***PROPOSED DRAFT***

**GOVERNMENT OF GILGIT- BALTISTAN**
**GILGIT BALTISTAN SECRETARIAT**
**SOCIAL & POPULATION WELFARE HUMAN / CHILD RIGHTS**
**YOUTH AFFAIRS AND WOMEN DEVELOPMENT DEPARTMENT**

## NOTIFICATION

No._____:- In exercise of the powers conferred by section 20 of the Gilgit-Baltistan Commission on the Status of Women Act, 2022, the Government of Gilgit-Baltistan hereby make the following rules, namely

**1. Short title and commencement.**

1.1 These rules will be called the Gilgit-Baltistan Commission on the Status of Women Rules, 2025.

2.1 These rules shall extend to the whole of Gilgit-Baltistan

3.1 These rules shall come into force at once.

**2. Definitions**

2.1 In these rules, unless there is anything repugnant in the subject or context, the following definitions shall apply;

(a) "Act" means the *Gilgit-Baltistan* Commission on the Status of Women Act 2022.
(b) "Annual Work Plan" means the yearly implementation schedule prepared by the Secretariat and approved by the Commission in accordance with Rule 8.1, setting out measurable actions, timelines, and performance indicators for each financial year;
(c) "Gender Focal Person (GFP)" means an officer not below BPS-18 nominated by each government department to liaise with the Commission for coordination, reporting, and data sharing under Rule 8.3;
(d) "Schedule" means a Schedule appended to these rules;
(e) "Strategic plan" means a three year strategic and policy plan prepared and approved under Rule 8.1, specifying thematic priorities, expected outcomes, and responsible units within the Secretariat;

2.2 (2) The words and expressions used but not defined in these rules shall have the same meaning as assigned to them in the Gilgit Baltistan Commission on the Status of Women Act, 2022.

**3. Constitution of the Commission**

3.1 Pursuant to Section 3 of the Act, the Government shall, by notification in the Official Gazette, constitute the Commission to be known as the Gilgit-Baltistan Commission on the Status of Women (hereinafter referred to as "the Commission"). The notification shall specify (a) the date on which the Commission shall commence business; (b) the list of Members appointed under Section 4; and (c) the location of its Headquarters. The Commission shall be deemed to have come into existence on the date of publication of the said notification.

3.2 The Commission shall be a body corporate having perpetual



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succession and a common seal with power to acquire, hold, and dispose of property in its own name. The common seal shall bear the emblem of the Government of Gilgit-Baltistan and the name of the Commission encircling it. The seal shall be kept in the custody of the Secretary, used only under the authority of the Chairperson, and affixed to documents in accordance with a resolution of the Commission. A Register of Sealed Documents shall be maintained, recording the serial number, date, and purpose for which the seal is affixed.

3.3 The headquarter of the Commission shall be located in Gilgit, within the Women Development Department's jurisdiction until its independent Secretariat premises are established. The Commission may, with prior approval of the Government, establish regional or divisional offices in other districts of Gilgit-Baltistan for coordination and outreach.The Commission may designate any such office for specific functions such as research, data collection, or community engagement. Any change of address of the Headquarters or branch office shall be notified in the Official Gazette.

3.4 The Commission shall maintain a permanent Secretariat at its headquarter to provide administrative, financial, and logistical support. The Secretariat shall consist of such officers and staff as may be appointed under Rule 11. The Secretariat shall operate under the supervision of the Secretary and overall guidance of the Chairperson. The Secretariat shall maintain all official records, correspondence, and registers of the Commission. The language of the Commission shall be English, but documents intended for public dissemination may also be issued in Urdu or local languages as appropriate. All official correspondence shall bear the name, logo, and seal of the Commission.

3.5 The Commission may, for legal proceedings, authorize the Secretary, or any other officer to act on its behalf. All contracts, deeds, and instruments shall be executed in the name of the Commission and signed by the Chairperson or such person as may be authorized by resolution.

3.6 Until the Secretariat is fully established, the Government may provide temporary office space, administrative support, and budgetary allocations from the Women Development Department. All assets, records, and correspondence relating to the establishment of the Commission shall, upon constitution, stand transferred to the Commission.



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**4. Composition of the Commission**

4.1 The categories of Members specified in section 4 of the Act shall be appointed, nominated, or co-opted in accordance with the provisions of the Act and these Rules. The Commission shall consist of the ex-officio, nominated, and appointed Members as detailed in section 4 of the Act, ensuring representation from all divisions of Gilgit-Baltistan and inclusion of marginalized groups.

4.2 All appointments and nominations shall be made by notification in the Official Gazette, which shall include the full name, designation, and category of each Member. The Commission shall maintain a Register of Members, recording (a) the name and address of each Member; (b) the date and authority of appointment; (c) tenure and expiry date; and (d) reason for cessation, if applicable.

4.3 For ex-officio Members who are Secretaries of Government Departments, the Commission shall record the name and designation of the officer holding the office. Any change in office shall be formally notified to the Commission by the concerned Focal Person of the Department.

4.4 Where the Speaker of the Assembly is required to nominate members under section 4(b) of the Act, the Secretariat shall formally request nominations from the Speaker in writing and shall allow a reasonable period of thirty (30) days for submission of nominations. f no response is received within this period, a written reminder shall be issued before the Commission proceeds to constitute the quorum under the Act.

4.5 Each non-official Member appointed under clauses (e), (f), (g) and (h) of section 4 of the Act shall submit a curriculum vitae; and a written acceptance of appointment and a declaration to abide by the Code of Conduct and these Rule and a declaration of non-conflict of interest in the prescribed form.

4.6 Before assuming office, every Chairperson and Member shall make and sign an Oath of Office in the form set out in Schedule I, affirming to perform their duties faithfully and in accordance with the Act and these Rules. The oath shall be administered by the Secretary of the Commission and recorded in the official register.

4.7 The term of office of Members and the Chairperson shall be as provided under section 6 of the Act. Where a Member resigns, or becomes disqualified, the vacancy shall be filled by the same appointing authority within thirty (30) days. The new appointee shall hold office for the remaining unexpired term of the predecessor.

4.8 A person shall not continue as a Member if she or he incurs any of the disqualifications mentioned in section 6(5) of the Act. Every Member shall submit a Conflict-of-Interest Declaration at the time of joining and annually thereafter in the form prescribed in Schedule II. The



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Chairperson may, where a conflict is declared, direct that the Member concerned shall not participate in discussions or decisions on the relevant matter.

4.9 The Commission shall, in all appointments and nominations, ensure representation from (a) each administrative division of Gilgit-Baltistan; (b) marginalized and minority women; (c) persons with disabilities; and (d) professionals from diverse sectors such as law, education, health, and social development. The Secretariat shall maintain a record of such representational balance for transparency.

4.10 A Member shall cease to hold office upon (a) resignation duly accepted by the Government; (b) expiry of tenure; (c) disqualification under the Act; or (d) absence from three consecutive meetings without sufficient cause. Notice of cessation or removal shall be published in the Official Gazette and recorded in the Membership Register.

**5.Appointment of the Chairperson**

5.1 When the office of the Chairperson falls vacant, or is expected to fall vacant within thirty days, the Women Development Department shall, with prior approval of the Government, issue a public notice inviting applications from eligible women. The notice shall be published in at least two local newspapers, one in English and one in Urdu and on the official websites of the Government and the Commission. Applications shall remain open for not less than twenty-one (21) days from the date of publication, and a complete record of all advertisements shall be maintained by the Secretariat.

5.2 The advertisement shall specify the eligibility and qualification criteria; experience requirements; term of office; list of required documents; the last date and address for submission; and the procedure for consideration of applications. Applications may be submitted in person, by post, or electronically as specified in the notice.

5.3 A person shall be eligible for appointment as Chairperson if she is a citizen of Pakistan and permanent resident of Gilgit-Baltistan; holds at least a Master's degree in law, social sciences, gender studies, public policy, or a related discipline from a recognized university; has not less than fifteen (15) years' professional experience in law, public administration, human rights, women development, or the social sector; has demonstrable knowledge of laws relating to women and gender equality; and is not subject to any disqualification mentioned in section 6 of the Act.

5.4 A person shall be eligible for appointment as a non-official Member under clauses (e), (f), (g) and (h) of section 4 of the Act if he or she holds at least a Bachelor's degree from a recognized university; has not less than ten (10) years' experience in social work, gender



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development, law, academia, or other related fields; and meets the requirements and is not disqualified under the Act.

