in accordance with the Contributory Provident Fund Rules (Pakistan).

M. WINDING UP:

In the event of the winding up of the Academy at any stage of its operation, all properties and assets vesting in the Board of Governors shall revert to the Government of Pakistan.

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| 1. | Mr. Hassan Zaheer
Secretary, Establishment Division
Government of Pakistan | Ex-officio Chairman | -sd- |
| 2. | Mr. S.K. Mehmud
Secretary, Ministry of Interior
Islamabad. | Ex-officio Member | -sd- |
| 3. | Mr. Inamul Haque
Addl. Secretary, Finance Division
Islamabad. | -do- | -sd- |
| 4. | Mr. Obaidur Rehman Khan
Director General
Federal Investigation Agency
Islamabad. | -do- | -sd- |
| 5. | Mr. Kamer Alam
Inspector General of Police
Balochistan, Quetta. | -do- | -sd- |

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| 6. | Mr. Nisar Ahmed Cheema
Inspector General of Police
Punjab, Lahore. | -do- | -sd- |
| 7. | Mr. Mohammad Nawaz Malik
Inspector General of Police
Sindh, Karachi. | -do- | -sd- |
| 8. | Mr. M. Abbas Khan
Inspector General of Police
NWFP, Peshawar. | -do- | -sd- |
| 9. | Mr. Abdul Qayyum
Commandant, National Police,
Academy, Islamabad. | -do- | -sd- |

VERIFIED : _____