



RULES OF PROCEDURE OF THE INTER-PROVINCIAL COORDINATION COMMITTEE (IPCC) 2021

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**GOVERNMENT OF PAKISTAN
MINISTRY OF INTER PROVINCIAL COORDINATION
(IPC DIVISION)**

NOTIFICATION

**RULES OF PROCEDURE OF THE INTER-PROVINCIAL COORDINATION
COMMITTEE**

1. Short Title and commencement: – (1) These rules shall be called the Rules of Procedure of the Inter-Provincial Coordination Committee (IPCC), 2021.

(2). These rules shall come into force at once.

2. Definitions: - In these rules, unless there is anything repugnant to the subject or context:-

- (a) "Chairperson" means the Chairperson of the IPCC;
- (b) "Committee" means the Inter-Provincial Coordination Committee;
- (c) "Minister" means the Federal Minister-in-Charge of the Ministry to which a particular case pertains and includes a Minister without portfolio and a Minister of State;
- (d) "Case" means a particular matter under consideration and includes all papers relating to it and required to enable the matter to be disposed of, viz., correspondence and notes, and also any previous paper on the subject or subjects covered by it or connected with it;
- (e) "Ministry" means a Division or group of Divisions constituted as a Ministry;
- (f) "Division" means a self-contained administrative unit of the Federal Government responsible for the conduct of its business in a distinct and specified sphere and declared as such by the Federal Government;
- (g) "Department" means a department of the Federal or Provincial Governments;
- (h) "Federal Government" means the Federal Cabinet;
- (i) "Provincial Government" means the Government/Cabinet of a Province;
- (j) "Secretary" means the Secretary, IPC Division;
- (k) "Sub-Committee" means a committee constituted by IPCC
- (l) "Schedule" means schedules to these rules.
- (m) "Secretariat" means Secretariat of IPC Division

3. Secretariat of the Committee: - The Inter Provincial Coordination Division of the Federal Government shall act as Secretariat of IPCC.

4. **Functions of IPCC:** - The IPCC shall be responsible for the following functions, namely:-

- (a) general coordination between the Federal Government and the Provinces in economic, social and administrative fields;
- (b) promoting uniformity of approach in formulation of policies and their implementation by the Provinces and the Federal Government in all fields of common national concern;
- (c) discussion of policy issues emanating from the Provinces that have economic, social or administrative implications for the country as a whole, and
- (d) any other matter referred by the CCI, a Province or any of the Ministries or Divisions of the Federal Government.

5. **Meetings of the IPCC:-** The process of the meeting shall be:-

- (a) the Chairperson may summon meetings of the Committee, to meet at such time and place as he/she thinks fit;
- (b) the Committee shall meet as and when needed;
- (c) the Chairperson may convene a meeting on the request of Federal Government or a Provincial Government on an issue demanding urgency;
- (d) the meetings of the Committee shall be attended by its members & all those allowed/invited by Chairperson. If the Chief Minister is holding portfolio of any other department, then Chief Secretary or nominee of Chief Minister shall attend the IPCC Meeting on behalf of Chief Minister concerned;
- (e) no case shall be discussed nor any issue be raised in a meeting unless relevant issue has first been circulated. The Chairperson may dispense with this requirement in exceptional circumstances;
- (f) notice for the meeting shall ordinarily be issued at least 7 working days in advance;
- (g) for inclusion in the agenda of a meeting Summary relating to the case shall reach the Secretariat at least 7 working days in advance of the meeting, and
- (h) provided that, if a case is urgent and is required to be taken up at a short notice, the Secretary IPC Division shall call relevant information for

consideration in exceptional cases.

6. **Circulation and confirmation of minutes and decisions:-** The Secretary shall circulate to the members, within five working days of the meeting, a copy of the minutes and decisions of the Committee for implementation. If no response received within a week from the date of receipt, the minutes will be deemed to have been approved.

7. **Committees of the IPCC: -** The IPCC may constitute a sub-committee:-

(a) whenever desired, the Committee may constitute its sub-committee(s) or special committees laying down, the terms of reference, membership and timeline, and

(b) meetings of a Sub-Committee(s) of the IPCC shall be convened by the Chairperson of the Sub-Committee concerned who shall also preside over such meetings:

Provided that the procedure for the meetings of the Sub-Committee(s) shall apply *mutatis mutandis* for the meetings of the IPCC except that the recommendations of the Sub-Committee shall be placed before the IPCC.