5.5 The Selection Committee may frame its own evaluation criteria, including interview performance, assessment of professional experience, and domain expertise relevant to women's empowerment and governance. The Committee shall complete its evaluation within thirty (30) days of the application deadline and recommend a panel of suitable candidates to the Government for appointment. The Committee shall maintain minutes of meetings and the merit-evaluation record as part of the official proceedings.

5.6 Every Chairperson and Member, upon appointment, shall submit a written declaration of any actual or potential conflict of interest in such form as may be specified by the Government. Any change in circumstances giving rise to a new conflict shall be declared within fifteen (15) days of its occurrence.

**6. Terms and Conditions as applicable to the Chairperson and members**

6.1 The Chairperson shall have the status, privileges and remuneration equivalent to a BPS-20 officer of the Government of Gilgit-Baltistan.
(2) Members shall have the status, privileges and allowances equivalent to BPS-19 officers.
(3) The Government may, in consultation with the Finance Department, determine or revise the honorarium, salary, and allowances payable to the Chairperson and Members.
(4) The Chairperson and Members shall be entitled to office accommodation, secretarial assistance, and communication facilities as approved by the Government.
(5) The Commission may recommend additional facilities for Government approval, consistent with financial rules.

6.2 The office of the Commission shall observe working hours as notified by the Government, but the Chairperson may extend hours or convene special sessions as necessary. The Chairperson shall be a full-time officer of the Commission. Non-official Members shall participate in meetings, committees, and assignments as required by the Chairperson or Commission and may receive honorarium for such services.

6.3 The Chairperson and Members shall be entitled to leave and benefits at par with officers of equivalent grade under the Gilgit-Baltistan Leave Rules. Leave shall be sanctioned by (a) the Chief Secretary for the Chairperson; and (b) the Chairperson for Members. Leave records shall be maintained in a Leave Register by the Secretariat.

6.4 The term of office of the Chairperson and Members shall be three (3) years from the date of notification, extendable once for another three (3) years subject to satisfactory performance and Government



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approval. For continuity, not more than one-half of the Members shall retire at the same time. A Member whose term has expired may continue for up to three months or until a successor is notified by the Government, whichever is earlier.

6.5 The Chairperson or any Member may resign in writing addressed to the Chief Minister through the Women Development Department. The resignation shall take effect from the date it is accepted by the Government, which shall be notified in the Official Gazette. The Women Development Department shall initiate the process for filling the vacancy within thirty (30) days of such acceptance.

6.6 The Chairperson or a Member may be removed from office by the Government on the following grounds: (a) proven misconduct or corruption; (b) incapacity or infirmity of mind or body; (c) violation of the provisions of the Act or these Rules; (d) absence from three consecutive meetings without reasonable cause; or (e) conflict of interest or incompatibility of office. No Chairperson or Member shall be removed without being given (a) a written show-cause notice, (b) an opportunity to submit a written reply, and (c) a personal hearing if requested. The decision of the Government shall be final and notified in the Official Gazette.

6.7 Upon appointment, and thereafter annually in January, each Chairperson and Member shall file a Declaration of Assets, Liabilities, and Interests in the form prescribed in Schedule II. Where a potential conflict arises, the Member shall immediately notify the Chairperson in writing and abstain from discussions or decisions on the matter concerned. Failure to disclose or willful misrepresentation shall constitute misconduct. he Secretariat shall maintain all Declarations in a confidential register, accessible only to the Chairperson, Secretary, and Government auditors.

6.8 The Chairperson and Members shall adhere to the Code of Conduct adopted by the Commission and approved by the Government, which shall include provisions on integrity, confidentiality, neutrality, and gender sensitivity. Violation of the Code shall attract disciplinary action under Rule 6.6.

6.9 Non-official Members attending meetings, workshops, or assignments of the Commission shall be paid honorarium and TA/DA as per the Gilgit-Baltistan TA/DA Rules applicable to officers of equivalent grade. Where special assignments or fieldwork are performed, additional allowances may be sanctioned with Government approval.

6.10 Any vacancy arising due to resignation, death, removal, or disqualification shall be filled by the same appointing authority within thirty (30) days of the vacancy. The new appointee shall



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serve for the unexpired portion of the predecessor's term.

6.11 Where an inquiry is pending against the Chairperson or a Member for alleged misconduct, the Government may, for reasons recorded in writing, suspend the concerned individual and appoint an acting Chairperson or Member until final decision.

6.12 The Women Development Department shall conduct an annual performance review of the Commission, including the Chairperson and Members, focusing on (a) implementation of the strategic plan; (b) effectiveness in achieving gender policy outcomes; (c) attendance and participation in meetings; and (d) compliance with administrative and financial rules. The evaluation results shall inform decisions regarding extension or reappointment.

**7. Secretary of the Commission**

7.1 The Commission shall have a permanent Secretariat headquartered at Gilgit for carrying out the day-to-day business of the Commission.

(1) The Secretariat shall consist of such officers and employees as may be sanctioned by the Government and as specified in Schedule II (A), and appointed in accordance with the procedure laid down in Schedule II (B) and Rule 11.

(2) The Secretariat shall operate under the general supervision of the Chairperson and the Commission and shall implement the decisions, policies, and programs approved by them.

(3) Until the Secretariat is fully established, the Women Development Department shall provide interim administrative support, logistics, and staff as may be required by the Commission.

7.2 There shall be a Secretary of the Commission who shall be a Government officer of BPS-19 drawn from the Officers Management Service (OMS), District Management Service (DMS), Legal Administrative Service (LAS) as specified under Section 7 of the Act and Schedule II (B). The Secretary shall be appointed by the Government on the recommendation of the Chairperson. In case of temporary vacancy, leave, or other absence the Government may assign the charge of Secretary to another officer of equivalent rank for a period not exceeding three months, extendable once.

7.3 The Secretary shall, under the general supervision of the Chairperson and the Commission (a) serve as the Principal Accounting Officer of the Commission and ensure financial propriety; (b) prepare the Three-Year Strategic Plan, Annual Work Plan, and Budget, and present these to the Commission for approval; (c) supervise the implementation of decisions of the Commission and the Executive Committee; (d) convene meetings with approval of the Chairperson, issue notices, prepare and circulate agenda and working papers, record minutes, and maintain attendance and decision registers; (e) coordinate with Government departments, the



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National Commission on the Status of Women, and provincial or regional Commissions; (f) maintain custody of the official seal, all records, correspondence, and archival data of the Commission; (g) authorize payments, issue utilization certificates, and ensure compliance with audit observations; (h) act as liaison officer between the Commission and the Government; (i) delegate, with the Chairperson's approval, specific functions to subordinate officers; and (j) perform any other function assigned by the Commission or Chairperson consistent with the Act and these Rules.

7.4 The Secretary shall submit a quarterly administrative and financial performance report to the Chairperson for consideration by the Executive Committee. The Secretary shall be personally responsible for the accuracy of financial statements and for compliance with the Gilgit-Baltistan Finance Act, 2024 and applicable law**s.** An annual performance evaluation of the Secretary shall be carried out jointly by the Chairperson and the Women Development Department. A summary of the annual evaluation shall form part of the Commission's Annual Report under Rule 16.

7.5 The Chairperson may delegate any of her administrative powers to the Secretary in writing. The Secretary may, with prior approval of the Chairperson, sub-delegate any function to subordinate officers for specific purposes. All such delegations shall be recorded in a Delegation Register kept in the Secretariat.

7.6 The Secretary shall ensure safe custody of all records, including meeting minutes, financial accounts, and personnel files. Digital backups of key records shall be maintained with restricted access.

7.7 The Secretary and all Secretariat officers shall maintain strict confidentiality regarding information obtained in the course of official duties. Every officer and employee of the Commission shall, upon assumption of office, shall sign a Declaration of Fidelity and Secrecy in the form prescribed in Schedule III.

7.8 Any breach of confidentiality or misuse of official information shall constitute misconduct and may result in disciplinary action in accordance with the Gilgit-Baltistan Government Servants (Efficiency and Discipline) Rules, 2011.

**8. Functions of the Commission**

8.1 The Commission shall operate under a Three-Year Strategic Plan approved by the Government and an Annual Work Plan adopted at the beginning of each financial year. The Strategic Plan shall specify thematic priorities, expected outcomes, performance indicators, and responsible units within the Secretariat. The Annual Work Plan shall translate the strategic goals into measurable actions, with quarterly progress reviews.

