

PUNJAB SMALL INDUSTRIES CORPORATION



PUNJAB SMALL INDUSTRIAL ESTATE POLICY-2023

**DIRECTORATE OF (ESTATE MANAGEMENT) PSIC
Room No.404, 4th Floor Al-Fallah Building the Mall, Lahore
Phone No.042-99203300**

Content

Section No.	Description	Page No.
1.	Initiation of proposal for establishment of SIES, EPZS, SEZ etc.	4
2.	Preparation of pre-feasibility / study report	4
3.	Pre-requisites for establishment of SIE	5
4.	Requisites after completion of above actions	5
5.	Criterion for allotment of plot	5
6.	Other important steps to be taken by Regional Director concerned/Directorate of Works & Development	6
7.	Financial arrangements / procedure	6
8.	Designing and award of civil works / execution	6
9.	Possession of plots	7
10.	Maintenance charges	7
11.	Cancellation / restoration of plot	7
12.	Other reasons for cancellation of plot by Regional Director(s)	8
13.	Restoration of cancelled plots	9
14.	Restoration committee	9
15.	Proceeds of allotment/transfer of plots	9
16.	Terms & Conditions for allotment of plots	9
17.	Refund upon cancellation of plot	10
18.	Auction of plot	10
19.	SIE Board of Management (BOM)	10
20.	Transfer of projects	10
21.	Small Industries Estate life cycle	10
22.	Miscellaneous	10
23.	This Policy will be applicable to all PSIC industrial estates/EPZs and will render existing policy(s) pertaining to SIEs/EPZs inoperative.	11

•	Provisional allotment letter	(Annex-A)
•	Final allotment letter	(Annex-B)
•	Rules of Business of Boards of Management of PSIC SIEs	(Annex-C)
•	Fee and charges in PSIC SIEs/EPZs	(Annex-D)
•	Description of issues and authorities	(Annex-E)
•	Procedure for booking of plots in ROs	(Annex-F)
•	Procedure for invitation and receipt of applications for allotment of plot in PSIC SIEs.	(Annex-G)

INTRODUCTION

Punjab Small Industries Corporation (PSIC) came into being in 1972 after dissolution of one unit. It was established under PSIC Act 1973. As per PSIC Act, PSIC has multiple functions. One of its primary functions is to establish/develop Small/Cottage Industrial Estates at prominent places in Punjab Province. The prospective entrepreneurs are allotted developed plots for establishment of their respective industrial units. These industries not only provide job opportunities to thousands of skilled and un-skilled manpower but also contribute substantially in national GDP.

PSIC inherited five (5) Small Industrial Estates which were established by West Pakistan Small Industries Corporation (WPSIC) at Lahore, Gujranwala, Gujrat, Sialkot and Bahawalpur during the period from 1960 to 1970. Prior to establishment of Small Industrial Estates on Self-Finance basis, 13 SIEs were established by PSIC with Government Funds in prominent cities of Punjab till 1988. However, with changing trends and also to attract interested entrepreneurs, PSIC has up till now established 11 Small Industrial Estates and Export Processing Zones on Self-Finance basis.

OBJECTIVES

Estate Management rules were first approved by PSIC Board of Members in its 56th meeting held on 08-10-2002 and then on 04-05-2004 in its 59th meeting. The Revised Policy Instructions / Procedures for Small Industrial Estates were again consolidated and along with revised fee/charges were approved by PSIC Board of Members in its 85th meeting held on 24.01.2013. The same were notified by Directorate of (ED&W) PSIC vide No. PSIC/ED/GENERAL-46/2931 dated 28.09.2011 & No.PSIC/ED&W/GENERAL-46/9151 dated 07.05.2011 respectively. PSIC SIE Policy-2019 (Amended) was notified vide letter No. PSIC/EM/policy-Matter/8252 dated 09.04.2021.

Objectives to devise PSIC Small Industrial Estate Policy-2023 is to make procedures more simplified/ clarified for benefit of all stakeholders. Hence, existing Policy Instructions and Procedures have been reviewed / revisited. Moreover, new procedures for addressing issues relating to industrialists of these estates have also been carved.

The Procedures adopted in this regard are elaborated as:

1. INITIATION OF PROPOSAL FOR ESTABLISHMENT OF SIEs, EPZs, SEZ, ETC.

On receipt of request from concerned Association or local Chamber of Commerce and Industry, directions from Government or PSIC Board of Members for establishment of Small Industrial Estate in any particular area(s), matter will be placed before Managing Director, PSIC, to accord approval for further course of action.

After approval by Managing Director, PSIC, following procedure will be adopted:

2. PREPARATION OF PRE-FEASIBILITY / STUDY REPORT

- a) The request for establishing of SIEs, EPZs, SEZs etc. will be referred to Punjab Urban Unit for assessment of site and feasibility report. Moreover, PSIC Management will carry out following activities:
 - i. Identification of suitable land
 - ii. Identification of available essential facilities
 - iii. Profile of the identified area
 - iv. Identification of adequate number of prospective entrepreneurs
 - v. Identification of industries to be established
 - vi. Carrying out spatial mapping of the prospective estate
 - vii. Any other step required for determining the suitability of project

b) Regional Director PSIC (concerned) in consultation with all stake holders, will identify suitable land. He will also get average price of land per acre in that vicinity from concerned Revenue Authorities and send such report along with proposals/recommendations to PSIC Head Office.

c) The feasibility report along with the recommendations of Director (EM) PSIC will be placed before PSIC Board of Members for consideration and approval.

3. PRE-REQUISITES FOR ESTABLISHMENT OF SIE

- i. Issuance of Notification under Section-4 of Land Acquisition Act, 1894 by concerned Revenue Authority for acquisition of identified land.
- ii. Preparation of Draft PC-I of the scheme by Directorate of Estate Management and Directorate of Works & Development, PSIC.
- iii. Placement of Draft PC-I of scheme along with a concept paper before PSIC Board of Members for approval.
- iv. Submission of PC-I to Planning & Development Department, Government of the Punjab, for approval of scheme, in case of Government funded scheme.
- v. Announcement/publicity in media regarding establishment of new Small Industrial Estate.
- vi. Submission of cases for provision of Electricity, Gas etc. facilities to concerned authorities.

4. REQUISITES AFTER COMPLETION OF ABOVE ACTIONS

- i. Applications for booking of plots in Small Industrial Estate with 40% down payment of cost of developed plot of any category will be received in Regional Office. Remaining 60% of the cost will be collected in quarterly installments within (02) two years.
- ii. Regional Office will ensure timely collection and deposit of receipts to all concerned departments/authorities.
- iii. If number of applications received against number of plots is more than 75%, further steps for development of the estate will be taken.
- iv. Issuance of Notification under Section-6 of the Land Acquisition Act 1894, for determination of cost of land and payment procedure to the land owners.

5. CRITERION FOR ALLOTMENT OF PLOT

- (a) Eligibility criteria for applicants are laid down as under:
Applicants must provide following documents with their applications:
- i. Project Business Plan
 - ii. Financial statements
 - iii. Undertaking to start construction within 3 months of possession
 - iv. National tax number certificate
 - v. Sales tax certificate (if applicable)
- (b) Submission of business plan must cover the following points:
- i. Company profile with name & experience of technical persons
 - ii. Construction Plan/ schedule of completion
 - iii. Expected annual turnover
 - iv. Expected number of employees

6. OTHER IMPORTANT STEPS TO BE TAKEN BY REGIONAL DIRECTOR / DIRECTORATE OF WORKS & DEVELOPMENT

- i. Hiring of consultants for preparation of design / Master Plan of the scheme, after receipt of 40% down payment from interested entrepreneurs.
- ii. Finalization of lay out / master plan of SIE by the Directorate of Works & Development.
- iii. Carrying out scrutiny of applications as per policy and display of list of eligible applicants.
- iv. Balloting will be held in the Regional Office under the supervision of Director (Estate Management).
- v. Issuance of provisional allotment letters to successful applicants by Regional Director (**Specimen at Annexure-A**).
- vi. PSIC after consultation with the stakeholders, may enhance cost of the plots at any stage before issuance of final allotment letters.
- vii. Upon finalization of lay out / master plan of SIE by the Directorate of Works & Development and clearance of cost of plot and development charges, Final allotment letter will be issued (**Specimen at Annexure-B**).

7. FINANCIAL ARRANGEMENTS / PROCEDURE

- i. All payments regarding sale of plots will be received by Regional Office (concerned) and such payments will be transferred to the Directorate of F&A, PSIC, Head Office, Lahore.
- ii. Required funds for acquisition of land and to carry out other development activities will be provided by Directorate of F&A, PSIC, to Directorate of W&D, Regional Office and other Government Departments/Authorities, after approval by the Managing Director.

8. DESIGNING AND AWARD OF CIVIL WORKS / EXECUTION

- i. After fulfillment of land acquisition proceedings, the Regional Director will take over possession of the subject land and will hand over its possession to Directorate of W&D.
- ii. Regional Director will vigorously pursue for provision of electricity, gas, water, telephone etc. in SIE.
- iii. Directorate of W&D may hire Consultants for planning, designing and cost estimation of civil works.
- iv. Directorate of W&D will be responsible for pre-qualification of contractors, bidding and allied matters regarding execution of the scheme.
- v. Processes of designing and award of civil works and its execution in a transparent manner will be the responsibility of Directorate of W&D.
- vi. Development of SIE will be as per PC-I and any additional facility / work will be executed at the expense of allottees.
- vii. Directorate of W&D will ensure completion of civil works and allied facilities within (02) two years after taking possession of land by the Regional Director.

9. POSSESSION OF PLOTS

- i. On completion of civil works, Regional Director will issue final allotment letter to allottees directing them to take over possession of their plots immediately.
- ii. The Regional Director will get the building plan(s) approved from the Directorate of W&D after receipt of prescribed fee from allottee.
- iii. The allottees must construct their project buildings and install project machinery within 02-years for plots up to 2 kanal and within 3 years for plots above 2 kanal, from the date of possession of plot.
- iv. Regional Director will get construction schedule from allottee preferably on following lines:

Sr. No.	Phases	Time Period
1	<ul style="list-style-type: none"> • Lay out marking • Excavation • PCC • Foundation work • Application for utilities connections 	
2	<ul style="list-style-type: none"> • Super structure work 	
3	<ul style="list-style-type: none"> • Laying & installation i.e. Electrification, Plumbing system Plaster work doors, windows, ventilators, paint work Testing & commissioning of building infrastructure 	
4	<ul style="list-style-type: none"> • Deployment of machinery • Installation of machinery • Testing & commissioning 	

- v. Regional Director will monitor & record the construction as per schedule of construction submitted by the allottee.

10. MAINTENANCE CHARGES

- i. Recovery of maintenance charges will start from the date of possession of plot.
- ii. Maintenance charges @ Rs.2000/- per kanal per month and Water & Sewerage charges @ Rs.1000/- per kanal per month will be levied.
- iii. BOM of the estate will propose revision of maintenance charges, water & sewerage charges on Bi-annual basis.

11. CANCELLATION/RESTORATION OF PLOT

CANCELLATION OF PLOT	RESTORATION OF PLOT
1) After issuance of provisional allotment letter, if allottee fails to deposit (02) two consecutive installments towards development charges, plot will be cancelled by Regional Director and allottee will be refunded the deposited amount after deduction of 20% of amount paid. In this case, plot will be treated as "Permanently cancelled".	Plot would not be restored in this case.

<p>2) If allottee fails to complete construction of project building within two years for plot up to 2-kanal and within 3 years for plot above 2-kanal, plot will immediately be cancelled by Regional Director.</p>	<p>1) Plot cancelled due to Non-Construction will not be restored. It will be put to auction within 03-months as per auction procedure laid down in PSIC Auction Policy-2003. The original amount deposited by allottee on account of cost of plot/land shall be refunded after deduction of all PSIC dues.</p> <p>2) In case a plot is cancelled on account of partial construction, the affectee may file appeal before Managing Director, PSIC within 30-days from the communication of letter/notice of cancellation.</p> <p><i>Construction up to the completion of 1st lantern as per construction plan, would be considered as partial construction. Construction of boundary wall and guard room would not be considered as partial construction.</i></p> <p>After receiving the appeal the Managing Director, PSIC, will decide the same within 30 days. The Restoration Committee headed by Managing Director, may restore plot and grant extension in the period of construction. The Restoration Committee may grant extension only once for a maximum period of one year but shall not restore plot without imposing fine as prescribed. If, such restored plot is not constructed completely, within given time frame, its allotment will be cancelled and it will be put to auction in accordance with the procedure laid down in auction policy-2003 and original amount deposited by the allottee will be refunded after deducting all PSIC dues.</p> <p>Restoration charges will be imposed @ 6% of prevailing valuation table notified by District Collector concerned.</p>
--	---

12. OTHER REASONS FOR CANCELLATION OF PLOT BY REGIONAL DIRECTOR(S)

- a) Violation of terms & conditions of allotment.
- b) Violation / non-compliance of directions of PSIC and Government regarding industrial safety, environment management and other such instructions.
- c) Use of plot other than industrial purpose.
- d) Construction of unit without approval of building plan or in violation of approved building plan.

