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**PART II**

**Statutory Notifications (S.R.O.)**

**COMPETITION COMMISSION OF PAKISTAN**

**NOTIFICATION**

*Islamabad, the 25th December, 2016*

**S. R. O. 1200 (I)/2016.**—In exercise of the powers conferred under section 58 of the Competition Act, 2010, read with section 23 thereof, the Competition Commission of Pakistan, is pleased to make the following amendment in the Competition Commission of Pakistan (Conduct of Business) Regulations, 2007:—

**Competition Commission of Pakistan (Conduct of Business) Regulations, 2007**

In the aforesaid Regulations, the existing regulation 5 shall be substituted with the following, namely:—

**“5. Duties and Responsibilities of Secretary:—**

(3655)

*Price : Rs. 5.00*

[4398(2016)/Ex. Gaz.]



(1) There shall be a Secretary to the Commission who shall report directly to the Chairperson and Commission (where required) on all the matter concerning the Secretary Office. The duties and responsibilities of secretarial nature, including the following:—

(i) **Duties with respect to meetings:—**

- (a) He shall receive and collect (if necessary) the working papers and other proposals from Members/ Departmental heads for discussion in the meeting;
- (b) shall examine the accuracy of working papers and proposals and get them rectified/improved, if necessary;
- (c) shall seek approval of the Chairperson for submission of the working papers etc. before the Commission in the meeting;
- (d) shall seek approval of the Chairperson for calling meeting of the Commission;
- (e) shall prepare agenda of the meeting with approval of the Chairperson;
- (f) shall include for confirmation final draft of minutes of the previous meetings as first item of the agenda;
- (g) shall issue notice of the meeting and circulate there with agenda of the meeting, together with related working papers and other details;
- (h) shall make all arrangements for convening the meeting;
- (i) shall attend the meeting and take notes of the proceedings, including dissents of the participants, if any, from the majority view;
- (j) shall get the confirmed minutes of the previous meeting signed by the Chairperson;



- (k) Shall prepare fair and accurate summary of the minutes of all proceeding of the meetings including the names of those participating in such meeting. The dissenting notes with reasons shall be made part of the minutes;
  - (l) shall get the draft minutes cleared by the Chairperson and circulate the same for confirmation to all the Members within three days of the conclusion of the meeting and shall suitably include the amendments suggested by any of the Members, in the draft minutes;
  - (m) shall keep record of all confirmed minutes of the meeting as duly signed by the Chairperson in the properly maintained books, and shall have a subject index of minutes of all the meetings;
  - (n) shall with the approval of Chairperson communicate to the relevant quarters all decisions taken in the meeting, for necessary action within the stipulated period;
  - (o) shall get implementation status of the decisions from all concerned and place before the Chairperson and Commission (where required) regularly;
  - (p) shall observe the due dates of convening the regular meetings if regular meetings are to be held on certain fixed date or day of the months (if it is the policy);
  - (q) shall number each regular and emergent meeting separately and shall keep record of the minutes of such meetings in separate folders; and
  - (r) Shall ensure that resolutions by circulation are passed properly and in accordance with the approved procedure and they are duly numbered; and their record is kept in a separate folder.
- (ii) **As agent of the Commission:**
- (a) He may represent the Commission on any forum, if so authorized by the Chairperson generally or specifically; and



(b) may accept service of all notices and other documents on behalf of the Commission;

(iii) **As authorized officer of the Commission:**

(a) He may convey decisions of the Commission, if so authorized by the Chairperson; and

(b) may demand and receive "Declaration of Assets" of all employees of the Commission for each year as on 31st December.

(iv) **As custodian of records:**

(a) He shall keep in safe custody common seal of the Commission, if so authorized by the Chairperson and shall affix the seal on such documents and in such manner as may be specified by the Commission;

(b) shall keep all Memoranda/ Agreements signed by the Commission and maintain record thereof in *Chronological order*; and

(c) shall keep in safe custody, record of assets of all employees of the Commission, as declared by them.

(v) **Others:**

He may exercise such other powers and perform such other duties as may be assigned to him by the Chairperson and Commission (where required) from time to time.

(2) The duties and responsibilities assigned to him require that the Secretary should be a competent person and is suitably qualified for his post by having sufficient knowledge and relevant experience. The Secretary to the Commission should be a member of—

(i) a recognized body of Professional Accountants in Pakistan or

(ii) a recognized body of Corporate/ Chartered Secretaries.

The position of secretary being distinct from other officers of the Commission, his appointment should be made by the Commission in the meeting.

(3) If the Secretary is absent for any reason, the Commission may designate any officer of the Commission to act in the capacity of Secretary and the individual so designated shall have all the powers and duties of the Secretary.

[No. 1020/11/SY/CCP/Gaz-Notifi/08.]

NOMAN LAIQ,  
*Secretary.*