8.2 The Commission shall maintain a Legislative Review Register of



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all laws, rules, and policies affecting women and girls in Gilgit-Baltistan. The Register shall be updated annually and shall include a column for: status of review, recommendations proposed, and responsible department. The Commission may constitute an Expert Working Group comprising legal scholars, civil society representatives, and officials from the Law Department to conduct clause by clause reviews and submit findings within ninety (90) days. Draft recommendations shall be validated through stakeholder consultations before being forwarded to the Government.

8.3 Every department represented in the Commission shall designate a Gender Focal Person (GFP) not below BPS-18 to coordinate with the Commission. The Commission shall convene bi-annual inter-departmental coordination meetings with all GFPs to monitor implementation of gender-related policies and programs. The Secretariat shall maintain a Gender Coordination Matrix tracking department-wise progress and challenges.

8.4 The Commission shall establish a Research and Knowledge Unit (RKU) within the Secretariat to collect, analyze, and disseminate gender-disaggregated data. The RKU shall maintain a Gender Statistics Database in collaboration with the Planning & Development Department; commission baseline or thematic studies on women's social, economic, and political status; develop an Annual Gender Status Report to be included in the Commission's Annual Report under Section 16 of the Act. The Commission may enter into Memorandum of Understanding (MoUs) with universities or research institutions for data generation, surveys, or policy analysis.

8.5 The Commission shall develop a Gender Rights Monitoring Framework with clear indicators for compliance by government departments and service institutions. Complaints or grievances received by the Commission regarding violation of women's rights shall be recorded in a Complaint Register, acknowledged within five (5) days, and referred to the competent authority or mechanism (e.g., police, Ombudsperson, court) within fifteen (15) days. The Secretariat shall follow up each referral and record outcomes in the Register. Quarterly summaries of cases handled shall be presented to the Commission for policy-level review.

8.6 The Commission shall maintain an Advisory Forum on Gender Equality, comprising representatives from civil society, academia, media, and private sector organizations, to meet at least once each year. The Forum shall advise the Commission on emerging gender issues and assist in public awareness initiatives. The Commission may partner with the National Commission on the Status of Women, Provincial Commissions, or any other relevant body for joint research, advocacy, or capacity-building programs. Such collaborations shall be governed by written agreements outlining objectives, responsibilities, and financial arrangements

8.7 The Commission may authorize teams, led by Members or officers, to inspect places where women are kept in custody or care, including jails, shelters, and rehabilitation centers.



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8.8 Each inspection shall be carried out in accordance with the Inspection Protocol approved by the Commission, ensuring confidentiality, safety, and coordination with the concerned department. A written inspection report shall be submitted within ten (10) days of the visit and shared with the relevant authority for remedial action.

8.9 The Commission shall design and implement advocacy programs on gender equality, women's rights, and social inclusion, aligned with national and international commitments such as CEDAW and SDG 5. The Secretariat shall prepare an Annual Communication Plan specifying campaigns, target audiences, and media strategies. Partnerships with media, educational institutions, and local bodies shall be encouraged to amplify outreach.

8.10 The Commission may constitute sub-committees or expert panels for specific thematic areas such as:Gender-based violence, Economic empowerment, Education and health, Legal reforms, or Monitoring and evaluation. Each sub-committee shall have written Terms of Reference (ToRs) approved by the Commission and shall report back within a specified timeframe. The Chairperson may co-opt external experts or civil society representatives to such sub-committees for advisory purposes without voting rights.

8.11 All actions, studies, and recommendations of the Commission shall be documented and archived in the Secretariat. The Secretariat shall prepare a Quarterly Activity Report summarizing progress on functions performed under this Rule, to be submitted to the Commission and the Government. A consolidated Annual Performance Report shall form part of the Commission's Annual Report under Section 16 of the Act.

8.12 The Commission shall adopt digital tools for data collection, knowledge management, and virtual stakeholder engagement. Electronic databases and information systems shall be maintained securely, ensuring privacy of personal data collected during inquiries or studies.

**9. Meetings of the Commission**

9.1 The Commission shall hold Ordinary meetings once in each quarter of the year to consider routine business; Special meetings convened by the Chairperson to address urgent or specific matters; and Emergency meetings which may be called at twenty-four (24) hours' notice to consider time-sensitive issues. Meetings of the Executive Committee and sub-committees shall be governed, mutatis mutandis, by these provisions.

9.2 The Secretary shall, under directions of the Chairperson, issue notice of every ordinary meeting at least fourteen (14) days before the date fixed. Each notice shall include the date, time, and venue; the agenda items; and relevant working papers and background notes. Any Member may propose an item for inclusion in the agenda



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at least seven (7) days before the meeting; the Chairperson may admit or defer such items. For special or emergency meetings, the notice period may be shortened to three (3) or one (1) day respectively.

9.3 The quorum for a meeting shall be two-thirds of the total membership, as prescribed in the Act. If quorum is not met within thirty (30) minutes of the scheduled time, the meeting shall stand adjourned and may be reconvened within seven (7) days with at least half of the Members present. Attendance shall be recorded in a Register of Attendance maintained by the Secretariat.

9.4 The Chairperson shall preside over every meeting; in her absence, Members present shall elect one of themselves to preside. All matters shall be decided by majority of votes of Members present; in case of equality of votes, the person presiding shall have a casting vote. No decision shall be deemed invalid due to any vacancy or defect in the composition of the Commission. Members having a direct or indirect conflict of interest on any agenda item shall disclose it and abstain from deliberation and voting on that item.

9.5 The Secretary shall record concise minutes of every meeting, including attendance, agenda items discussed, decisions taken, and responsibilities assigned. Draft minutes shall be circulated to all Members within seven (7) days for comments. Minutes shall be confirmed at the next meeting and signed by the Chairperson and Secretary.The Secretariat shall maintain a Register of Resolutions and a Follow-up Action Sheet for tracking implementation.

9.6 Meetings may, with the approval of the Chairperson, be held through video-conferencing or other electronic means, where physical attendance is not possible. Members attending virtually shall be deemed present for quorum and voting purposes. Electronic recordings of virtual meetings shall be retained securely as part of the official record.

9.7 Deliberations of the Commission shall be confidential, except for decisions formally released by the Commission. Summaries of decisions may be published on the Commission's website after approval by the Chairperson, subject to sensitivity of information.

9.8 The Secretary shall prepare a Decision-Tracking Report after each meeting showing the status of implementation of previous decisions.This report shall be reviewed at the beginning of every



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subsequent meeting. Non-compliance or delays shall be brought to the notice of the Chairperson and, where necessary, the Government.

9.9 The Chairperson may invite any person, official, or expert to attend a meeting for advice on a specific subject. Such invitees shall not have voting rights and shall observe confidentiality obligations.

9.10 Non-official Members and invited experts shall be entitled to meeting allowance and travel reimbursement at rates approved by the Government. No allowance shall be admissible for Members who are public servants attending in official capacity.

**10. Executive Committee**

10.1 Pursuant to Section 10 of the Act, there shall be an Executive Committee of the Commission to ensure continuity of business between meetings of the full Commission. The Committee shall consist of the Chairperson — Chair; the Secretary — Member / Secretary to the Committee; and three Members of the Commission, at least two of whom shall be women, elected by the Commission for a term of one year. The Commission may co-opt, for a specific item, any other Member or officer as a non-voting participant. Vacancies on the Committee shall be filled at the next Commission meeting; interim replacements may be nominated by the Chairperson.

10.2 The Executive Committee shall:

a. oversee implementation of resolutions and recommendations approved by the Commission;
b. approve administrative and financial actions that cannot be deferred until the next Commission meeting, subject to ex-post confirmation;
c. review quarterly progress reports of the Secretariat and sub-committees;
d. scrutinize draft policies, budgets, and work-plans prior to submission to the Commission;
e. monitor compliance with the Commission's Code of Conduct and conflict-of-interest declarations; and
f. perform such other functions as may be assigned by the Commission or the Chairperson.

10.3 The Committee shall meet at least once quarterly, and additionally whenever convened by the Chairperson. Notice of a meeting shall be issued at least five (5) days in advance, along with the agenda prepared by the Secretary. The quorum shall be three (3) Members. Decisions shall be taken by majority; in the event of a tie, the Chairperson shall have a casting vote. Minutes shall be recorded by



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the Secretary, circulated within seven (7) days, and confirmed at the next meeting.