- e) Violation/non-compliance of directions of PSIC, Environment Department and Government regarding Industrial/Municipal waste/emissions.

13. RESTORATION OF CANCELLED PLOTS

- a) The allottee whose plot is cancelled on grounds mentioned in Section-12, may apply to Managing Director, PSIC, for restoration of plot within 30 days of such cancellation.
- b) Committee headed by Managing Director, PSIC, may restore plot on case-to-case basis subject to payment of PSIC pending dues/liabilities @ 6% of prevailing valuation table notified by District Collector concerned.
- c) If allottee does not apply for restoration of plot within stipulated period, plot will be treated as permanently cancelled.

14. RESTORATION COMMITTEE

- a) Committee for consideration of restoration of plot cases will comprise as under:
- | | |
|---|-------------------|
| i. Managing Director, PSIC | (Convener) |
| ii. Deputy Managing Director, PSIC | Member |
| iii. Director (Estates Management) PSIC | Member/Secretary |
| iv. Regional Director concerned | Member |
- b) The secretary of the committee shall ensure recording of minutes of the meeting and maintenance of record of cancelled/restored plots.
- c) The above committee may also consider the cases for condonation of delay up to 3 months from expiry of time for filing of appeal against the cancellation order.

15. PROCEEDS OF ALLOTMENT/TRANSFER OF PLOTS

- a) Regional Director will collect the down payment and subsequent installments and will deposit/retain such amount in a designated account.
- b) This amount will be transferred to Directorate of F&A, PSIC, head office on monthly basis.
- c) Directorate of F&A, PSIC Head Office will transfer funds out of these proceeds to Directorate of W&D and Regional Director/ other offices for carrying out activities as per PC-I of the scheme subject to approval of Managing Director.

16. TERMS & CONDITIONS FOR ALLOTMENT OF PLOTS

- a) The allottee shall pay dues in accordance with payment schedule.
- b) Transfer of Non-Constructed plots shall be dealt with under Section-20.
- c) The allottee shall complete the industrial unit within 2 years for plots up to 2-kanals and within 3 years for plots above 2-kanals. Such construction period will commence from the date of possession of plot.
- d) In case of non-construction of the unit within prescribed time, it will be dealt in accordance with Section-11 (2).
- e) Allottee will be bound to pay maintenance charges from the date of possession of plot.

17. REFUND UPON CANCELLATION OF PLOT

In case of permanent cancellation of plot, the deposited amount will be returned after deducting maintenance charges, non-construction charges and other charges till the date of cancellation of plot and penalty of 20% of cost of the plot.

18. AUCTION OF PLOT

Permanently cancelled plots will be disposed off through open auction as per PSIC Auction Policy-2003.

19. SIE BOARD OF MANAGEMENT (BOM)

a) Composition of BOM

Number of Members: SIE BOM shall consist of Fifteen (15) members in total. Composition of BOM shall be as follows:

- i. President
- ii. Senior Vice-President
- iii. Vice-President
- iv. Representative from Concerned Chamber (Ex-Officio Member)
- v. Regional Director, PSIC
- vi. 10 Members other than (i) (ii) (iii) (iv) & (v) above

b) Rules of Business of PSIC SIE BOM (Annex-C**)**

20. TRANSFER OF PROJECTS

- a) Fully constructed Projects/industrial units can only be transferred by the allottee.
- b) All Regional Directors will maintain computerized data of all allottees and plots in SIEs.
- c) All cases for transfer of plots/units will be scrutinized and processed by concerned Assistant Director/In-charge SIE.
- d) A Committee headed by Regional Director will examine each case of transfer of project/industrial unit and dispose it off as per policy.
- e) Transfer fee and other charges will be levied as per policy.

21. SMALL INDUSTRIAL ESTATE LIFE CYCLE

a) Bifurcation of Plot

Bifurcation of a plot may be allowed with deposit of 5% fee of prevailing valuation table notified by District Collector concerned.

b) Amalgamation of Plots

Amalgamation of (02) two or more plots may be allowed with deposit of 5% of prevailing valuation table notified by District Collector concerned. Bifurcation & amalgamation will be allowed by Managing Director on recommendations of Regional Estate Management Committee.

22. MISCELLANEOUS

- a) Plot once allotted through open balloting will not be exchanged.

- b) If allottee intends to surrender his plot and get refund of deposited amount before issuance of final allotment letter, he will be refunded the deposited amount after deduction of 10% of deposited amount.
- c) In case, at the time of possession of plot(s), if plot allotted is more than allotted area / size, allottee will have to pay 20% extra cost of excess area of land @ prevailing DC valuation table.
- d) In case, at the time of possession of plot, if plot allotted is less than the allotted area / size, allottee would be refunded cost of less area of the plot deposited by the allottee.
- e) In case, at the time of possession of plot, surplus/excess area adjacent to plot(s) is 10 marla or more than 10 marla (regular plot), plot will be allotted through open auction as per PSIC Auction Policy-2003.
- f) Fee and charges in case of different issues pertaining to Estates Management are placed at **Annexure-D**.
- g) Revised policy instructions/procedures/competent authorities to settle different issues pertaining to estates management are placed at **Annexure-E**.
- h) Procedure for booking of plots in Regional Offices is placed at **Annexure-F**.
- i) Procedure for invitation and receipt of applications for allotment of plot in PSIC SIEs is at **Annexure-G**.
- j) PSIC Board under special circumstances may consider the issue of cancellation of plots on case to case basis. Board may restore cancelled plots in extra ordinary circumstances, subject to imposition of penalty.
- k) In case of any ambiguity, PSIC reserves the right to interpret and clarify any of the section/para/narration of this Policy.

This policy will be applicable to all PSIC industrial estates/EPZs and will render existing policy(s) pertaining to SIEs/EPZs inoperative.

**PUNJAB SMALL INDUSTRIES CORPORATION
REGIONAL OFFICE, _____**

No. PSIC/R.O/

Dated _____

MR. _____

THROUGH REGISTERED A.D

Subject:- **PROVISIONAL ALLOTMENT LETTER OF PLOT AT SMALL INDUSTRIES ESTATE, _____ FOR THE ESTABLISHMENT OF INDUSTRIAL UNIT UNDER THE NAME & STYLE OF M/S. _____.**

Dear Sir/Madam,

With reference to your application dated: _____, Punjab Small Industries Corporation, is pleased to inform you that Plot of category _____ measuring _____ kanals / marlas at Small Industries Estate, _____ has been allotted to you for establishment of an industrial unit under the name and style of M/s. _____.

You are therefore, requested to deposit remaining amount of plot(s) as per following schedule so that **Final Allotment letter** could be issued accordingly.

No. of Installment	Outstanding Amount	Due date
1 st installment	Rs. _____	After 03 months from issuance of this letter
2 nd installment	Rs. _____	After 06 months from issuance of this letter
3 rd installment	Rs. _____	After 09 months from issuance of this letter
4 th Installment	Rs. _____	After 12 months from issuance of this letter
5 th installment	Rs. _____	After 15 months from issuance of this letter
6 th installment	Rs. _____	After 18 months from issuance of this letter
7 th installment	Rs. _____	After 21 months from issuance of this letter
8 th Installment	Rs. _____	After 24 months from issuance of this letter

Further, if you fail to deposit **two (2)** consecutive installments or cost of plot in stipulated period, the plot will be cancelled permanently at your own risk & cost and **not restored in any case.** Final allotment letter containing other terms and conditions will be issued after receiving full cost of plot and completion of estate. Plot No. will be allotted through open draw and will be intimated accordingly.

In case of any further information please contact Assistant Director, PSIC Small Industries Estate _____ or undersigned for the purpose.

REGIONAL DIRECTOR

Copy to:-

- 1) The Director (EM), PSIC, Head Office, Lahore.
- 2) P.S to Managing Director, PSIC.
- 3) Assistant Director, SIE. _____

Punjab Small Industries Corporation
Regional Office, _____

No. PSIC/RO/

Dated: _____

M/S. _____

(Allottee)

Subject:- **FINAL ALLOTMENT LETTER/ALLOTMENT OF PLOT MEASURING _____ MARLAS / KANAL FOR THE ESTABLISHMENT OF AN INDUSTRIAL UNIT AT SIE, _____**

1. In continuation to provisional allotment letter issued vide No. PSIC/RO/_____, dated: _____.
2. AND WHEREAS you have paid an amount of Rs. _____ including development charges to Punjab Small Industries Corporation, Regional Office _____.
3. NOW THEREFORE, you are hereby allotted Plot No. _____ category _____ measuring _____ kanal in SIE _____ for setting up an industrial unit under the name and style of M/s. _____, on following terms and conditions:-
 - i. That Plot shall be exclusively used for the purpose of setting up an industrial unit already as mentioned in application form, same shall be read as part & parcel of this allotment letter.
 - ii. That allottee on issuance of this allotment letter, shall immediately take over the possession of plot and get building plan approved from estate In-charge.
 - iii. That allottee, within a period of (02) two years for plot up to 2-kanal and within 3 years for plot above 2-kanal, commencing from the date of issuance of allotment letter, shall erect upon the plot an industrial/ manufacturing unit as per approved line of production, erect building in accordance with PSIC Building Bye Laws.
 - iv. That allottee shall abide by all rules, regulations, terms & conditions contained in building bye laws / policy of Punjab Small Industries Corporation (PSIC) as amended from time to time.
 - v. That allottee shall ensure that manufacturing activities shall not endanger the estate, with atmosphere hazards or environmental pollution in any sort. It will be allottee's legal obligations to take all possible measures to check and control the pollution according to Environmental Protection Agency Standard. The allottee shall also dispose off industrial waste in a manner acceptable to PSIC management and estate.
 - vi. That allottee shall construct a septic tank as per standard design (to be provided by PSIC) before disposing off waste into estate sewerage/drainage system.
 - vii. That allottee after completion of unit within the prescribed period shall submit a completion report to PSIC and obtain a completion certificate.

- viii. That allottee shall not change the approved line of production, corporate setup / constitution and name & style of approved industrial unit / project without prior written approval of Competent Authority who originally allotted the said Plot(s).
- ix. That allottee shall neither sell nor change the corporate set up of un-utilized Plot without prior written approval of Competent Authority. In case, allottee intend(s) to dispose off this plot(s), it will only be sold to PSIC at the rate, it was allotted. PSIC, in return will auction the same and return the initial cost of the plot.
- x. That in case allottee intend to obtain any financing to setup and / or to run the PSIC approved industrial unit/ project from any of scheduled banks / financing institutions and need to mortgage said plot(s) as security against such financing, the Punjab Small Industries Corporation undertakes to mortgage the Plot(s) as security on his behalf to such bank financial institution till the time the sale deed is executed in terms of Clause-8 hereunder. Thereafter, liability of Punjab Small Industries Corporation (PSIC) hence shall only be to the extent of mortgage of plot(s) and bank /financial Institution will not have any right / authority to invoke any other provisions of financial agreement.
- xi. In case above mentioned terms and conditions are not fulfilled by allottee, plot will be cancelled by PSIC. The plot, after cancellation may be sold/allotted by PSIC and the allottee shall be entitled to receive balance amount of consideration after adjustment of all expenses incurred, charges or penalties and its sale thereafter.
- xii. That allottee will be bound to obtain the approval of factory building plan according to PSIC building bye laws 2002 in addition to any other permission required from local authority or government agency having the lawful jurisdiction over the matter.
- xiii. That allottee shall pay maintenance charges /utility charges as per PSIC policy from the date of completion of estate.
- xiv. That said plot(s) or its any part shall not be used for residential and commercial purposes.
- xv. That 10% extra price would be charged from allottee for corner plots and those at front row.
- xvi. That Plot(s) shall liable to be cancelled immediately if PSIC approved industrial unit is not established within two years from the date of completion of estate as mentioned in Clause-3(iii) of this letter. Plot cancelled due to total non-construction will not be restored. It will be put to auction within 03-months following auction procedure laid down in PSIC auction Policy-2003. The original amount deposited by allottee on account of cost of plot/ land after deducting all PSIC dues shall be refunded only after auction of cancelled plot.
- xvii. That in case a plot is cancelled on account of partial construction, affectee may file appeal to Competent Authority who shall decide the case within 30-days after filling the case. Competent Authority may restore plot and grant extension in construction period. However, Authority shall not restore plot without imposing fine as prescribed and shall not grant extension more than 02-times for a total period of a year. If so, restored plot is not constructed completely, within given time frame, its allotment would be cancelled and it will be put to auction in accordance with the procedure laid down in auction policy-2003 and original amount deposited by allottee will be refunded after deducting all PSIC dues. Restoration charges will be imposed @ 6% of prevailing evaluation table notified by District Collector concerned.

