



GOVERNMENT OF SINDH
SERVICES, GENERAL ADMINISTRATION &
COORDINATION DEPARTMENT

NOTIFICATION

NO.SO(C-IV)SGA&CD/3-7/10: The Government of Sindh is pleased to constitute a “**Executive & Finance Committee**” of Sindh Education Foundation, Government of Sindh, with the following composition and TORs;

1.	Dr. Kaiser Bengali	Chairman
2.	Dr. Mohammad Memon	Member
3.	Dr. Qazi Masood	Member
4.	Secretary Education & Literacy Department, Government of Sindh (or authorized representative <i>not below the rank of Bs-19</i>)	Member
5.	Secretary Finance Department, Government of Sindh (or authorized representative <i>not below the rank of Bs-19</i>)	Member
6.	Managing Director, Sindh Education Foundation, Government of Sindh.	Member
7.	Deputy Managing Director, Sindh Education Foundation, Government of Sindh.	Member/Secretary

Terms of Reference:

i) Supervise the functioning of the Foundation:

- Take the lead in developing strategic plan.
- Initiate the Board's involvement in establishing a strategic frame work or direct.
- Review the policy issues and document before each board meeting.

ii) Provide oversight on SEF 's Financial matter:

- Review and make recommendations to the Board concerning approval of SEF's Annual Budget and Financial Plans.
- Approve, establish and revise from time to time appropriate controls over the expenditure of funds and appropriate plans, policies and guidelines for investment, cash management, bank accounts, and financing of future program operations.
- Review the SEF's financial statements, including detail on related entities that are consolidated for financial reporting purposes.
- Support SEF's financial sustainability.

iii) Monitor Foundation's Audit Activities – internal and external

Review Audit Reports and firm up recommendations for their presentation to the Board.

vi) Provide oversight for SEF programs:

- Review and make recommendations to the Board concerning approval of SEF's Annual Operational Plan.
- Review the periodical updates of programs / projects and direct & guide the management in its smooth execution.

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- v) **Provide Administrative and HR Oversight:**
- Review and make recommendation to SEF Board concerning approvals on SEF Administrative and IT Policies
 - Monitor implementation of Administrative and IT policies
 - Review and recommend to the SEF Board concerning approvals on SEF HR policy
 - Monitor implementation of SEF HR policy
 - Approve the hiring/Promotions of staff from AD to Deputy Director level
 - Constitute task related sub-committees, as and when required
- vi) **Any other role that assigned by the Board, as and when required.**

Operational Procedure of E&F Committee

- i) **Frequency of meetings and procedures:**
- The Committee shall meet at least thrice a year, with authority to convene additional meetings coupled with Board meetings, if needed. Special meeting of the Committee for special purpose or request of Internal Auditor.
 - In the absence of Chairman of E&F Committee, any member as may be nominated by the Chairman OR the members present may choose one of them to chair the meeting. However, a representative from SEF management cannot chair the meeting.
 - DMD / designated Officer of SEF shall maintain all records of the minutes of the E&F Committee meetings.

vii) **Quorum:**

At least three members appointed by the Board and serving at the time of a meeting along with a chairperson of the Committee shall constitute a quorum for the transaction of business.

MUHAMMAD SIDDIQUE MEMON
PAS
CHIEF SECRETARY SINDH

NO:SO(C-IV)SGA&CD/3-7/10:

Karachi, dated the 22nd March, 2016.

Copy is forwarded for information & necessary action to:-

- Additional Chief Secretary (Dev.), P&D Department, Government of Sindh, Karachi.
- Principal Secretary to Governor Sindh.
- Principal Secretary to Chief Minister Sindh.
- Secretary, Education & Literacy Department, Government of Sindh.
- Managing Director, Sindh Education Foundation, Government of Sindh.
- Accountant General Sindh, Karachi.
- Managing Director, Sindh Public Procurement Regulatory Authority, Govt. of Sindh.
- Deputy Secretary (Staff) to Chief Secretary.
- P.S. to Chief Secretary Sindh.
- P.S. to Secretary (I&C), SGA&CD.
- Master file.


SECTION OFFICER (C-IV)