10.4 The Committee may, within the limits approved by the Commission and Government, sanction expenditure from the Commission Fund up to such monetary ceiling as may be fixed by the Government; temporary appointments or contractual engagements up to six months; and urgent travel or training approvals for Members or staff. All actions shall be reported to the next Commission meeting for ratification. The Committee shall not vary or rescind any decision taken by the Commission except with its prior approval.

10.5 The Secretary shall submit to each meeting of the Commission a Progress and Implementation Report summarizing actions taken by the Executive Committee. An annual consolidated report of the Committee's work shall form an annex to the Commission's Annual Report under Rule 16. The Committee's minutes and decisions shall be digitally archived by the Secretariat.

10.6 Members of the Executive Committee shall observe the Code of Conduct and declare any interest in matters under consideration. Any Member with a direct or indirect interest shall withdraw from deliberations on that item; such abstention shall be recorded in the minutes.

10.7 The Executive Committee shall coordinate the work of thematic sub-committees constituted under Rule 8.10, ensuring alignment with the Annual Work Plan. Each sub-committee shall submit progress reports to the Executive Committee at least once every quarter. The Committee may consolidate these reports and make recommendations to the Commission.

10.8 The Secretariat shall provide logistical and analytical support for meetings of the Executive Committee, maintain records, and track follow-up actions. All correspondence, notifications, and decisions of the Committee shall be issued under the signature of the Secretary.

**11.Appointment of officers and other employees**

11.1 All appointments, engagements, or deputations to posts in the Commission shall be made in a fair, transparent, and merit-based manner, consistent with these rules and applicable laws of the Government of Gilgit-Baltistan. Appointments shall be made in accordance with the qualifications, experience, and method of recruitment prescribed in Schedule II (B), subject to the availability of sanctioned posts as specified in Schedule II (A) and within approved budgetary provision. The Commission shall ensure gender balance, inclusivity, and representation from diverse regions of Gilgit-Baltistan in all recruitments and engagements. Appointments shall be made



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subject to availability of sanctioned posts and budgetary provision.

11.2 Personnel of the Commission shall consist of the following categories:

a. Regular officers and staff appointed through open competition;
b. Deputationists from Government departments serving temporarily in the Secretariat;
c. Contractual staff engaged for a fixed term for project or program needs; and
d. Advisors, experts, or consultants hired for specialized assignments on approved terms.

11.3 The Commission shall prepare and maintain a Human Resource Plan (HRP) identifying each post, its grade, required qualifications, and mode of recruitment. All regular appointments shall be made through public advertisement in at least one English and one Urdu national daily, and on the official website; and in accordance with a transparent selection process approved by the Commission.

11.4 A Recruitment Committee, constituted by the Chairperson and notified by the Secretary, shall oversee selection for each category of post. The Recruitment Committee shall comprise (a) Secretary (Chair), (b) one Member of the Commission, (c) one officer from the Women Development Department (nominated by Government), and (d) one HR or subject expert (co-opted, non-voting). The Committee shall evaluate candidates on the basis of academic qualifications, relevant experience, and interview performance. Recommendations shall be submitted to the Chairperson for approval, and appointments shall be notified by the Secretary.

11.5 Regular employees of the Commission shall be governed, mutatis mutandis, by the Gilgit-Baltistan Civil Servants Act, 2011, Civil Servants (Appointment, Promotion and Transfer) Rules, 1973 and the Gilgit Baltistan (Efficiency & Discipline Rules), 2011, unless otherwise specified. The Commission may, with prior approval of the Government, adopt its own Service Regulations for (a) probation, confirmation, and promotion; (b) leave, deputation, and transfer; (c) conduct and discipline; and (d) performance management and appraisal. Contract and project staff shall serve on such terms as prescribed in their appointment letters and renewable subject to performance evaluation.

11.6 Every appointment to a regular post shall be on probation for one year, extendable by six months for reasons to be recorded. Upon satisfactory completion of probation, the employee shall be confirmed by written order of the competent authority. Failure to perform satisfactorily during probation may result in termination without notice or compensation.



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11.7 The Commission may request the Government to post officers or staff on deputation for specialized functions. Such deputation shall be subject to consent of the parent department and shall ordinarily not exceed three years, extendable once. Deputationists shall draw pay and allowances as per deputation rules of the Government.

11.8 The Commission may engage advisors, experts, or consultants for specific tasks such as legal drafting, research, gender policy analysis, or capacity building. Such engagements shall be for fixed terms not exceeding one year, extendable based on project needs. Selection shall be through a competitive process based on qualifications, experience, and terms of reference approved by the Commission. Consultants shall be paid remuneration and allowances as determined by the Commission with prior concurrence of the Government.

11.9 The performance of all employees shall be reviewed annually through an Employee Performance Appraisal Report (EPAR) based on Key Result Areas (KRAs) aligned with the Commission's Annual Work Plan. The Secretary shall be evaluated by the Chairperson; all other officers shall be evaluated by their immediate supervisor and countersigned by the Secretary. The Chairperson shall submit an annual consolidated performance report to the Commission for record and review.

11.10 The Commission shall formulate a Capacity Development Plan for its officers and staff, identifying training priorities and partnerships. Training may be arranged through recognized institutions, such as the National School of Public Policy, NCSW, UN Women, or universities. Participation in training programs shall be recorded in the employee's service dossier.

11.11 Every employee shall adhere to the Code of Conduct **prescribed in Schedule I** and to the Government Servants (Efficiency and Discipline) Rules, as applicable. The Chairperson shall be the competent authority for initiating disciplinary proceedings against officers, while the Commission shall be the competent authority for action against the Secretary. The employee shall be afforded an opportunity of being heard before any adverse action is taken.

11.12 Services may be terminated on completion or expiry of contract; during probation for unsatisfactory performance; by one month's notice or pay in lieu thereof; or for misconduct after due process. An employee may resign by giving one month's written notice. No resignation shall be accepted while disciplinary proceedings are pending.

11.13 The Secretariat shall maintain service records, attendance registers, performance reports, and disciplinary records for all employees. All employees, advisors, and consultants shall sign a confidentiality and non-disclosure undertaking upon joining. Unauthorized disclosure of



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confidential information shall be treated as misconduct.

11.14 The Commission shall be an equal opportunity employer and shall ensure non-discrimination based on gender, ethnicity, religion, disability, or region. The Secretariat shall implement the Gilgit Baltistan Protection against Harassment of Women at the Workplace Act, 2010 and Rule and shall designate a Harassment Inquiry Committee for complaints. Gender balance shall be ensured in all recruitment panels and training programs.

11.15 Regular employees shall retire on attaining the age of 60 years or as prescribed by the Government. Pension, gratuity, or end-of-service benefits shall be governed by the applicable GB Government rules unless otherwise specified in their contract.

11.16 The Commission may, with the approval of the Government, frame a Human Resource Management Manual specifying detailed operational procedures for recruitment, performance evaluation, leave, and discipline.

**12.Fund**

12.1 In pursuance of Section 12 of the Act, there shall be established a fund to be called the "Gilgit-Baltistan Commission on the Status of Women Fund" (hereinafter referred to as the Fund). The Fund shall be a non-lapsable fund maintained in the name of the Commission and operated under these Rules. The Fund shall be kept in an account maintained in a scheduled bank or government treasury approved by the Government of Gilgit-Baltistan. The Fund shall be operated jointly by the Chairperson and the Secretary of the Commission. Separate sub-accounts may be maintained for specific projects, grants, or donor-funded activities with prior approval of the Government.

12.2 The Fund shall consist of (a) annual grants released by the Government of Gilgit-Baltistan; (b) grants or contributions from the Federal Government, provincial governments, or local bodies; (c) donations, endowments, or contributions from individuals, national or international organizations, subject to prior Government approval; (d) income derived from the Commission's publications, consultancy, or training services; and (e) any other receipts or recoveries authorized by the Commission.

12.3 The Fund shall be applied exclusively for purposes consistent with the Act and these Rules, including (a) payment of salaries, allowances, and benefits of the Chairperson, Members, and staff; (b) administrative and operational expenses of the Secretariat; (c) research, advocacy, and training programs; (d) awareness campaigns and consultations; (e) inspection, monitoring, and field activities; (f) procurement of goods, works, or services; and (g) any other expenditure approved by the Commission in



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furtherance of its functions. All expenditure shall be incurred in accordance with Public Procurement Rules, and financial procedures prescribed by the Government.