- xviii. That allottee shall submit construction schedule of project preferably as per format given in Section-9 of the policy.
 - xix. That allottee shall be liable to pay the enhanced cost of land/plot/utilities etc. and other charges on demand of PSIC at any stage.
4. PSIC expect that completion of PSIC approved industrial unit/project within the prescribed in terms contained herein and wish Good Luck for entrepreneurs.

REGIONAL DIRECTOR

Copy to:-

1. Director (Estate Management), PSIC, Head Office, Lahore
2. In-Charge, Small Industries Estate, _____
3. Master File.

Note: Regional Director may contain other appropriate terms & conditions keeping in view the policy to save the PSIC interest.

PUNJAB SMALL INDUSTRIES CORPORATION**RULES OF BUSINESS
OF
BOARD(S) OF MANAGEMENT OF PSIC SIEs July-2021**

**DIRECTORATE OF (ESTATE MANAGEMENT) PSIC
4th Floor, Al-Fallah Building, The Mall, Lahore
Phone No.042-99203300**

Table of Contents

CHAPTER 1	1
PREAMBLE	1
PART - A GENERAL	1
PART – B COMPOSITION OF BOM	3
PRESIDENT	4
SENIOR VICE PRESEDENT AND VICE PRESIDENT	4
MEMBERS	5
CHAPTER 2	6
BOARD OF MANAGEMENT	6
A - FUNCTIONS AND POWERS	6
B - MEETING(S) OF BOM	8
C - NOTICE	10
D - CONVENER(S) AND THE COMMITTEE(S)	10
E – REGISTER OF MEMBERS, OFFICERS, ETC	13
CHAPTER 3	14
BOARD OF MANAGEMENT	14
ACCOUNTS AND FINANCIAL POWERS	14
CHAPTER 4	17
SECRETARY	19
DUTIES AND FUNCTIONS	19
MANAGER FINANCE	20
DUTIES AND FUNCTIONS	20
ESTATE MANAGER	21
DUTIES AND FUNCTIONS	21
ADMINISTRATIVE POWER OF PSIC.....	21
POLICY MAKING DECISION.....	21
INDEMNITY.....	21
AMENDMENT.....	21

CHAPTER 1 PREAMBLE

WHEREAS THE PUNJAB SMALL INDUSTRIES CORPORATION (PSIC) having its office at 1st Floor, Al-Fallah Building, the Mall, Lahore. Pakistan, came into being in 1972 after dissolution of One Unit. It was established under PSIC Act-1973. As per PSIC Act, PSIC has multiple functions. One of primary functions is to establish/develop Small and Cottage Industries, estates at prominent places in Punjab Province. The prospective entrepreneur is provided developed plots for establishment of their respective industries within boundary area where all necessary infrastructure facilities are made available. These industries not only provide job opportunities to thousands of skilled and un-skilled manpower thus helping in poverty alleviation but also contribute a substantial share in national GDP.

PSIC inherited five (5) Small Industries Estates which were established by West Pakistan Small Industries Corporation (WPSIC) at Lahore, Gujranwala, Gujrat, Sialkot and Bahawalpur during the period from 1960 to 1970. Similarly, prior to establishment of Small Industries Estates on Self-Finance basis, 13 SIEs were established by PSIC with Government Funds in prominent cities of Punjab upto 1988. However, with changing trends and also to attract interested entrepreneurs to invest their own money. PSIC has up till now established 11 Small Industries Estates and Export Processing Zones on Self-Finance basis.

AND WHEREAS overall management of SIE Sialkot-I, Gujranwala-I, Gujrat, Sahiwal & Bahawalpur were handed over to Small Industrial Welfare Association (SIWA) of respective estates in 2006 by signing Memorandum of Understanding (MOU) in this regard, however, the same were dissolved in 2010. The Board of Management were again constituted in the PSIC SIEs under the President ship of Small Industrial Welfare Association (SIWA) by the PSIC Board of Members in its 94th meeting held on 10.08.2016. Later on, PSIC SIE Policy-2019 was approved by the PSIC Board in its 107th meeting held on 27.11.2019 which speaks about Board of Managements, its Composition, Functions and Responsibilities, Terms & Conditions etc. in all SIEs under clause-20 of the said policy notified vide No.PSIC/EM/Policy-Matter/2994, Dated: 06.12.2019.

The PSIC Board of Members during its 110th meeting held on 01.07.2020 has been reiterated to re-furbish the role of Board of Management in SIEs, keeping in view the rapid changes in industrial sector to run the affairs of estates efficiently and to improve colonization as well.

NOW THEREFORE the operational policies and procedures for proficient administration and effective management of BOMs in PSIC SIEs are enunciated as follows:

PART - A GENERAL

SHORT TITLE

1. These Rules will be called Rules of Business of BOMs and will apply across all BOMs of PSIC SIEs.

MODE OF FORMING A BOM

2. A BOM shall be formed by PSIC Board on such procedure as described in this Rules of Business.

INTERPRETATION

- i. Unless the context otherwise requires;
- ii. **“Board of Members”** means PSIC Board of Members (PSIC-Board) of Punjab Small Industries Corporation (PSIC).
- iii. **“Board of Management” (BOM)** means representatives of occupiers of Industrial Estate appointed by PSIC Board for the purposes of this clause an “occupier” means an owner-in-possession of an industrial unit in the Industrial Estate.
- iv. **“Budget”** means annual budget proposed by SIE BOM and approved by PSIC Board. The PSIC Board may provide a financial reporting system which shall be strictly followed by SIE BOM.
- v. **“Committee”** means body constituted by SIE BOM in order to carry out functions within the Industrial Estate as specified by SIE BOM.
- vi. **“Convener of Committee”** means Convener of Committee appointed and confirmed by SIE BOM.
- vii. **“Estate Manager”** means any individual appointed by SIE BOM for administration of PSIC Industrial Estate and to carry out functions as under the guidance and supervision of SIE BOM.
- viii. **“Small Industrial Estate”** means Small Industrial Estates developed and/or managed by PSIC.
- ix. **“Legal Advisor”** means an Advocate entitled to appear before any Lower Court or High Courts of Pakistan or Supreme Court of Pakistan and shall be appointed by SIE BOM on retainer ship basis.
- x. **“Member”** means member of SIE BOM.
- xi. **“Month”** means English calendar month.
- xii. **“Manager Finance”** means any individual appointed by SIE BOM to perform Finance & Accounts functions and to carry out functions under the guidance and supervision of SIE BOM.
- xiii. **“Office”** means office of SIE BOM situated at notified place in Small Industrial Estate or any other premises acquired for such purposes with prior approval of PSIC Board.
- xiv. **“Prescribed”** means as prescribed by PSIC Board from time to time.
- xv. **“President”** means President of SIE BOM duly nominated from time to time by PSIC Board from amongst the Members.

- xvi. **“Resident(s)”** means allottee(s) of industrial plot(s) in Industrial Estate.
- xvii. **“Rules”** means instant Rules of Business.
- xviii. **“Secretary”** means any individual appointed by SIE, BOM to perform secretarial administrative duties, arrange SIE BOM meetings and to carry out functions under the guidance and supervision of SIE BOM.
- xix. **“Senior Vice President”** means Senior Vice President duly nominated from time to time by PSIC Board from amongst the Members.
- xx. **“User”** means any individual/organization/entity carrying on business in any form whatsoever in Small Industrial Estate.
- xxi. **“Vice President”** means Vice President of SIE BOM duly nominated from time to time by PSIC Board from amongst the Members.
- xxii. **“Written” and “In Writing”** includes printing, lithography, type-writing, telex, tele-facsimile (fax), electronic mail (e-mail) and any other mode of representing or reproducing words in a visible form.
- xxiii. Words importing masculine gender includes feminine gender and vice versa.
- xxiv. Words importing persons include bodies corporate and otherwise, firms, registered or un-registered associations, Non-Government, Semi Government and Government organization.
- xxv. Words importing singular number includes plural number and vice versa.
- xxvi. Words of expressions in these Rules except where it is repugnant to the subject or context, shall bear same meaning as in a Standard English Dictionary.

PART – B COMPOSITION OF BOM

- 3. **Number of Members:** SIE BOM shall consist of Fifteen (15) members in total. Composition of BOM shall be as follows:
 - i. 01 President
 - ii. 01 Senior Vice-President
 - iii. 01 Vice-President
 - iv. Representative from Concerned Chamber (Ex-Officio Member)
 - v. Technical Members (Regional Director, PSIC)
 - vi. 10 Members other than (i) (ii) (iii) (iv) & (v) above

Detailed organogram is shown in **“Annexure-A”**.

- 4. **Nomination of Members:** The members shall be nominated by PSIC Board from amongst the representatives of occupiers/allottees of Small Industrial Estate including President, Senior Vice President & Vice President.
- 5. **Technical Member nominated by PSIC:** Regional Director, Concerned or any other officer nominated by Managing Director, PSIC. He/she will ensure that all functions of SIE BOM are carried out in accordance with the provision of relevant rules/policy/procedure. He/she shall immediately report any violation of the instant rules/policy/procedure.

6. **Ex-Officio Member nominated by SIE BOM:** BOM can co-opt up to one (1) Ex-Officio members, but they shall have no voting right and presence of such members shall not effect upon fulfillment of quorum of BOM meetings.
7. **Tenure of Members:** The term of office of a member of SIE BOM shall be two (2) years, unless he resigns earlier or becomes disqualified from being a Member or otherwise ceases to hold his office.
8. **Maximum number of periods to be served by Members:** There shall be no bar to re-nomination of members to SIE BOM for as many number of times PSIC Board may deem fit.
9. **Factors to be considered in nomination of Members:** Candidates for SIE BOM will be considered and selected by reference to industrial experience and reputation for integrity. Members will be appointed by PSIC Board of members or a committee constituted by it. Only persons with following criteria shall be nominated to Board of Management of respective PSIC Small Industrial Estate.
 - i. Be an owner, Director, partner of industry.
 - ii. The industry must be operational
 - iii. Shall not be a defaulter of PSIC.
 - iv. Shall not be in litigation with PSIC.
 - v. Must be Graduate or equalant from HEC recognized Institute. (In 119th PSIC BOM clause (v) is deleted with the condition that member must own a functional unit in same industrial estate)

PRESIDENT

10. **Tenure of President:** The President shall be appointed for a period of two (02) years only by PSIC Board from amongst the members.
11. **Core responsibilities:** The President shall be responsible for leadership of SIE BOM, for efficient organization and conduct of SIE BOM's function and for briefing of all members in relation to issues arising at meetings. The President shall also be responsible for arranging SIE BOM's performance evaluation.
12. **Ineligibility of certain persons to become President:** No person shall be appointed as President of SIE BOM if he:
 - a) Has applied to be adjudicated as an insolvent and his application is pending.
 - b) Is an un-discharged insolvent.
 - c) Has been convicted by a court of law for an offence involving moral turpitude.
 - d) Has betrayed lack of fiduciary behavior and a declaration to this effect has been made by the Court at any time during the preceding five (05) years.
 - e) Has any dues payable to PSIC.
 - f) Is in litigation with PSIC in any court of law.
13. **General responsibilities:** The President shall preside over all meetings of SIE BOM and shall be responsible inter alia for:
 - i. Coordinating and exercising general supervision over all activities of "SIE BOM" and Estate Manager, Secretary, Manager Finance; and
 - ii. Any other task as may be delegated by SIE BOM or PSIC Board.
14. **Vacation of office:** PSIC Board may remove President before the expiration of his term of

office notwithstanding anything contained in any agreement between SIE BOM and such President.