8. **Cases to be submitted to the IPCC: -** The IPCC shall consider the cases in line with its Functions prescribed in Rule 4 or any other matter referred by Federal/ Provincial Governments, from time to time.

9. **Manner of submission of cases to the IPCC: -** The manner of submission of the cases before the IPCC and preparation of summaries therefor shall be as given in Schedule-I, II and III to these rules, respectively or as communicated by the IPC Division from time to time.

10. **Implementation of decisions of the IPCC:-** The process of implementation shall be:-

- i). when a case has been decided by the Committee, the Ministries or Divisions or Provincial Government concerned shall take prompt action to give effect to the decision;
- ii). when the decision of the Committee is received by the Secretary of the

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Division or the Chief Secretary of the concerned Province, he shall:

- (a) acknowledge the receipt of the decision;
- (b) transmit the decision to his Division or Department for action;
- (c) coordinate action with any other Division or a Province, which may be concerned with the decision;
- (d) convey progress report to IPC Division on the implementation status, regularly.

11. Annual Reports: - The Committee shall submit its Annual Report to the CCI the Federal Cabinet and Provinces.

[F. No. 1-1/2021-IPC (IPCC) dated _____, 2021]

(Muhammad Imran Khan)
Deputy Secretary (IPC)

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SCHEDULE-I

[See Rule 9]

MANNER OF SUBMISSION OF CASES TO THE IPCC

In respect of all cases to be submitted to the Committee, Secretary of the Division or Chief Secretary of the Province concerned, shall transmit to the Secretary IPC Division a concise, lucid and printed Summary, giving the background and relevant facts, points for decision and recommendations of the Federal Government or Provincial Government concerned, as the case may be, in the form provided in Schedule-III.

2. The Summary shall be self-contained as far as possible, not exceeding two printed pages and may include as appendices only such relevant papers as are necessary for proper appreciation of the case.

3. Where a reference is made to a previous decision of the Committee, the decision of the Committee shall invariably be reproduced in the Summary or annexed to it.

4. Where a case concerns more than one Division or the Province, the Summary shall be shared with the Divisions and/or the Provinces concerned before submission to the Committee's meeting.

5. The Provinces and the Divisions concerned of the Federal Government should furnish their comments or views on the summaries for the Committee circulated for the purpose.

6. The Ministry /Division or Provincial Government concerned shall transmit requisite copies of the Summary for IPCC to Secretary, IPC Division for proper appreciation of the case.

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SCHEDULE-II

[See rule 9]

PREPARATION OF SUMMARIES AND DOCUMENTS

A Summary for the Committee shall include---

- a) name of the sponsoring Division of the Federal Government or Department of the Provincial Government;
- b) subject of the case;
- c) name and designation of the officer submitting the Summary (Secretaries/ Additional Secretaries-in-Charge of Divisions concerned in case of Federal Government and Chief Secretaries in case of Provincial Government);
- d) place and date of submission; and
- e) serial number.

(2) The words "SUMMARY FOR THE INTER-PROVINCIAL COORDINATION COMMITTEE" shall invariably appear at a prominent place, above "Subject".

Provided that no signature on printed Summaries are required. However, one copy of the Summary may be signed by the concerned Secretary or Chief Secretary on each page.

(3) In case of classified Summary, it should be marked "SECRET" until discussion on them has taken place in the meeting. Thereafter, unless the Committee has decided otherwise, the sponsoring Government shall decide the de-classification of these documents under intimation to the secretariat.

SCHEDULE-III

PREPARATION OF SUMMARIES AND DOCUMENTS

Copy No. _____

No.....
GOVERNMENT OF.....
Ministry/Division/Department.....

SUMMARY FOR THE INTER-PROVINCIAL COORDINATION COMMITTEE

Subject:

Text of the Summary (not exceeding two printed pages).....

- 2. Background and relevant facts of the case. Reference of the previous decision, if any.
- 3. Brief views/comments of stakeholders/provincial governments including the points of difference should be stated in the Summary
- 4. Points for decision and recommendations of the Federal Government or Provincial Government concerned, as the case may be.
- 5. The Minister or the Chief Minister (as the case may be) has seen and authorized submission of this Summary to the IPCC.

(_____)
Federal Secretary/Chief Secretary

Islamabad, the _____, 2020