12.4 The Secretary shall prepare and submit to the Commission, by the 31st of March each year, the draft Annual Budget Estimates for the ensuing financial year. The Budget shall include (a) estimated receipts and expenditures, both recurrent and development; (b) details of ongoing and proposed projects; and (c) staff and administrative costs. After approval by the Commission, the Budget shall be submitted to the Government (Finance Department) for inclusion in the Annual Development Program or current budget, as appropriate. No expenditure shall be incurred unless included in the approved budget or specifically authorized by the Government.

12.5 The Chairperson shall be the Principal Disbursing Officer and may sanction expenditure up to the financial limits approved by the Government.

12.6 The Secretary, as the Principal Accounting Officer, shall (a) ensure compliance with financial rules; (b) maintain proper books of accounts and registers; (c) verify supporting vouchers and documents; and (d) certify statements of expenditure submitted to the Government or donors. The Chairperson may, in writing, delegate limited financial powers to officers of the Commission for specific purposes.

12.7 All receipts shall be deposited promptly into the Fund account. Payments shall be made through crossed cheques or electronic transfer, duly authorized by both signatories. Petty cash shall not exceed Rs. 50,000 at any time and shall be replenished on an imprest basis. The Commission shall maintain a Cheque Issue Register, Receipt Register, and Payment Register for audit verification.

12.8 The Secretariat shall maintain books of accounts in accordance with government accounting standards, including (a) General Cash Book; (b) Journal and Ledger; (c) Expenditure Register; (d) Asset Register; and (e) Grant and Donation Register. All transactions shall be supported by proper vouchers, receipts, and approvals. Accounts shall be closed at the end of each financial year on 30th June and submitted to the Auditor General for audit.

12.9 The Secretary shall prepare and submit to the Commission a Quarterly Financial Report summarizing: (a) receipts and expenditures; (b) budget utilization rate; and (c) financial variances, if any. The Commission shall review and approve the report and forward a copy to the Government within fifteen (15) days. The



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Annual Financial Statement shall accompany the Commission's Annual Report under Section 16 of the Act.

12.10 Acceptance of foreign or donor grants shall require prior approval of the Government and shall comply with applicable financial regulations and donor agreements. The Commission shall maintain a Donor-Funded Projects Register showing the source, purpose, amount, and utilization status of each grant. Donor funds shall be subject to the same audit and reporting procedures as the Commission's own funds.

12.11 The Commission shall institute internal controls to ensure economy, efficiency, and transparency in financial management. Procurement of goods, works, and services shall follow Public Procurement Rules (GB) and any guidelines issued by the Commission with Government concurrence. The Chairperson shall ensure segregation of duties between sanctioning, procurement, and payment functions.

12.12 The accounts of the Commission shall be audited annually by the Auditor General of Gilgit-Baltistan, as provided in Section 15 of the Act. The Commission may also conduct internal audits or engage independent auditors for donor-funded projects. Audit observations shall be reviewed by the Executive Committee and corrective measures implemented within sixty (60) days.

12.13 Surplus funds, if any, may be invested in Government securities or interest-bearing deposits in accordance with Government policy. No investment shall be made without prior written approval of the Government. Any deficit in the Fund shall be reported immediately to the Government with proposals for remedial action.

12.14 The Commission shall reconcile its accounts with the bank and the Government Treasury at the close of each month. An Annual Reconciliation Statement shall be signed jointly by the Secretary and the bank manager and attached to the annual financial statement. The Commission shall issue a Certificate of Financial Integrity annually confirming compliance with rules and audit recommendations.

12.15 Any misuse or misappropriation of the Fund shall be treated as financial misconduct and dealt with under the applicable Efficiency and Discipline Rules. The Commission may recommend to the Government disciplinary or legal action against any officer or employee found guilty after due process. Recovery of loss or damage to the Fund shall be made from the responsible person(s) in accordance with law.



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**13. Custody and Investment of Funds**

13.1 The overall custody and management of the Fund shall rest with the Commission through the Secretary as Principal Accounting Officer, under the general supervision of the Chairperson. All monies belonging to the Fund shall be deposited in the official bank account of the Commission established under Rule 12.3. The Commission shall not keep any funds in personal custody or in private bank accounts of its officers or Members. Cash in hand at any time shall not exceed Rs. 50,000 and shall be used only for petty expenses through an imprest account system, replenished on submission of verified vouchers. All receipts and disbursements shall be acknowledged by numbered receipts and vouchers, sequentially maintained in registers for audit trail. The Secretary shall ensure that custody arrangements comply with the Gilgit-Baltistan Treasury Rules regarding record-keeping, double-entry posting, and reconciliation.

13.2 The Commission shall maintain its Fund account in a scheduled bank authorized to handle government accounts in Gilgit-Baltistan. The bank account shall be titled "*Gilgit-Baltistan Commission on the Status of Women Fund Account*". The account shall be operated jointly by the Chairperson and the Secretary, both authorized signatories, with specimen signatures lodged with the bank. Cheques or electronic transfers shall require dual authorization, and no blank or pre-signed cheques shall be issued. Monthly bank statements shall be obtained and reconciled with the Commission's books by the 10th of every month; discrepancies, if any, shall be investigated and rectified immediately. The Commission may request the Finance Department to open sub-accounts for specific donor or project funds, which shall be operated under the same controls.

13.3 Where the Fund has a surplus balance after meeting recurring and committed liabilities, the Commission may, with prior written approval of the Government, invest such surplus in (a) Government securities or Treasury Bills; (b) interest-bearing term deposits in scheduled banks; or (c) any other secure financial instrument approved by the Finance Department. Investments shall prioritize safety and liquidity over profit. No investment shall be made in private corporate entities or ventures without explicit approval of the Government. Income earned from such investments shall accrue to the Fund and be shown under a separate head of account titled "Investment Income." A Register of Investments shall be maintained, showing date of investment, amount, instrument type, maturity date, rate of return, and realization date.

13.4 All withdrawals from the Fund shall be supported by duly sanctioned expenditure vouchers and accompanied by budget codes and heads. No withdrawal shall be made in anticipation of grants or receipts not yet realized. Electronic Fund Transfer (EFT) may be used for large or recurring payments to enhance efficiency and



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reduce risk of fraud. The Secretary shall verify all payment documentation before authorizing disbursement. Original investment certificates, bank documents, and cheque books shall be kept in a fireproof safe or strong room located in the Commission's Secretariat. The keys to the safe shall be held jointly by the Chairperson and the Secretary. Duplicate copies of key financial records and account statements shall be stored digitally with password-protected access and regular backup. Loss, theft, or damage of any financial instrument shall be reported immediately to the Chairperson, the bank, and the Auditor General of GB.

13.5 Original investment certificates, bank documents, and cheque books shall be kept in a fireproof safe or strong room located in the Commission's Secretariat. The keys to the safe shall be held jointly by the Chairperson and the Secretary. Duplicate copies of key financial records and account statements shall be stored digitally with password-protected access and regular backup. Loss, theft, or damage of any financial instrument shall be reported immediately to the Chairperson, the bank, and the Auditor General of GB.

13.6 The Commission shall conduct monthly internal reconciliation of cash balances, bank balances, and ledger accounts. A Quarterly Financial Reconciliation Statement shall be signed jointly by the Chairperson and Secretary and placed before the Executive Committee. At the close of each financial year, a reconciliation certificate shall be attached to the Annual Statement of Accounts submitted for audit.

13.7 The accounts of the Commission shall remain subject to audit by the Auditor General of Gilgit-Baltistan as per Section 15 of the Act and Rule 12.11. The Auditor may conduct special or surprise audits to verify compliance with custody and investment procedures. Audit findings shall be reviewed by the Executive Committee within 30 days of receipt, and corrective measures shall be recorded in the minutes. The Commission shall implement all audit recommendations and report compliance to the Government.

13.8 Any loss of public money due to fraud, negligence, or misappropriation shall be immediately investigated. The Commission shall fix responsibility and recover the amount from the person(s) at fault under the Gilgit-Baltistan Government Servants (Efficiency and Discipline) Rules. Serious irregularities shall be reported to the Government and the Auditor General, and may lead to disciplinary or criminal proceedings.

13.9 In the event of closure or reorganization of the Commission, all bank accounts shall be closed in consultation with the Finance Department, and the remaining balance shall be transferred to such account as the Government may direct. All financial records shall be



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handed over to the designated custodian within thirty (30) days of such closure.