15. **President not to engage in business competing with SIE BOM's business:** The President shall not directly or indirectly engage in any business which is of same nature as and directly competes with business carried on by SIE BOM.

SENIOR VICE PRESEDENT AND VICE PRESIDENT

16. **Tenure:** There shall be a Senior Vice President and a Vice President to be appointed by PSIC Board for a period of Two (02) years only from amongst members.
17. **Core responsibility:** The Senior Vice President/Vice President shall be assisting President and temporarily assume the President's duties in his absence;
18. **Remuneration of Members etc.:** The Members, President, Senior Vice President and Vice President shall not be paid any remuneration for their services, but shall be provided all secretarial/material/technical support in order to facilitate the efficient handling of "SIE BOM".

MEMBERS

19. **Tenure of office of members:** The term of office of members of SIE BOM shall be two (02) years from the date of issuance of notifications by PSIC.
20. **Casual vacancy to be filled by the PSIC Board:** Any casual vacancy occurring among the members may be filled up by PSIC Board or a committee constituted by it and the person so appointed shall hold office for the remainder of term of member in whose place he is appointed.
21. **Removal of member:** PSIC Board by resolution in PSIC BOARD meeting may remove a member appointed on such grounds as it seems fit for the purpose.
22. **Consent to act as a member:** No person shall be appointed or nominated as a member, President, Senior Vice President or Vice President of SIE BOM unless such person has given his consent in writing for such appointment or nomination;
23. **Validity of acts of members:** No act of a member, or of a meeting of members attended by him, shall be declared invalid merely on the ground of any defect subsequently discovered in his appointment to such office.
Provided that, as soon as any such defect has come to notice, the member shall not exercise the right of his office till the defect has been rectified;
24. **Ineligibility of certain persons to become member:** No person who is ineligible to become President of SIE BOM under rule 13 shall be appointed or continue as member of any SIE BOM.
25. **Vacation of office of the member:** A member shall ipso facto cease to hold office if—
- a) He becomes ineligible to be appointed a member on any one or more of grounds enumerated in clauses (a) to (f) of rule 13.
 - b) He absents himself from three consecutive meetings of members without leave of absence from President.

CHAPTER 2
BOARD OF MANAGEMENT
A - FUNCTIONS AND POWERS

26. **Core responsibilities:** Role of SIE BOM is to provide leadership and guidance for and supervision over SIE BOM's affairs.

The Board is collectively responsible for promoting the success of SIE BOM by:

- (a) Supervising SIE BOM's framework of control and accountability systems to enable risk to be assessed and managed.
- (b) Ensuring SIE BOM is properly managed for example by:
 - i. Input into and final approval of management's development of corporate strategy and performance objectives.
 - ii. Reviewing and ratifying systems of risk management and internal compliance and control, codes of conduct, and legal compliance.
 - iii. Monitoring senior management's performance and implementation of strategy, and ensuring appropriate resources are available;
- (c) Monitoring financial performance of SIE BOM.
- (d) Monitoring financial and other reporting.
- (e) Overall corporate governance of SIE BOM, including conducting regular reviews of balance of responsibilities within SIE BOM to ensure division of functions remain appropriate to needs of SIE BOM.
- (f) liaising with internal and external auditors; and
- (g) Monitoring, and ensuring compliance with, all of SIE BOM's legal obligations, in particular those obligations relating to the environment, cultural heritage and occupational health and safety.

27. **Functions and powers of BOM:** SIE BOM shall perform and exercise following functions and powers:

- i. Implementation of policies and guidelines of PSIC Board as may be issued by PSIC Board from time to time;
- ii. Preparation and Implementation of comprehensive rules and policies for Small Industrial Estate and penalties thereof;
- iii. To impose penalty(s) on defaulter of SIE BOM's charges (As per Mandate given in Clause-64 of these rules) against resident(s)/users/allottees of SIE on default of dues.
- iv. To propose investment scenarios to PSIC Board in relation with development of Small Industries Estate and monitoring the progress of major capital expenditure and capital management.
- v. To prepare plan and execute for extension or establishment of new Small Industrial Estate

- with the approval of PSIC Board.
- vi. To avail Government grants/aids for development/uplift/extension of SIEs and establishment of new Industrial estate with the approval of PSIC Board.
 - vii. To establish common technical facility/service/utility centers with the permission of PSIC Board or as approved in Annual Budget.
 - viii. To recover fee and charges from Resident(s)/User(s)/allottees in accordance with the instructions/guidelines issued by SIE BOM or PSIC Board.
 - ix. To timely deposit electricity, Sui Gas bills pertaining to water supply, sewerage disposal, street light and Admn. Block/SIE BOM office.
 - x. To outsource operational and management functions as and when required, to reputable entities.
 - xi. To grant permission for erecting advertisement sign Boards/hoardings/neon signs/towers and collect rent/charges thereof.
 - xii. To establish canteens/restaurants and other culinary facilities in accordance with the approved budget/ without alternating the Master plan of estate.
 - xiii. To propose changes in Master plan of the estate through Director (works) PSIC.
 - xiv. Preparation of annual budget for the management of Small Industries Estate and present the same to PSIC Board as per Financial Powers (Chapter 3).
 - xv. The SIE BOM can enter into any obligation, contract/agreement regarding the business/functions allocated through these rules for a maximum period of one (01) year. Obligation / Contract / agreements for a period of more than one (01) year shall not be signed/executed without prior approval of PSIC Board. Secretary, PSIC Board shall be informed for all Obligation / Contract / agreements signed/executed within 15 days of approval of SIE BOM.
 - xvi. To recommend appointment of Legal Advisor, on retainership basis or otherwise and decide remuneration, PSIC Board shall inform Secretary PSIC Board within 15 days of new appointment or change in terms of reference etc. of Legal Advisor;
 - xvii. Develop organogram and structure of Management, to prescribe duties, enact rules and Standard Operating Procedures for all employees & staff of BOM which shall be approved by SIE BOM and provided to PSIC Board or Managing Director, PSIC for information.
 - xviii. To purchase of any assets i.e. "Machinery & Equipment" & "Tools & Implements" etc. required for use in PSIC SIEs in fair and transparent manners in line with prevailing procurement rules. As approved by SIE BOM and monitoring of procurement process.
 - xix. SIE BOM or its committee(s) may appoint, remove or suspend employees of SIE BOM, either permanent or temporary and to determine their powers, duties and fix their salaries or emoluments and to require security in such instances and to such amount as deemed appropriate (As per Annex-A).
 - xx. SIE BOM can only hire approved sanctioned strength as mentioned in the annual budget (No. of employees as mentioned in the annual budget, approve wages and salaries, hiring of employees etc.).

- xxi. In case of emergent requirement of hiring of personnel(s) beyond as stipulated in annual budget, SIE BOM can hire personnel up to a salary of Rs.50,000 per month, the same however be intimated to Managing Director, PSIC.
- xxii. To exercise supervision and disciplinary control over the work and conduct of all employees of SIE BOM.
- xxiii. To constitute Committees and appoint their members and convenor to assign/alter responsibilities of Committees.
- xxiv. To refer any claims or demands made by or against SIE BOM to PSIC Board.
- xxv. To delegate such of its power(s)/function(s) as deemed appropriate.
- xxvi. To execute any other assignment as may be delegated by PSIC Board.
- xxvii. To plan and/or implement schemes for welfare of the Residents/Allottees after approval of PSIC Board (in addition to other schemes not covered in the approved budget).
- xxviii. To give recommendations to PSIC Board on any matter or as and when specifically desired by PSIC Board.

B - MEETING(S) OF BOM

- 28. **First and subsequent meetings:** The first meeting of SIE BOM shall be held not later than 30 days of its constitution. The subsequent meetings shall be held at least once in a month after holding of preceding meeting.
- 29. **Location of meetings:** All meetings shall be convened at the office of SIE BOM and chaired by President. In the absence of President, the meeting shall be chaired by Senior Vice President and in his absence by Vice President respectively.
- 30. **Quorum:** At least seven (07) Members of SIE BOM present in person shall be quorum of the meeting.
- 31. **Notice of the meeting:** The notice along with the agenda of meeting shall be sent to Members at least seven (07) business days prior to date of meeting.
- 32. **Attendance of members at meetings of BOM:** The attendance of Members in meeting(s) of SIE BOM is mandatory. Any Member absenting himself from three (03) consecutive meetings without obtaining prior leave of absence from President shall stand terminated from his membership.
- 33. **Calling of special meeting:** SIE BOM may call any special meeting on requisition of at least 1/3rd Members. Any such requisition shall specify the objects of meeting and shall be signed by requisitionists and deposited at office. The business of such meeting shall be confined to the purposes specified in requisition;
- 34. **Failure to conduct special meeting:** If SIE BOM does not proceed to cause a meeting to be held within twenty one (21) days from the date of requisition being deposited, the requisitionists or majority of them may forward the duly signed requisition for

consideration of PSIC Board. Such requisition shall also state as to why convening of meeting is necessary. The PSIC Board on receipt of such requisition may direct the President/Senior Vice President/Vice President of SIE BOM to call meeting within 15-days.

Any meeting convened through requisition shall be convened in the same manner, as nearly as possible, in which a meeting is convened by SIE BOM.

35. **Calling of extraordinary meeting:** In case any emergency meeting is required due to any extraordinary circumstance, President may call a meeting of SIE BOM. The notice of any such meeting shall be sent along with the agenda and any such meeting shall be confined to that purpose only. The minutes of the meeting shall be submitted to SIE BOM in its next meeting.
36. **General provisions regarding meetings:** Following provisions shall apply to meetings of members of a SIE BOM or meetings of a committee of members of SIE BOM, namely:-
 - (a) Notice of meeting specifying the place and day and hour of meeting along with a statement of business to be transacted at meeting shall be given to every member of SIE BOM.
 - (b) Every member shall have one vote except ex-officio members appointed by SIE BOM.
 - (c) No member shall be debarred from casting his vote except ex-officio members appointed by SIE BOM.
37. **Proxy:** No member shall participate in any meeting through proxy.
38. **Voting to be by show of hands in first instance:** At any meeting, a resolution put to the vote of meeting shall, unless a poll is demanded, be decided on a show of hands.
39. **President's declaration of result of voting by show of hands to be evidence:** At any meeting, a declaration by President of the meeting that on a show of hands, a resolution has or has not been carried, or has or has not been carried either unanimously or by a particular majority, and an entry to that effect in the books containing the minutes of proceedings of SIE BOM, shall, until the contrary is proved, be evidence of fact, without proof of number or proportion of votes cast in favour of or against such resolution.
40. **Demand for poll:** Before or on declaration of result of voting on any resolution on a show of hands, a poll may be ordered to be taken by President of meeting of his own motion, and shall be ordered to be taken by him on a demand made in that behalf by not less than one third of the members present

The demand for a poll may be withdrawn at any time by the members who made demand.
41. **Resolution passed at adjourned meeting:** Where a resolution is passed at an adjourned meeting, the resolution shall, for all purposes, be treated as having been passed on the date on which it was in fact passed, and shall not be deemed to have been passed on any earlier date.
42. **Minutes of proceedings of meetings:** Every SIE BOM shall cause a fair and accurate summary of minutes of all proceedings of meetings of members and meetings of any of its committee of members, along with the names of those participating in such meetings, to be entered in properly maintained books. A copy of minutes of meeting shall be furnished to

every member within ten (10) days of date of meeting.

Any such minute, if purporting to be signed by President of meeting at which proceedings were had, or by President of next succeeding meeting, and by Secretary of SIE BOM, shall be evidence of the proceedings.

Until the contrary is proved, every meeting of members or committee of members in respect of proceedings whereof minutes have been so made shall be deemed to have been duly called and held, and all proceedings had thereat to have been duly had.

The books containing minutes of proceedings of meetings of members and those of the committee of members shall be kept at office of SIE BOM.