**14. Right to home and family**

14.1 The Secretary, in consultation with the Chairperson and relevant officers, shall prepare the Annual Budget Estimates of the Commission for each financial year. The budget shall cover both (a) Current expenditures (salaries, utilities, operations, etc.); and (b) Development expenditures (projects, research, training, advocacy, and outreach). Each Head of Section or Unit within the Secretariat shall submit its budgetary requirements to the Secretary not later than the 15th of February each year. The Secretary shall consolidate all proposals and place the Draft Budget before the Executive Committee for preliminary scrutiny. After endorsement by the Executive Committee, the Draft Annual Budget shall be placed before the Commission for approval by 31st March. The approved budget shall then be forwarded to the Government (Finance Department) for inclusion in the Annual Budget Estimates of Gilgit-Baltistan.

14.2 If during a financial year it becomes necessary to incur expenditure not provided for in the budget, or to increase any item of expenditure, the Secretary shall prepare Supplementary or Revised Estimates with justification. These estimates shall be approved by the Commission and submitted to the Government for sanction, as required under GB financial regulations. No re-appropriation or supplementary expenditure shall be made without prior approval of the competent authority. The Commission's budget shall be classified under appropriate Heads of Account following the Government's Chart of Accounts and budget classification codes. Expenditure shall be controlled through Budget Control Registers maintained by the Finance/Accounts Section of the Secretariat.

14.3 The Secretary shall not authorize any expenditure which is not covered by a sanctioned budget head or exceeds the available balance.Commitments and liabilities shall be recorded in a Commitment Register to ensure funds availability prior to incurring expenditure. The Chairperson shall review quarterly budget utilization reports to ensure efficiency and compliance.

14.4 The accounts of the Commission shall be maintained on a double-entry cash basis in accordance with the Gilgit-Baltistan Treasury and Financial Rules and any accounting standards issued by the Auditor General of GB. The accounts shall record (a) all receipts from the Government, donors, or other sources; (b) all expenditures incurred under approved budget heads; and (c) all assets, liabilities, and fund balances. The following primary books shall be maintained (a) Cash Book; (b) Journal and Ledger; (c) Expenditure Register; (d) Advances and Adjustment Register; (e) Asset and Inventory Register; (f) Grant/Debt Register (for external funds). Entries shall be made daily, verified, and initialed by the Accounts Officer and the Secretary.

14.5 The Secretary shall prepare Quarterly Financial Statements showing (a) budgeted versus actual expenditure; (b) receipts from all sources;



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and (c) variance analysis and justifications. These statements shall be presented to the Executive Committee within fifteen (15) days after the close of each quarter. Summaries of quarterly financial performance shall be forwarded to the Government (Finance Department and Women Development Department). The Chairperson shall present a mid-year budget Review Report in the third quarter to identify savings, shortfalls, or re-allocations needed.

14.6 At the end of each financial year, the Secretary shall prepare an Annual Statement of Accounts, which shall include (a) a Balance Sheet showing assets and liabilities; (b) an Income and Expenditure Statement; (c) a Cash Flow Statement; and (d) a Schedule of Fixed Assets. The Annual Statement of Accounts shall be certified by the Chairperson and Secretary and submitted to the Auditor General of Gilgit-Baltistan for audit not later than 30th September following the close of the financial year. The audited accounts shall be incorporated into the Annual Report of the Commission under Rule 16.

14.7 The Commission shall maintain an Internal Control Framework to ensure transparency and prevention of financial irregularities. The framework shall include (a) segregation of duties between sanctioning, purchasing, and payment functions; (b) periodic internal verification of cash, assets, and stocks; (c) pre-audit checks on all payments; and (d) certification of bank reconciliations each month. The Commission may engage an Internal Auditor or assign the function to a qualified officer within the Secretariat to perform quarterly reviews and advise on corrective actions.

14.8 The accounts shall be subject to annual audit by the Auditor General of Gilgit-Baltistan, and to any special or performance audits requested by the Government or the Commission. Audit observations shall be discussed in a meeting of the Executive Committee within 30 days of their receipt. The Commission shall issue a written Audit Compliance Report to the Auditor General and the Government within 60 days after the meeting. Unresolved audit objections shall be recorded in an Audit Register and monitored until settled.

14.9 All accounting records, vouchers, and financial documents shall be preserved or as directed by the Auditor General. Digital copies shall be maintained as backup in the Commission's secure data system. Disposal of old records shall be done under supervision and with prior approval of the Secretary, following certification by the Internal Auditor.

14.10 The Commission shall publish on its official website an Annual Financial Summary after audit, showing aggregate income and expenditure by major heads, without disclosing confidential details. The summary shall form part of the Commission's transparency and accountability framework to the public. Financial statements and audit reports shall be available for inspection.

**15.Audit of** 15.1 The accounts of the Commission shall be subject to annual audit



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**Accounts**

by the Auditor General Gilgit Baltistan in accordance with the Auditor- General of Gilgit-Baltistan (Functions, Powers, and Terms and Conditions of Service) Act, 2012, The audit shall cover all receipts, expenditures, assets, and liabilities of the Commission, including donor-funded and special projects. The audit shall assess (a) accuracy and completeness of financial statements; (b) compliance with financial laws and rules; (c) efficiency and economy of expenditure; and (d) adequacy of internal controls.

15.2 The Secretary shall submit the Annual Statement of Accounts under Rule 14.6 to the AGGB by 30th September each year. The Auditor General shall conduct the audit and issue a Draft Audit Report within 90 days of receipt of accounts. The Secretary shall furnish written replies to audit observations within 30 days of receipt of the draft report. The Auditor General shall issue a Final Audit Report after considering the replies, and forward copies to (a) the Government; (b) the Commission; and (c) the Women Development Department for record and follow-up.

15.3 In addition to the annual audit, the Government or the Commission may request the Auditor General to conduct a special audit or performance audit on any specific aspect, program, or financial year. Such audits shall focus on value-for-money, project outcomes, and compliance with grant or donor conditions. The cost of special or performance audits, if any, shall be charged to the Commission Fund.

15.4 The Commission shall establish an Internal Audit Function within the Secretariat, to be led by a qualified finance or audit professional not below BPS-18 or equivalent. The Internal Auditor shall report functionally to the Executive Committee and administratively to the Chairperson. The Internal Auditor shall (a) verify financial transactions for accuracy and compliance; (b) review internal control systems; (c) assess efficiency of fund utilization; (d) conduct risk assessments; and (e) prepare quarterly internal audit reports. Internal audit reports shall be discussed in the Executive Committee within 15 days of submission and corrective actions recorded in the minutes.

15.5 Upon receipt of any audit query or observation, the Secretary shall obtain factual information and prepare a draft reply within seven (7) days. The draft reply shall be reviewed by the Chairperson and finalized before submission to the AGGB. Each query shall be logged in an Audit Query Register, recording (a) date of receipt, (b) nature of observation, (c) reply submitted, (d) date of compliance, and (e) status of settlement. The Audit Query Register shall be reviewed quarterly by the Executive Committee.

15.6 Upon receipt of the Final Audit Report, the Secretary shall



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prepare an Audit Review Note, summarizing each para, reply, and corrective measure proposed. The Audit Review Note shall be submitted to the Executive Committee within thirty (30) days of receipt of the report. The Committee shall discuss each audit observation and issue directions for compliance, recovery, or disciplinary action. The Commission shall submit an Audit Compliance Report to the Government and AGGB within sixty (60) days of receipt of the Final Audit Report. Unresolved audit paras shall remain open and tracked through the Audit Follow-up Register until settled by the AGGB.

15.7 If any audit observation results in a determination of loss to public funds, the Secretary shall initiate recovery proceedings against the responsible officer(s) under the Gilgit-Baltistan (Efficiency and Discipline) Rules, 2011. Recoveries shall be credited to the Commission Fund under an appropriate head of account. Failure to initiate recovery action shall itself be treated as negligence and subject to disciplinary action.

15.8 Donor-funded or externally aided projects executed by the Commission shall be subject to separate audit by the AGGB or by auditors designated in the grant agreement. Copies of donor audit reports shall be shared with the Government, the AGGB, and the donor agency. The Commission shall ensure that recommendations arising from such audits are implemented within the time limits agreed with the donor or the Government.

15.9 The Commission shall summarize key audit findings and corrective measures in its Annual Report under Rule 16. The summary shall include (a) number of audit paras settled; (b) recoveries made; and (c) systemic improvements introduced.