The books containing the minutes of proceedings of meetings shall be open to inspection by members

43. **Filing of minutes:** The minutes of every meeting of SIE BOM shall be submitted to Managing Director, PSIC within fifteen (15) days of holding of such meeting.

44. **All decisions to be in conformity with rules:**

SIE BOM shall ensure that all decisions/recommendations are in conformity with rules/policies/guidelines/procedures/resolutions of PSIC. In case of any conflict between the same and decision/recommendation of SIE BOM, the former shall prevail.

C - NOTICE

45. **Service of notice on SIE BOM:** A document may be served on a SIE BOM or an officer thereof by sending it to SIE BOM or officer at the office of SIE BOM by post under a certificate of posting or by registered post, or by leaving it at the office of SIE BOM.

46. **Service of notice on members etc.:** A notice may be given by Secretary to any member either personally or by post/courier at his registered address or through facsimile or electronic mail (e-mail) with read receipt. The service of notice shall be effected by properly addressing, pre-paying and posting a letter containing notice and unless contrary is proved, it shall be deemed to have been effected at the time when letter would be delivered in ordinary course of post.

47. **Authentication of documents and proceedings:** A document or proceeding requiring authentication by a SIE BOM may be signed by President, Senior Vice President, Vice President or a member, secretary or other authorized officer of SIE BOM.

D - CONVENER(S) AND THE COMMITTEE(S)

48. **Committees of BOM:** SIE BOM may formulate following committees. SIE BOM shall appoint conveners and members of following committees:

i. Administration and Estate Management Committee

a. This committee shall be headed by President and comprise of Vice President and three (03) members of SIE BOM, not exceeding five (05) in number including the Convener and shall perform following functions:

- i. All day to day affairs of Small Industrial Estate.
- ii. Maintaining Records & Documents.

- iii. Office Management & Staff.
 - iv. Review annual budget before presenting to SIE BOM.
 - v. Monitoring of incomes & expenditures in the light of Approved Budget and approval of day to day expenditures.
 - vi. Implementation of Procurement rules as approved by SIE BOM and monitoring of Procurement process.
 - vii. Government Taxation.
 - viii. Infrastructure planning, development, repair & maintenance.
 - ix. Arbitration, opinion vetting of Transfers/NOC's.
 - x. Security and anti-encroachment activities.
 - xi. Recruitment, hiring and firing of staff of BOM.
49. **Composition and tenure of Committees:** The remaining Committees shall be as follows. Each Committee shall be headed by Convener appointed by SIE BOM and comprise of members of SIE BOM, not exceeding five (05) in number including Convener, appointed for a term of one (01) year and may be re-appointed for one additional term.
- i. Infrastructure Maintenance & Repair**
 - a. Maintenance & Repair of roads, sewerage, drainage, street lights, footpaths, landscaping, road signage's, sign boards etc.
 - b. Anti-Encroachments, Building and other violations.
 - c. Any other duty as may be assigned by SIE BOM.
 - iii. Utilities & Billing**
 - a. Collection of Small Industrial Estate Operations & Maintenance and other charges/expenses on monthly/quarterly/annual basis as determined by SIE BOM.
 - b. Medical facilities.
 - c. Any other duty as may be assigned by SIE BOM.
 - iv. Security & Crisis Management**
 - a. Security of Small Industrial Estate.
 - b. Safety of the assets of Small Industrial Estate.
 - c. Fire Brigade/Trucking Station/Weigh Bridge.
 - d. Handling of crisis management including but not limited to force majeure, strikes, riots & commotion.
 - v. Environment & Industrial Waste Management**
 - a. Safe and regular removal of toxic &/or non-toxic industrial waste.
 - b. Prepare plan for horticulture and beautification of Industrial Estate.
 - c. Ensure environmental protection.
 - d. Ensure implementation of Environmental standards.

vi. Audit and Finance Committee

Audit and Finance Committee shall include, in addition to members specified above, (Finance Manager of BOM). This committee shall perform following functions:

- a. Meet with statutory auditors to review scope and plan of proposed audit for current year. At conclusion of audit, review significant findings and any comments or recommendations of independent auditors, including status of previous audit recommendations, together with management's responses.
- b. Review with statutory auditors the adequacy and effectiveness of accounting and financial controls of SIE BOM, and elicit any recommendations for improvement of such internal control procedures or areas where new or more detailed controls or procedures are desirable.
- c. Review the budget annually and make a recommendation to Board regarding its adoption.
- d. Review SIE BOM's financial statements quarterly.
- e. Provide a summary of meetings of Finance and Audit Committee to President BOM and Secretary PSIC Board.
- f. Review and approve the appointment, replacement, reassignment, or dismissal of SIE BOM's internal auditor. Provide input into annual goals and performance evaluation of internal auditor. Internal auditor reports directly to committee.
- g. Discuss monthly, quarterly and annual financial statements, including disclosures with management.
- h. As necessary, discuss with management any significant financial risk exposure and steps management has taken to monitor and control such exposure.
- i. Annually assess committee's performance.
- j. Perform such other functions assigned by law, rules or PSIC Board.

50. **Advisor of Committee:** Any other Committee(s) may be constituted subsequently, if deemed necessary by SIE BOM. SIE BOM can co-opt to appoint a resident/allottee as advisor to any committee, but they shall have no voting right and presence of such members shall not effect upon fulfillment of quorum of meetings provided number of advisor per committee should not be more than one.
51. **Assignment of tasks to Committees:** SIE BOM shall assign tasks to each Committee, fulfillment of which shall be responsibility of respective Convener.
52. **Meetings of Committees:** Each Committee shall hold at least six (06) meetings in every calendar year and submit minutes of such meeting to SIE BOM within seven (07) days.
53. **Minutes of meetings of Committees:** The minutes of meetings of Committees shall be prepared by Secretary of SIE BOM and duly signed by Convener and Secretary of SIE BOM.

54. Approval of decisions/recommendations of Committees: The decision(s) /recommendation(s) of Committee shall be placed before SIE BOM at each subsequent meeting for approval.

55. Duties of Conveners of Committees: The Conveners shall be responsible for following:

- i. Activities of their respective Committees and report thereof shall be submitted in every SIE BOM meeting.
- ii. Calling regular committee meetings, either on a monthly schedule or as needed.
- iii. Preparing an agenda for each meeting and sending it to the members of committee.
- iv. Ensuring proper recording of minutes of each meeting and forwarding the same to Secretary, SIE BOM within seven (07) days of each meeting.
- v. Keeping a record of agendas and minutes of each meeting.
- vi. Preparing a set of goals for committee for financial year in order to accomplish the work that needs to be done.
- vii. Preparing and presenting the committee annual report.

E – REGISTER OF MEMBERS, OFFICERS, ETC.

56. Particulars of register of members, officers etc. :

Every SIE BOM shall keep at its registered office a register of its members and officers, including President, Senior Vice President, Vice President, Secretary, Finance Manager, Estate Manager, Auditors and Legal Adviser, containing with respect to each of them such particulars as:

- (a) Present name in full, any former name, or surname in full.
- (b) father's name, in case of a married woman or a widow, name of her husband,
- (c) Usual residential address.
- (d) Nationality and, if that nationality is not the nationality of the origin, his nationality origin.
- (e) business occupation, if any, and
- (f) If he holds any other directorship or other office the particulars of such directorship or office.
- (g) Date at which each person was entered in register as a member
- (h) Date at which any person ceased to be a member and reason for ceasing to be a member.

Every person referred to above shall, within a period of ten (10) days of his appointment or any change therein, as case maybe, furnishes to SIE BOM the particulars specified.

CHAPTER 3 BOARD OF MANAGEMENT ACCOUNTS AND FINANCIAL POWERS

57. **Books of account to be kept by BOM:** Every SIE BOM shall keep at its registered office proper books of account with respect to:

- (a) All sums of money received and expended by SIE BOM and matters in respect of which the receipt and expenditure takes place.
- (b) All sales and purchases of products by SIE BOM.
- (c) All assets of SIE BOM.
- (d) All liabilities of SIE BOM.

For the purposes of this rule, proper books of account shall not be deemed to be kept with respect to matters specified therein if there are not kept such books as are necessary to give a true and fair view of state of affairs of SIE BOM, and to explain its transactions.

The books of account of every SIE BOM relating to a period of not less than ten (10) years immediately preceding the current year shall be preserved in good order:

Provided that, in case of a SIE BOM formed less than ten (10) years before current year, the books of account for entire period preceding the current year shall be so preserved.

58. **Provisions related to Financial Software:** The books of account shall be maintained both in hard and soft form. Soft form of books shall be maintained in Financial Software. PSIC shall, at all times, have full right to access the information kept by SIE BOMs in Financial Software. SIE BOM's Finance Department will use Financial Software for all accounting functions.

There will be pre-defined users and no new user can be added by SIE BOM itself. Each user will have specified responsibilities assigned to him by SIE BOM.

59. **Preparation of Annual Budget:** SIE BOM shall prepare annual budget for the management of Small Industrial Estate and present the same to PSIC Board through Regional Director, concerned latest by 15th May every year and PSIC Board shall approve the same by 30th June. In case the Budget is not approved within the stipulated time frame, SIE BOM shall follow the last year's Approved Budget till the approval of Budget by PSIC Board. The budget shall be presented by the President or his Authorized representative among the SIE BOM members or through the employees of the BOM.

60. **Objections by PSIC BOARD:** In case, PSIC Board raises objection(s) thereon, the same shall be communicated in writing to SIE BOM for review within five (05) working days from the date of receipt of proposed Budget. The President SIE BOM shall have right to be heard by PSIC Board regarding such objection(s). All recurring nature funds generated by SIE BOMs shall be spent only on respective SIE BOMs.

61. **Form of Annual Budget:** Detailed annual budget will be prepared as per format to be provided by PSIC.

62. **Recovery of billing and budgeted revenue:** SIE BOM will ensure monthly billing and recovery of budgeted revenue i.e. Operations & Maintenance charges (O & M), (Monthly Recurring Expenses (MREs), Annual Recurring Expenses (AREs), Operations and Maintenance (O & M), solid waste disposal charges, by whatever named called), maintenance

charges, water charges, sewerage charges & advertisement fees etc.).

63. Maintenance of separate bank accounts for Capital and Recurring receipts and payments: SIE BOM will maintain separate bank accounts for “**Capital receipts and payments**” and “**Recurring receipts and payments**”.

- i. “**Recurring Receipts**” means following types of receipts:
 - a. Operation & Maintenance , Solid waste disposal charges (whatever named called);
 - b. water charges
 - c. sewerage charges
 - d. aquifer charges
 - e. publication/Advertisement charges/site hoardings
 - f. fees & penalties to the extent of sewerage, water, maintenance & advertisement charges

64. Operation of BOM Recurring Account: All recurring receipts collected by a SIE BOM should be deposited into account called “**Board Of Management – Respective Small Industrial Estate e.g. SIE-Kasur, SIE-II Lahore, SIE-III Gujranwala etc.**” opened with a scheduled bank in following names:

- | | |
|---|---|
| i. For Small Industrial Estate: Kasur | Small Industrial Estate Kasur Board |
| ii. For Small Industrial Estate: Sundar-II | Small Industrial Estate Sundar-II Board |
| iii. For Small Industrial Estate: Kot Lughpat | Small Industrial Estate Kot Lughpat Board. |
| iv. For Small Industrial Estate: Faisalabad | Small Industrial Estate Faisalabad Board. |
| v. For Small Industrial Estate: Sargodha | Small Industrial Estate Sargodha Board. |
| vi. For Small Industrial Estate: Bahawalpur | Small Industrial Estate: Bahawalpur Board. |
| vii. For Small Industrial Estate: Sahiwal | Small Industrial Estate Sahiwal Board |
| viii. For Small Industrial Estate: Khanewal | Small Industrial Estate Khanewal Board |
| ix. For Small Industrial Estate: Mian Channu | Small Industrial Estate Mian Channu Board |
| x. For Small Industrial Estate: Jhelum | Small Industrial Estate Jhelum Board |
| xi. For Small Industrial Estate: Gujar Khan | Small Industrial Estate Gujar Khan Board |
| xii. For Small Industrial Estate: Chakwal | Small Industrial Estate Chakwal Board |
| xiii. For Small Industrial Estate: Taxila | Small Industrial Estate Taxila Board |
| xiv. For Small Industrial Estate: Gujranwala-I | Small Industrial Estate Gujranwala-I Board |
| xv. For Small Industrial Estate: Gujranwala-II | Small Industrial Estate Gujranwala-II Board |
| xvi. For Small Industrial Estate: Gujranwala-III(EPZ) | Small Industrial Estate Gujranwala-III(EPZ) Board |
| xvii. For Small Industrial Estate: Gujranwala-IV | Small Industrial Estate Gujranwala-IV Board |

xviii.	For Small Industrial Estate: Sialkot-I	Small Industrial Estate Sialkot-I Board
xix.	For Small Industrial Estate: Sialkot-II (EPZ)	Small Industrial Estate Sialkot-II(EPZ) Board
xx.	For Small Industrial Estate: Sialkot-III(EPZ)	Small Industrial Estate Sialkot-III(EPZ) Board
xxi.	For Small Industrial Estate: Wazirabad	Small Industrial Estate Wazirabad Board
xxii.	For Small Industrial Estate: Daska	Small Industrial Estate Daska Board
xxiii.	For Small Industrial Estate: Gujrat	Small Industrial Estate Gujrat Board
xxiv.	For Small Industrial Estate: Mandi-Baha-Ud-Din	Small Industrial Estate Mandi-Baha-Ud-Din Board

This bank account shall be used for payment of approved budgeted expenditures and shall be operated by President SIE BOM and Manager Finance signatures. In case of Non-Existence of SIE BOM or expiry of period of SIE BOM or pre-mature dissolution of SIE BOM, the Regional Director concerned will act as administrator of SIE and exercise all the powers of SIE BOM till formulation of SIE BOM by Competent Authority. The Accounts In-Charge of Regional Office Concerned shall be Ex-Officio Co-signatory of SIE BOM account.

65. **Budget Deficits:** SIE BOM shall spend funds from Recurring account only to meet approved budgeted expenditures, any unapproved expenditures incurred shall be inadmissible expenses; However all Budget deficits (difference in recurring receipts & approved budgeted expenditures) shall be temporarily managed from own resources of SIEs/Government Funds.
66. **Threshold of amount to be spent by BOM:** SIE BOM can incur following expenditures up to annual limits given below (if in case of items \matters\expenditure not covered in approved budget):
- a. Incur any capital /development expenditures up to Rs.10.00 Million
 - b. Purchase of any assets of value up to Rs. 1.50 Million
 - c. Dispose off any assets having cost up to Rs.1.00 Million
67. **Number of bank accounts to be maintained:** SIE BOM shall maintain one bank account each for recurring accounts.
68. **Opening of new bank account:** Unless otherwise authorized by PSIC Board, no new account in the name of “SIE BOM” shall be opened;
69. **Payment of receipts in respective accounts:** No receipt other than receipt mentioned in rule 65(i) shall be paid into “SIE BOM Recurring Account”.
70. **Filing of monthly bank statement to PSIC:** SIE BOM shall submit monthly bank statements along with bank reconciliations of all bank account (s) to Regional Director, Concerned PSIC.
71. **Maintenance of records:** SIE BOM’s shall maintain all records of billing, receipts & payments, assets & liabilities, fixed assets register etc.

72. **Filing of accounts to PSIC:** A balance-sheet, income & expenditure account, receipt & payment, cash flow, budget utilization report and other reports referred shall be made out every month and shall be sent to PSIC Regional Office for consolidation and presentation to PSIC Board through Director (F&A) PSIC. The BOM shall review and approve these on quarterly basis.
73. **Approval of accounts:** The balance-sheet and income and expenditure account, before these are furnished to PISC, shall be approved by members and shall be signed by Finance Manager and Estate Manager of SIE BOM.
74. **Power of PSIC Board to require submission of additional statements of accounts and reports:** Notwithstanding anything contained in any other provision of these rules PSIC Board may, require SIE BOM to prepare and send such periodical statements of accounts, information or other reports, in such form and manner and within such time, as may be specified in the order.
75. **Appointment of External Auditor:** PSIC Board shall appoint an External Auditor to conduct Annual Audit and report findings to Managing Director, PSIC with a copy to PSIC Board.
76. **Appointment of Internal Auditor:** SIE BOM may appoint an internal auditor to conduct monthly or quarterly or annual audit and report findings to SIE BOM with a copy to Managing Director, PSIC remuneration shall be decided by approving authority in line with approved budget;
77. **Insurance of assets:** SIE BOM shall ensure safe custody & record of all assets of Small Industrial Estate and valuable assets shall be insured from reputable Insurance Company.
78. **Filing of financial records to PSIC:** SIE BOM shall furnish all record/financial record/information/reports /data etc. to PSIC Head Office as and when required through Regional Director Concerned.
79. **Compliance of financial regulations:** SIE BOM shall ensure compliance of financial regulations and instructions as issued by PSIC Board from time to time.

CHAPTER 4 SECRETARY DUTIES AND FUNCTIONS

80. **Core responsibilities:** Secretary shall be responsible for following:
- i. To perform secretarial, administrative and other duties ordinarily executed by secretary of an organization.
 - ii. To attend meeting(s) of SIE BOM in order to ensure that legal requirements are fulfilled and provide such information as may be necessary.
 - iii. To prepare, in consultation with President, agenda and other documents for meetings.
 - iv. To be present at all meetings of SIE BOM and make available the minutes books, copy of Memorandum and Articles of PISC, copy of Rules of Business and attendance register.
 - v. To make a careful note at meeting, of what takes place and for what purpose, for which he may use a note book or rough minute book and record proceedings thereon.

- vi. To interact with Estate Manager and Manager Finance to remain updated about affairs of Small Industrial Estate.
- vii. To assist SIE BOM in preparation of Standard Operating Procedures for carrying out day to day affairs of Small Industrial Estate.
- viii. Coordinate with Manager Finance for preparation and implementation of annual budget.
- ix. To ensure compliance with all applicable laws and regulations.
- x. To ensure that official returns, statistics, accounts etc. are duly completed and submitted.
- xi. To undertake formalities that may arise from labor enactments involving employer's liability with the help of Estate Manager and in consultation with Legal Advisor, if necessary.
- xii. To work closely with Secretary of PISC Board to ensure effective coordination between SIE BOM and PISC.
- xiii. To forward monthly report to Managing Director, PISC through Regional Director, Concerned on litigation cases stating the activities / progress / causes / financial implications/liabilities and legal implications on PSIC /SIE BOM with respect to each case.
- xiv. To maintain books and registers such as minutes books of meetings, books of accounts.
- xv. For smooth functioning of SIE BOM it is the primary duty to render correct advice and inform in written to President, Senior Vice President, Vice President and SIE BOM if found any rule(s) being violated by members of SIE BOM.
- xvi. To have a Deputy or Assistant and other required staff, if volume of work justifies.
- xvii. Any other task or responsibility that President or SIE BOM or PSIC Board may require him to do.

MANAGER FINANCE DUTIES AND FUNCTIONS

81. **Core responsibilities:** Manager Finance should be B.Com or equalant from HEC recognized Institute and shall be responsible for implementation of Financial rules as stated in Chapter 3 and without prejudice to generality of foregoing, he shall be responsible for following:
- i. Maintenance of SIE BOM's accounting and financial records, ensure maintenance of proper books of accounts and other records for prompt recording of all financial transactions.
 - ii. Acting as cheque signatory for SIE BOM Recurring Account.
 - iii. Design, maintain and document systems of internal control to support accounting records.
 - iv. To assist SIE BOM in preparation of Standard Operating Procedures for carrying out day to day affairs of Small Industrial Estate.
 - v. To attend BOM meetings and ensure implementation of policies, procedures and decisions of BOM.

- vi. Prepare annual / monthly SIE BOM's Budgets and Plans for senior management under the direction of SIE BOM.
- vii. Preparation of monthly, yearly financial statements and other reports as desired by management or required under these rules. Supervise and prepare monthly budget utilization report for presentation to Administration and Estate Management Committee/BOM.
- viii. Monitoring cash flow, dealing with financial institutions for day to day affairs, placement of deposits as investment etc.
- ix. To interact & coordinate with Estate Manager and Secretary to remain updated about affairs of Small Industrial Estate;
- x. Coordinate with external/internal auditors and with other PISC Directorate for timely completion of audits.
- xi. Managing payments of expenditures (as approved in budget) well within due date and notifying Administration and Estate Management Committee any delays occurring;
- xii. Managing fixed assets register, periodic physical inspection and reconciliation.
- xiii. Ensuring compliance with taxation and other laws.
- xiv. To work closely with Director (Finance & Accounts) of PISC to ensure effective coordination between SIE BOM and PISC Board.
- xv. For smooth functioning of SIE BOM it is primary duty to render correct advice and inform in written to President, Senior Vice President, Vice President and SIE BOM if found any rule(s) being violated by members of SIE BOM.
- xvi. To have a Deputy or Assistant and other required staff, if volume of work justifies.
- xvii. Any other task or responsibility that President or SIE BOM or PSIC Board may require him to do.

ESTATE MANAGER DUTIES AND FUNCTIONS

82. **Core responsibilities:** Estate Manager shall be responsible for day-to-day administration, operations and management of Small Industrial Estate and without prejudice to generality of foregoing, he shall be responsible:
- i. To ensure proper administration of the affairs and resources of SIE BOM.
 - ii. To attend BOM meetings and ensure implementation of decisions of SIE BOM.
 - iii. To distribute work of SIE BOM amongst officers, branches, sections of SIE BOM as per directions / instructions of SIE BOM
 - iv. To coordinate over all activities of BOM on as required basis.
 - v. To assist BOM in preparation of Standard Operating Procedures for carrying out day to day affairs of Small Industrial Estate.
 - vi. To check Building irregularities and violation of bye laws and report to Regional Director, Concerned and follow up.
 - vii. To plan and/or implement schemes for welfare / betterment of Residents/users/allottees after approval of SIE BOM and PSIC Board.

- viii. To prepare and provide lists of units closed or not being utilized to Regional Director, PSIC and SIE BOM.
- ix. To ensure the recovery of dues within the mandate as per rules from residents/users/allottees and to update SIE BOM/respective committees on monthly basis.
- x. To check illegal occupation or use of estate property and report the same to Regional Director, PSIC and SIE BOM.
- xi. To assess flow of sewerage and expenses of disposal stations frequently for charge of sewerage share.
- xii. Ensure proper working and maintenance of machinery at disposal station.
- xiii. Coordinate with Manager Finance for preparation and implementation of annual budget;
- xiv. To monitor all physical activities within the boundaries of Small Industrial Estate.
- xv. To maintain record of land, road & drainage, infrastructure, common facilities, greenbelts, plots detail, dimensions etc. and to update Regional Director and SIE BOM/respective committees on monthly basis.
- xvi. To conduct quarterly \periodic surveys of Industrial Estate and report on encroachments to Regional Director and SIE BOM/respective committees on monthly basis for its evacuation.
- xvii. To ensure that assets and properties at Small Industrial Estate are not damaged or removed and if so recommend proper legal action to Regional Director and SIE BOM/its committees or PSIC Board.
- xviii. To assist Committees in all necessary actions that may be required from time to time.
- xix. To recommend to SIE BOM an annual expenditure of his department.
- xx. To setup maintenance procedures and ensure implementation of same.
- xxi. To interact with Secretaries to remain updated about affairs of Small Industrial Estate.
- xxii. For smooth functioning of SIE BOM it is primary duty to render correct advice and inform in written to President, Senior Vice President, Vice President and SIE BOM if found any rule(s) being violated by members of SIE BOM.
- xxiii. To have a Deputy or Assistant, engineer and other required staff, if volume of work justifies with the approval of SIE BOM.
- xxiv. The Estate Manger will be responsible for overall security issues of Estate.
- xxv. The Estate Manger through his subordinate staff will implement building by laws and keep a check on violation of bylaws and if any violation is found, he shall report the matter in writing to Regional Director and SIE BOM/respective committee.
- xxvi. The Estate Manager will prevent encroachment on Estate land and damage to infrastructure of Estate including sever disposal station, drains, trunk sever, force main, sledge carrier etc.
- xxvii. Repair and maintenance of infrastructure including roads of Estate will be done by Estate Manager under guidance and instructions of Estate Management and Administration Committee chaired by President SIE BOM.
- xxviii. Solid waste management will be the responsibility of Estate Manager

- xxix. Estate Manager will also be responsible for plantation and landscaping of Estate
- xxx. Any other task or responsibility that President or SIE BOM or PSIC Board may require him to do.