15.10 After completion of the audit process and settlement of all audit paras for a financial year, the Commission shall issue a Certificate of Audit Closure signed by the Chairperson and Secretary. The Certificate shall confirm that (a) all audit observations have been addressed or are under compliance; (b) no unauthorized expenditures remain outstanding; and (c) all recoveries, if due, have been made. The Certificate shall be filed with the Finance Department and retained in the Commissions Audit Register.

**16.Right to political participation**

16.1 The Annual Report of the Commission shall serve as a comprehensive statement of performance, financial accountability, and policy impact for each financial year. It shall cover the period from 1st July to 30th June and present achievements, challenges, and recommendations to the Government for advancing gender equality and women's empowerment. The report shall provide both narrative and statistical information on the Commission's work, including progress against the strategic plan and the annual work



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plan.

16.2 The Secretary shall coordinate the preparation of the Annual Report under the guidance of the Chairperson. Each Wing, Section, or Sub-Committee of the Commission shall submit a sectional report and performance data to the Secretariat by 31st July each year. The Executive Committee shall review the draft report before submission to the full Commission for approval.

16.3 The Annual Report shall, at a minimum, include the following parts:

a. Introductory Section: Message from the Chairperson; Overview of the Commission's mandate, vision, and key functions under the Act; Highlights of the reporting year.
b. Governance and Administration: Composition of the Commission and Executive Committee; Meetings held and key decisions taken Attendance record of Members; Secretariat structure and staffing status.
c. Capacity-building activities: Policy and Programmatic Activities; Review of laws, policies, and programs examined by the Commission; Research studies, consultations, or advocacy campaigns conducted; Collaboration with other commissions, NGOs, or international partners; Inspection visits, field missions, and monitoring activities.
d. Performance against Strategic Objectives: Progress against targets defined in the Strategic Plan and Annual Work Plan; Gender equality indicators and outcomes; Case studies or success stories; Challenges encountered and remedial measures.
e. Financial Statements: Summary of income and expenditure under main heads; Budget utilization report; Grants, donations, or project funds received; Key audit observations and compliance status; Summary of recoveries and savings.
f. Recommendations and Future Priorities: Legislative, policy, and administrative recommendations to the Government; Areas for future intervention and resource needs; Emerging gender issues and suggested policy responses.
g. Annexures: List of Members and Secretariat staff; Details of meetings, sub-committees, and consultations; Summary of decisions pending implementation; Relevant statistical tables, charts, and annexed reports

16.4 The report shall follow a standard format and layout approved by the Commission, ensuring clarity, readability, and consistency with Government reporting protocols. It shall be prepared in both English and Urdu, with an executive summary in Urdu for public dissemination. A digital version shall be prepared for upload to the Commission's official website after approval.

16.5 The Draft Annual Report shall be placed before the Commission at



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its meeting held in August each year for approval. Upon approval, the report shall be signed by the Chairperson and Secretary. The finalized report shall be transmitted to the Women Development Department by 15th September, for onward submission to the Chief Minister and inclusion in the Cabinet agenda if required.

16.6 In addition to the Annual Report, the Commission shall prepare a mid-year Progress Review in January each year, highlighting progress against the work plan and budget utilization. The Review shall identify constraints and propose mid-course corrections for approval by the Commission and the Government.

16.7 The Commission shall maintain a Performance Data System for continuous monitoring of its programs and activities throughout the year. All statistics and performance data included in the Annual Report shall be verified by the concerned Section and certified by the Secretary. The Commission may collaborate with the Planning & Development Department to ensure consistency with provincial and national gender indicators.

16.8 The Women Development Department shall use the Commission's Annual Report to inform policy planning, budget proposals, and development initiatives related to gender equality. Recommendations of the Commission, once accepted by the Government, shall be reflected in departmental policy documents and performance frameworks.

16.9 The Secretariat shall maintain a digital archive of all Annual Reports, starting from the year of establishment of the Commission. A summary version ("Citizen's Report") may be published annually in plain language for general awareness.

**17. Assistance to the Commission**

17.1 Every Department, Attached Office, Authority, and Agency of the Government of Gilgit-Baltistan shall extend full cooperation and assistance to the Commission in the performance of its statutory functions under the Act. Such assistance shall include, but not be limited to (a) providing access to official data, reports, and records relevant to women's rights and gender equality; (b) nominating focal persons for coordination with the Commission; (c) implementing recommendations of the Commission within their jurisdiction; (d) facilitating visits, inspections, or field inquiries by the Commission; and (e) responding to Commission requests within prescribed time limits.

17.2 Within thirty (30) days of the commencement of these Rules, each Government Department shall designate a Gender Focal Person, not below BPS-18, to liaise with the Commission. The list of focal persons, along with their contact details, shall be compiled and maintained by the Secretariat. Focal persons shall be responsible for (a) coordinating departmental responses to the Commission's



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queries; (b) facilitating the implementation of Commission recommendations; (c) assisting in the collection of data for gender analysis; and (d) attending coordination meetings convened by the Commission.

17.3 The Commission may establish an Inter-Departmental Coordination Committee (IDCC) to facilitate cooperation among key government departments, including Social Welfare, Health, Education, Law, Planning & Development, Finance, and Home. The Chairperson of the Commission shall chair the IDCC; the Secretary shall act as Secretary to the Committee. The Committee shall (a) review progress on implementation of gender policies and Commission recommendations; (b) identify cross-sectoral issues and propose coordinated actions; (c) develop mechanisms for mainstreaming gender in government plans and budgets; and (d) report bi-annually to the Chief Secretary on progress and challenges. The IDCC shall meet at least twice a year, and its proceedings shall be recorded in minutes approved by the Chairperson.

17.4 The Commission may, in writing, request any Government Department or authority to (a) provide specific data or information; (b) nominate representatives to attend Commission meetings; (c) take administrative or corrective measures on gender-related issues; or (d) furnish reports on implementation of Commission recommendations. Every such request shall be addressed to the Secretary of the concerned Department, with a copy to the Chief Secretary for information. Departments shall respond within such period as may be specified by the Commission.

17.5 The Commission shall have access to official information, data, or documents necessary for carrying out its functions, subject to legal confidentiality restrictions. Where information is classified or sensitive, the Department concerned shall facilitate access through a confidential briefing or redacted documentation as mutually agreed. The Commission shall ensure secure handling of all such data and maintain confidentiality in accordance with applicable laws.

17.6 When the Commission issues recommendations or directives to any Department or Agency, such body shall (a) acknowledge receipt within seven (7) days; (b) take necessary action within sixty (60) days; and (c) report the outcome to the Commission in writing. The Commission may, if unsatisfied with the response, refer the matter to the Chief Secretary for further direction. A Register of Recommendations shall be maintained by the Secretariat, tracking each recommendation, response, and implementation status.

17.7 All law enforcement agencies, including the Home Department, Federal Investigating Agency (FIA) shall provide necessary assistance to the Commission in (a) conducting inspections of



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detention facilities where women or girls are kept; (b) obtaining information on cases of gender-based violence; and (c) ensuring protection of witnesses and complainants cooperating with the Commission. Such cooperation shall be provided promptly upon written request of the Commission or the Chairperson.

17.8 Departments such as Planning & Development, Education, & Health shall collaborate with the Commission on research, gender audits, and data generation. Joint research studies, surveys, or evaluations may be conducted under Memoranda of Understanding (MoUs) approved by the Commission and the concerned Department. The Commission may also partner with universities, think tanks, or NGOs for technical assistance with Government concurrence.

17.9 All Divisional and District Administrations shall cooperate with the Commission in implementing programs, facilitating visits, and sharing local-level data on women's issues. Each Deputy Commissioner shall designate a District Gender Focal Officer to liaise with the Commission. The Commission may hold District Consultations to review local gender issues, supported by the district administration and social welfare officers.

17.10 If any Department or authority fails to provide assistance or information within the prescribed time, the Commission may bring the matter to the notice of the Chief Secretary. The Chief Secretary shall, after due inquiry, direct the concerned authority to comply and may take administrative action in cases of persistent non-cooperation. A quarterly Assistance Compliance Report shall be placed before the Executive Committee, showing cooperation status of all departments.

17.11 All requests and responses relating to assistance shall be documented and recorded in a Coordination Register maintained by the Secretariat. The Commission shall summarize inter-departmental cooperation achievements and constraints in its Annual Report under Rule 16.