ADMINISTRATIVE POWERS OF PSIC BOARD

83. Upon requirement, Managing Director, PSIC may appoint, remove or suspend managers, secretaries, officers, clerks and employees either regular or temporary. PSIC Board may take disciplinary action against the employees of SIE BOM on account of Misconduct and inefficiency under prevalent rules which may include termination from services.
84. The SIE BOM shall exercise following functions with the approval of PISC Board.
- i. Any Court Case/Legal Proceedings of respective SIE BOM shall be filed in Court of Law through PISC (provided that cost of Court Case/Legal Proceedings shall be borne by respective SIE BOM's).
 - a. Approval to incur any capital /development expenditures over and above the Rs.10.00 Million
 - b. Approval to Purchase any assets over and above the value of Rs.1.50 Million
 - c. Dispose off any assets having cost over and above the Rs.1.00 Million

POLICY MAKING DECISION

85. SIE BOM will handle all day to day affairs of respective BOM (being executing agency of PSIC). All policy making decisions regarding SIE BOM shall be made by PSIC Board, PSIC (being a legal entity).
The SIE BOM shall follow all decisions of PSIC Board in true letter & spirit.

INDEMNITY

86. Every member of SIE BOM, President, Senior Vice President, Vice President, Convener and other employee of SIE BOM, will hereby be indemnified against all costs and/or losses which they may incur or become liable to pay by reason of any contract entered into or act or deed done by them in discharge of their duties in good faith or any loss occasioned by any error of judgment, damage or misfortune which may occur in the execution of their duties in connection with the affairs of the Industrial Estate and/or BOM.

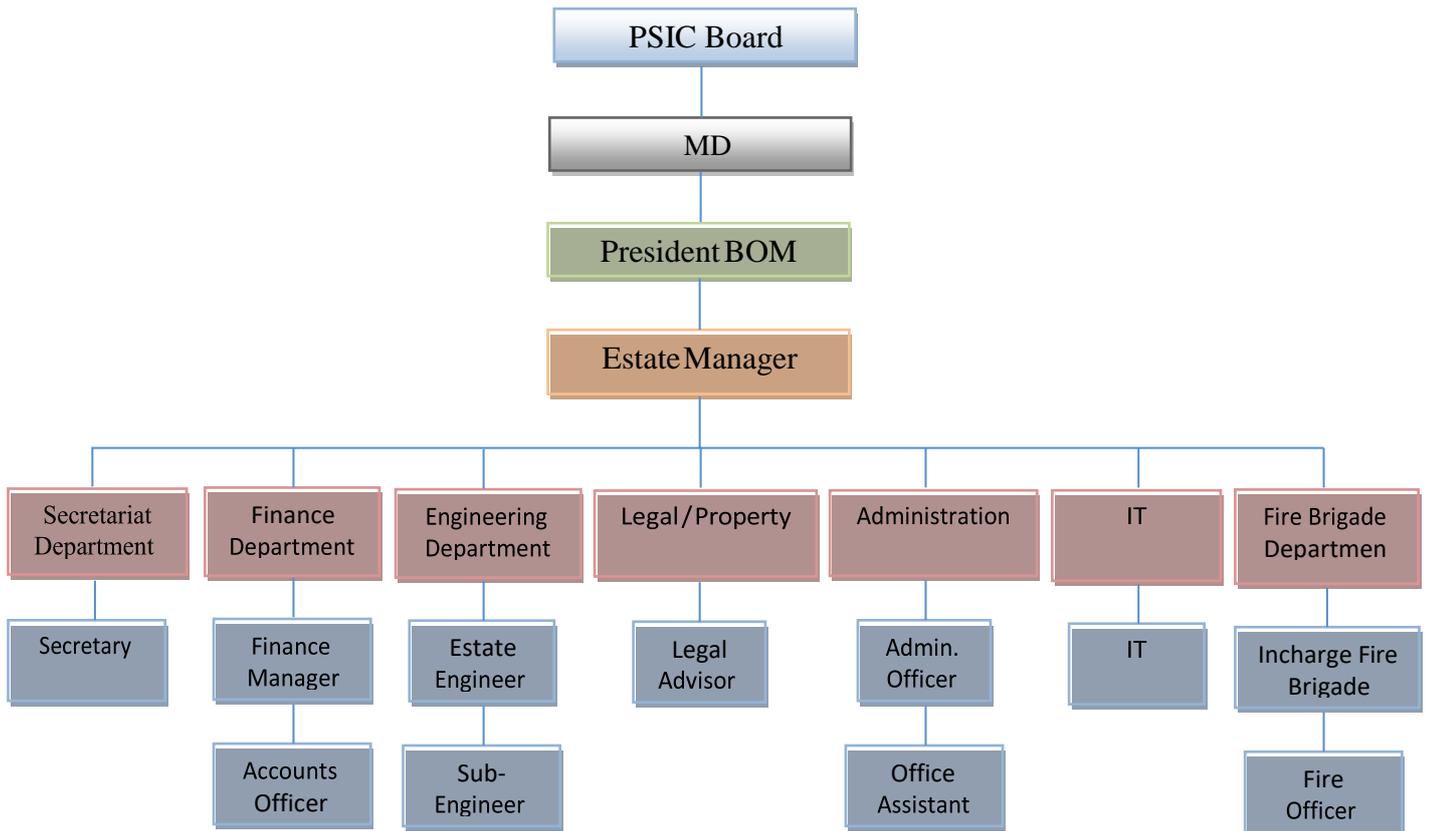
AMENDMENT

87. These Rules may be amended, modified, substituted, altered or repealed by PSIC Board as and when it may deem fit.

Signed:

Secretary (PSIC BOARD OF MEMBERS)
Punjab Small Industries Corporation

BOARD OF MANAGEMENT ORGANOGRAM



Note: This organogram is for guidance purposes only. A respective BOM may employ as many employees as it seems fit for purpose keeping the basic structure of BOM intact i.e. security guards, sweepers, electricians, plumbers, driver etc.

FEE AND CHARGES IN PSIC SIEs/EPZs

Sr. No.	ITEM	RATES	BENCH MARK
1	New building plan Fee	Rs.10	Per square-feet (covered area)
2	Addition/alternation in building plan	Rs.10	Per square-feet(covered area)
3	Charges for change in name, style & corporate set up.	1.0%	Price/value per kanal notified by District Collector of concerned District
4	Amalgamation/bifurcation–sub division/merger of industrial plot / unit	5%	Price/value per kanal notified by District Collector of concerned District
5	Fee on transfer of allotment through PSIC. (Applicable on the date of RPTAC meeting)	1.0%	Price/value per kanal notified by District Collector of concerned District
6	Transfer of allotment of plot to legal heirs of deceased allottee(s)	Rs.2,000/- (Per Kanal)	Lump sum
7	Extra cost for corner plot	10%	Total cost of the plot
8	Extra cost for plot at front row.	10%	Total cost of the plot
9	Processing Fee for Allotment of plot	Rs.10,000/-	Per case
10	Plot restoration fee	6% as per section 11(2) 6% as per section 13(b)	Price/value per kanal notified by District Collector of concerned District.
11	Lease rent (Rs./ square yards)	A. lease rent will be assessed by the committee comprising of following: Director EM (In chair) i. Regional Director ii. DDO Concerned iii. Representative from respective D.C, ETD & Agriculture. B. lease rent proposed by above committee will be approved by Committee comprising of following: i. Managing Director ii Dy. Managing Director iii. Director Admn. & Co.	Lease will be awarded to highest bidder after inviting applications through advertisement in newspaper(s)
12	Maintenance charges	Rs.2,000 per month Section 10(ii)	Per kanal will be recovered from allottee on monthly basis. BOM of the estate will propose certain changes on bi-annual basis.
13	Water charges (per month)	Rs1000/Kanal	Per kanal will be recovered from allottee on monthly basis). BOM of the estate will propose certain changes on bi-annual basis

14	Sewerage charges (per month)	Rs.1000/Kanal	Per kanal will be recovered from allottee on monthly basis). BOM of the estate will propose certain changes on bi-annual basis
15	Plot / building rent	Annual 10% increase in present rent.	Rate of rent will be assessed by Excise and Taxation Department within Urban Area and Revenue & Irrigation Departments outside the urban area / agriculture land. The length of contract would not be more than 10-years. Rent of building would be re-assessed afresh after every 03-years and building will be open for new tenancy. The terms & conditions of contract will be duly approved by Dy. Managing Director, PSIC.
16	NOC fee / processing fee	Rs.150/-	Per Marla
17	Possession charges of plot	Rs.1,000/-	Per Marla
18	Non completion charges applicable i. After two years for plots upto two kanals ii. After three years for plots above two kanals	10%	Price/value per kanal notified by District Collector of concerned District.

Policy Instructions and Procedures to Settle Issues/Matters Pertaining to Small Industries Estate Management 2023.

Sr. No.	DESCRIPTION OF ISSUE	COMPETENT AUTHORITY(ies)
1.	Announcement of new Estate by PSIC	Managing Director after approval from PSIC Board of Members
2.	De-notification or withdrawal of establishment / development of estate announced by PSIC.	Managing Director after approval from PSIC Board of Members
3.	Acquisition proceedings of additional land for extension of old estates	Regional Director after approval from Managing Director
4.	Deposition of amount of remuneration announced by Courts on account of Payment of cost of land to owners of estate land.	Regional Director after approval from Managing Director
5.	Provisional Plot Booking	Regional Director, after clearance from Head Office
6.	Allotment of Plots	Following committee: i. Regional Director, Concerned ii. Account In-Charge R.O iii. Estate In-Charge Concerned
7.	Cancellation of vacant plot (Here vacant plot means where unit was not constructed during the stipulated period).	Regional Director Concerned Note: Regional Director will affect cancellation reducing the reasons of cancellation in writing and will communicate this to affectee through registered post within 07-days of cancellation. Regional Director will also send monthly report to Director (EM) PSIC
8.	Cancellation of plots / project	Regional Director Concerned Note: Regional Director will affect cancellation reducing reasons of cancellation in writing and will communicate this to affectee through registered post within 07-days of cancellation. Regional Director will also send monthly report to Director (EM) PSIC.
9.	Disposal of cancelled plots, which is not restored / left over plots.	Any plot becoming vacant due to cancellation, creation or leftover plot will vest with PSIC and will be disposed off through "Open Auction" by adopting procedure as given in PSIC Auction Policy-2003, duly approved by PSIC BOM
10.	Restoration of cancelled plot.	Managing Director, PSIC through following committee: i) DMD, PSIC ii) Director (EM) iii) R.D Concerned Note: Committee shall decide cases of restoration in line with Section 11(2) & 13(b) of policy

11.	Issuance of letters of restoration of cancelled plot.	Regional Directors concerned after receipt written approval of Managing Director for restoration of cancelled plots
12.	Change in name & style/ title of project.	Regional Estate Management Committee (REMC): i- Regional Director concerned ii- AD/DD/In-Charge (A/Cs) R.O. iii- AD/DD/In-Charge (Estate Wing) R.O iv- In-Charge Estate/Sub engineer
13.	Change in corporate set up.	Regional Estate Management Committee (REMC): i- Regional Director Concerned. ii- AD / DD / In-charge (A/Cs) R.O. iii- AD/DD / In-charge(Estate Wing) R.O iv- In-charge estate/Sub engineer.
14.	Change / transfer of allotment of plot to heirs of deceased allottee(s)	Regional Estate Management Committee (REMC): i- Regional Director Concerned ii- AD/DD/In-charge (A/Cs), R.O iii- AD/DD/In-charge (Estate Wing) R.O iv- In-Charge Estate/Sub engineer
15.	Change in line of production	Regional Estate Management Committee (REMC): i- Regional Director, Concerned ii- AD/DD/In-charge (A/Cs) PSIC, R.O iii- AD/DD, In-charge(Estate Wing)R.O iv- Estate In-charge / Sub-engineer
16.	Project/factory building completion certificate	Regional Directors on recommendations of In-charge estate
17.	a) Approval of building plan b) Addition/Alteration in approved building plan	a. In-charge SIE concerned and Sub-engineer will submit building plan/Map and receipt of dues to Regional Director for its approval. b. The Regional Director will get the building plan(s) approved from the Directorate of W&D after receipt of prescribed fee from the allottee. Director (W&D) on recommendations of R.D Concerned will approve building plan/Map after fulfillment of all formalities.
18.	Additions/ Alteration in list of sponsors (subject to condition that original sponsors/allottees will remain included in Corporate Set up)	Regional Estate Management Committee (REMC). i- Regional Director, Concerned ii- AD/DD/ In-Charge (A/Cs) R.O. iii- AD/DD/In-Charge (Estate Wing) R.O iv- In-charge estate/Sub engineer
19.	Transfer of Projects (Completed partially completed, functional / Non-functional).	Regional Plot/Project Transfer Approval Committee(RPTAC): i. Regional Director Concerned. ii. AD/DD/In-Charge (A/Cs) R.O iii. AD/DD/representative from (EM) head office iv. In-charge estate/Sub engineer

20.	Transfer of vacant plot (Non-constructed/Un-colonized plot)	Regional Plot/project Transfer Approval Committee (RPTAC): i- Regional Director, Concerned ii- AD/DD/In-Charge (A/Cs) R.O. iii- AD/DD/representative from (EM) head office iv- In-charge estate/Sub engineer Note:- Vacant plot can be transferred only before issuance of final allotment letter subject to payment of transfer fee.
21.	Auction/ disposal/ selling of public utility plots/area	As per procedures laid down in PSIC Auction Policy 2002. However, all auctions finalized under this policy will be placed before Managing Director for final approval. Auction cases involving amount more than Rs.10.00 million will be placed before PSIC Board of Members for approval.
22.	Authorization/Approval of restoration of cancelled plot	Managing Director on submission of written request by original allottee directly to Managing Director, PSIC, within thirty (30) days of the act and intimation of plot cancellation, Restoration committee headed by MD, PSIC may restore the cancelled plot by recording reasons. The allottee will however, have to clear all outstanding dues and fulfillment of other obligations and comply with other codal/procedural formalities as Prescribed by PSIC. He will also pay upto 6% & 6% restoration fee as case may be in line with Section 11(2) & 13(b) if his plot is restored. M.D, PSIC shall not restore cancelled plot on account of total Non-Construction.
23.	Formation of Estate Affairs Coordination Committees, BOMs with Industrial Association/Chamber of Commerce & Industries, Other Stakeholders in PSIC estates / EPZs.	Managing Director on recommendation of Regional Director concerned
24.	Execution of MOUs, arrangements and other written Agreements by ROs with Industrial Associations / Chambers of Commerce Industries, service providers other Stakeholders in PSIC SIEs /EPZs	Managing Director on recommendation of Regional Director concerned
25.	Amalgamations/ Bifurcation, Sub Divisions, Merger of Industrial Plots for one or more projects	Managing Directors on recommendations of Regional Estate Management Committee (REMC): i- Regional Director Concerned ii- AD/DD/In-Charge (A/Cs) R.O. iii-AD/DD/In-Charge (Estate Wing) R.O iv-In-charge estate/Sub engineer
26.	Re-adjustments consolidation of service/open areas/plots to provide for new areas / plots within purview of Master Plan	Managing Director on submission of case by Regional Director. Case will be formally placed before PSIC Board of Members
27.	Change of Plot Nos. within Total Number of Plots/ Master Plan of Estate with mutual consent or for some other valid reasons	Managing Director on submission of case by Regional Director. Case will be formally placed before PSIC Board of Members

28.	Assignment of new Sizes / Number or alternate Size / Number of Plots for valid reasons within Master Plan of Estate	Managing Director on submission of case by Regional Director. Case will be formally placed before PSIC Board of Members
29.	Permission of physical possession of plots to allottee	Regional Director concerned
30.	Measurement / Demarcation of Plots for physical possession of plots to allottees.	Estate In-Charge concerned along with Sub Engineer after approval from Regional Director concerned
31.	Auction of trees / grass / used T&P items etc. in estate	Estate In-charge concerned along with Sub engineer
32.	Regularization of illegal allotment of plots	PSIC Board of Members Case will be prepared by Regional Director concerned and placed before following committee for clearance: i. Managing Director, PSIC ii. Dy. Managing Director, PSIC iii. Director (EM) PSIC iv. Regional Director Concerned
33.	Imposing of ban on transfer of plots	Managing Director
34.	Lifting of Ban on Transfer of Plots	Managing Director
35.	Identification, declaration and notification of areas as utility plots / areas	Director (W&D) Head Office after approval of Managing Director
36.	Allotment of plots to foreigner / PLAs	Managing Director on recommendation Regional Director concerned.
37.	Identification/measurement and notification of open areas in estate	Regional Estate Management Committee (REMC): i- Regional Director, Concerned ii- AD/DD/In-charge (A/Cs) R.O. iii- AD/DD / In-charge (Estate Wing) R.O iv- In-charge estate/Sub engineer
38.	Allotment/Regularization of excess areas (below 10-marlas) attached with regular sized industrial plots. (Area 10-marla or above will be allotted through open auction)	Managing Director on recommendation of following Committee: i. Dy. Managing Director, PSIC ii. Director (EM) PSIC iii. Director(W&D)PSIC iv. Regional Director Concerned
39.	Fixing of price value of less/excess areas for allotment/regularization	Managing Director on recommendation of Regional Estate Management Committee: i- Regional Director, Concerned ii- AD/DD/In-charge (A/Cs) R.O. iii- AD/DD / In-charge(Estate Wing) R.O iv- In-charge estate/Sub engineer
40.	Approval of water connection to allottee	Regional Director
41.	Disconnection of water connection	Estate In-Charge
42.	Reconnection of water connection	Regional Director
43.	Re-scheduling the payment of dues/ over dues from allottees	Regional Director
44.	Calculation and certification of dues/recoverable from allottee	A committee of AD/DD/In-Charge (A/Cs) R.O/ & In-charge estate
45.	Relaxing / Extensions in Construction Period of Project individual cases	Not Allowed
46.	Relaxing in completion period of project for all Estate based	Not Allowed

47.	Renting out estate buildings, areas including offices, canteen, quarters residences to industrialist, government agencies etc.	Managing Director
48.	Filing of legal cases in courts of law	Regional Director
49.	Attending of Courts	Regional Director
50.	Revision / Re-fixing of price of plots	Managing Director
51.	Interviews, press conferences on estate matters on print and electronic media	Regional Director after approval form Managing Director
52.	Press release	Regional Director after approval form Managing Director
53.	Issuance of NOCs / certificates for transfer of project/plot, banks, other utility services provider or Government trade / industry promotion bodies and not presentable in courts, to industrialists	In case of those not presentable in courts – Regional Director on recommendations of estate In-charge In case of courts and international agencies etc. Regional Director after approval form Managing Director through Director (Legal) head office
54.	Refund to allottees / others	Regional Director
55.	Grant of proprietary rights	Not allowed/title of land cannot be changed
56.	Amnesty in approval of building plan/ completion plan	Managing Director
57.	Reduction, waive off any fee, charges, surcharges, mark up etc.	Managing Director
58.	Permission to mortgage and lien making	Managing Director
59.	Out of court settlement with the allottee / owners through negotiation across the table	Managing Director
60.	Use of infrastructure facilities of estates / EPZs by outside private factory owners, license holders/service provider/ govt. agencies	Managing Director
61.	Cancellation of lease deed of lease hold properties before end of lease period or is illegally released or sold of rented out by the original lessee	Regional Director on recommendation of estate In-charge
62.	Permission to original lessee to sub lease or sub contract or rent out to others	Managing Director on recommendations of Regional Director
63.	Execution of release deed to original allottee	Regional Director on recommendations of Estate In-charge
64.	Fresh leasing out the expired leased out properties.	Managing Director on recommendation of Regional Director
65.	Recording effect of change of ownership of plot in files of parties or successful bidders as a result of court auctions of project/plots of PSIC estates asked by banks/ individuals/ others.	Regional Director on recommendations of Estate In-Charge after receipt of Court orders and recovery of PSIC dues.
66.	First issuance of cheques/bank draft/pay order/ promissory notes etc. to ex-owner of cancelled/ disputed/ forfeited and other similar kinds of plots	Regional Director & Assistant Director / Deputy Director / In-Charge (Accounts) on recommendations of estate In-Charge or PSIC head office as per Court order
67.	Cancellation of all types of cheques issued	Regional Director
68.	Re-issuance of new cheques / bank draft/pay order / Promissory Note etc. in all justified cases of payments to allottees/ex-owner/others of PSIC estates	Regional Director and AD/DD (Accounts) on recommendations of estate In-Charge or PSIC Head Office as per Court order
69.	Re-assignment of authorities by Regional Directors to estates In-charges	Managing Director

70.	Sine dies of court case	Regional Director after approval from Managing Director
71.	Payment/deposits of charges / penalties/ etc. as per Court orders	Regional Director
72.	Filing of appeal/revisions against court orders	Regional Director after approval from Managing Director through Director (Legal) head office
73.	Entering/ execution / signing of any contract / agreement /any other documentary agreement with private parties for depositing/ presenting in court of law	Regional Director after approval from Managing Director
74.	Authorization of Replies prepared by PSIC Legal Advisor for filing in Court of Law in cases extraordinary importance and matter of policy implementation	Regional Director after approval from Managing Director through Director (Legal) head office
75.	Appearance in Provincial Ombudsman office	Regional Director along with estate In-charge
76.	Commercialization of estate area or plots / projects	Managing Director after approval from PSIC Board of members
77.	Establishment of mosque on PSIC owned area / plot in estate except area reserved in Master plan	Managing Director
78.	Establishment of gas, petrol station, labour, hotel, canteens, banks, hospitals, schools, rescue 1122, commercial market/plaza etc.	Managing Director
79.	Establishment of kacha temporary mazdoor tandoor/ hotels	Managing Director on recommendation of Regional Director
80.	Establishment of project estate of PPP model	Managing Director on recommendation of Regional Director
81.	Establishment of service industries units/ projects in estate provided not included in negative list of industries approved by government	Managing Director on recommendation of Regional Director
82.	Regularization of services industrial unit / factories already established in estate.	Managing Director on recommendation of Regional Director
83.	Post facto sanction / approvals in all cases of estate management matters involving office of Managing Director	Managing Director
84.	Provision of attested copies of original documents on demand to genuine allottee	Regional Director on recommendations of estate In-Charge
85.	Authorization to accept or reject and allow placement on record of duplicate copies of fresh made copies of lost documents from genuine allottees	Regional Director on recommendations of estate In-Charge
86.	Any issue not covered under this policy	PSIC Board
87.	Removal of inconsistency in policy	Managing Director

ANNEX-F**PROCEDURE FOR BOOKING OF PLOTS IN ROs****(For official use only)**

1. Nomination of an officer/official in Regional Office concerned to receive the applications along with requisite documents and issuance of acknowledgement receipt to applicant indicating date and time of receiving the applications.
2. Sign and Stamp of dealing officer on right corner of application forms for PSIC record.
3. Maintain a plot record register (category-wise) duly signed by Regional Director. The dealing officer will sign the register on daily basis.
4. Submission of daily progress and as well as consolidated report to Regional Director / Director (EM), PSIC, Head Office, Lahore.
5. A portal will be developed for online applications.

PROCEDURE FOR INVITATION AND RECEIPT OF APPLICATIONS FOR ALLOTMENT OF PLOT IN PSIC SIES

- i) Applications for allotment of plots will be invited on prescribed forms from interested entrepreneurs through print media within given time period. Notice for invitation of applications will be published at least in (2) two National dailies, one in Urdu and other in English.
- ii) Submission of an application does not render entitlement to the right of allotment.
- iii) Application forms can be obtained from PSIC Regional Offices as well as can be downloaded from website of PSIC www.psic.gop.pk on payment of Rs.1,000/-. The applicant will attach a bank draft of Rs.5000/- (Non-Refundable) on account of processing charges in favour of concerned PSIC Regional Offices and enter its Number in given Column of application form.
- iv) The applicant will attach bank draft of 40% of total cost of plot along with application in favour of concerned PSIC Regional Offices and enter its Number in given column of application form.
- v) Down payment i.e. 40% of the cost of plot will be refunded to unsuccessful applicants.
- vi) Incomplete applications will not be entertained.