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## Schedule I

## Oath of Office

I, _____, having been appointed as the Chairperson / Member / Secretary of the Gilgit-Baltistan Commission on the Status of Women, do solemnly affirm that I will discharge my duties honestly, faithfully, and to the best of my ability, in accordance with the Gilgit-Baltistan Commission on the Status of Women Act, 2022 and the Rules made thereunder; that I will not allow my personal interest to influence my official conduct or decisions; and that I will preserve the confidentiality of all matters entrusted to me.

Signature: _____

Date: _____



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## Schedule II

*(See Rule 7.1 and 7.2)*

Secretariat of the Gilgit-Baltistan Commission on the Status of Women

| S.No. | Designation/ Post | Scale | No. Of Posts |
|---|---|---|---|
| 1. | Chairperson | 20 | 1 |
| 2. | Secretary | 19 | 1 |
| 3. | Director (Admin & Finance) | 18 | |
| 4. | Assistant Director (Research and policy) | 17 | 1 |
| 5. | Assistant Director (Advocacy & Legal Affairs) | 17 | 1 |
| 6. | Assistant Director (Monitoring & Evaluation) | 17 | 1 |
| 7. | Research Officer/ Gender Analyst | 17 | 1 |
| 8. | Private Secretary | 16 | 1 |
| 9. | Assistant | 15 | 4 |
| 10. | Stenotypist | 14 | 4 |
| 11. | Upper Division Clerk (UDC) | 11 | 3 |
| 12. | Lower Division Clerk (LDC) | 09 | 4 |
| 13. | Driver | 04 | 3 |
| 14. | Naib Qasid | 01 | 6 |
| 15. | Chowkidar | 01 | 2 |
| 16. | Sweeper | 01 | 1 |



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| | | | |
|---|---|---|---|
| 17. | Mali | 01 | 1 |
| Total | | | 36 |

a. Posts and pay scales shall be sanctioned by the Government in consultation with the Finance & Services Departments.

b. The Commission may propose re-designation or creation of posts, subject to prior Government approval.

c. Deputation or contract staff shall draw pay and allowances as admissible under GB Government rules.

d. The organizational chart of the Secretariat may be issued separately by administrative order.



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## Schedule II (B)

*(See rule 7.2 and Rule 11)*

| S.NO. | Designation | Minimum Qualification/ Experience /Age Limit | Method of recruitment and Promotion |
|---|---|---|---|
| 1. | Chairperson (BPS-20) | As prescribed in Section 5 of the Act, a woman of known integrity and standing, with postgraduate qualification (preferably in Law, Social Sciences, Gender Studies, or Public Policy) and 15 years' relevant experience. | Appointed by Government on recommendation of the Selection Committee constituted under Section 5 of the Act. |
| 2. | Secretary (BPS-19) | Serving officer of BPS-19 from OMS / DMS / LAS with at least 12 years' experience in administration, law, or development sector. | By transfer / deputation from Government service on recommendation of the Chairperson. |
| 3. | Director (Admin & Finance) (BPS-18) | Master's in Public Administration, Finance, or Business Management; 8 years' relevant experience; max age 50 years. | 50 % promotion from Assistant Director (17) having 5 years' service; 50 % by initial appointment through open advertisement. |
| 4. | Assistant Director (Research & Policy) (BPS-17) | Master's / M.Phil. in Gender Studies, Sociology, Economics, Public Policy or Law; 5 years' experience in research or policy. | 100% initial appointment |



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| 5. | Assistant Director (Advocacy & Legal Affairs) (BPS-17) | LL.B; 5 years' experience in legal practice / women's rights advocacy. | 100% initial appointment |
| 6. | Assistant Director (Monitoring & Evaluation) (BPS-17) | Master's in Statistics, Development Studies or Project Management; experience in data analysis preferred. | 100% initial appointment |
| 7. | Research Officer / Gender Analyst (BPS-17) | Master's in Social Sciences / Gender Studies / Economics; 1–2 years' experience in research. | 100% initial appointment |
| 8. | Private Secretary (BPS-16) | Graduate; 3 years' experience. | By promotion from Stenotypist (14) or initial appointment through test. |
| 9. | Assistant (BPS-15) | Graduate; 3 years' prior experience. | By promotion from UDC (11) with 5 years' service / initial appointment (50:50). |
| 10. | Stenotypist (BPS-14) | Graduate | **I**nitial Appointment through test and interview |
| 11. | Upper Division Clerk (BPS-11) | Graduate | Promotion from LDC (BPS-09)/ Initial appointment 50:50 |
| 12. | Lower Division Clerk (BPS-09) | Graduate | Initial Appointment |
| 13. | Driver (BPS-04) | Middle pass; physically fit; valid driving license; 3 years' experience. | Initial Appointment |



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| 14. | Naib Qasid (BPS-01) | Literate with basic office experience | Initial Appointment |
| 15. | Chowkidar (BPS-01) | Physically fit | Initial Appointment |
| 16. | Sweeper (BPS-01) | Prior experience in sanitation work | Initial Appointment |
| 17. | Mali (BPS-01) | Prior experience in Gardening | Initial Appointment |

**Notes for Part B**

1. Age limits and relaxations shall be governed by the Gilgit-Baltistan Civil Servants (Appointment, Promotion & Transfer) Rules.
2. For promotion, satisfactory service record and performance evaluation shall be mandatory.
3. Recruitment shall observe quotas prescribed by the Government (gender, regional, disability).
4. All advertisements shall allow at least 21 days for application submission.



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## Schedule III

## Declaration of Assets and Conflict of Interest

### Part I. Personal Information

1. Name:
2. Designation:
3. CNIC:
4. Date of appointment:
5. Current Occupation (if any):
6. Address:

### Part II. Assets and Liabilities

(Information to include own, spouse's, and dependent children's interests)

| S.No. | Category | Description | Estimated value | Ownership Type (Self, Spouse, Dependents) |
|---|---|---|---|---|
| 1. | Immovable Property | | | |
| 2. | Moveable Assets | | | |
| 3. | Investments | | | |
| 4. | Bank Accounts | | | |
| 5. | Loan and Liabilities | | | |

### Part III. Affiliations and Interests

1. Membership or position in any board, society, trust, NGO, Company, or Political Organization: Yes / No

   If yes, provide details:

2. Any contract, Consultancy, or funding relationship with Government departments, donor agencies, or private organizations: Yes/ No

   If yes, provide details:

3. Any Close relationship with individuals or entities likely to have official dealings with the commission: Yes/ No

   If yes, provide details:

### Part IV. Conflict of Interest Statement



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I hereby declare that, to the best of my knowledge and belief, I have disclosed all financial interests, affiliations, and potential conflicts that may affect my ability to discharge my duties impartially as Chairperson / Member / Secretary of the Gilgit-Baltistan Commission on the Status of Women.

I undertake to perform my duties honestly and without bias; abstain from deliberations or decisions where I have a conflict of interest; and notify the Commission in writing of any change in circumstances giving rise to a new conflict within fifteen (15) days.

**Part V. Confidentiality Clause**

This declaration shall be treated as a confidential document and shall be used only for purposes of administrative, legal, or audit verification under the Gilgit-Baltistan Commission on the Status of Women Act, 2022. Unauthorized disclosure of this information is prohibited.

**Part VI. Declaration**

I hereby declare that the information provided above is complete, true, and correct to the best of my knowledge and belief, and that nothing has been concealed or misstated. I understand that any false statement, concealment, or misrepresentation may render me liable to disciplinary action or removal under the Gilgit-Baltistan Commission on the Status of Women Act, 2022.

**Part VI. Verification:**

Signature of Declarant:

Date

Witness (Secretary/ Authorized Officer)

**Dat**

**Signature**

**CNIC**



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## Schedule IV

## Code of Conduct

### Preamble

This Code of Conduct is issued under Rule 6.8 of the Gilgit-Baltistan Commission on the Status of Women Rules 2025. It binds the Chairperson, Members, Secretary, and Secretariat staff of the Commission. The Code aims to ensure transparency, integrity, accountability, and gender-sensitive behaviour in the performance of official duties.

### 1. Core Principles

All functionaries of the Commission shall:

a. act with honesty, impartiality, and professionalism;
b. uphold the Constitution of Pakistan, the Gilgit-Baltistan Order 2018, and the Act 2022;
c. respect and promote human rights, equality, and dignity for all; and
d. avoid any conduct that may bring the Commission into disrepute or conflict with its mandate.

### 2. Integrity and Impartiality

a. Decisions shall be based solely on merit, evidence, and public interest.
b. No Member or officer shall solicit or accept, directly or indirectly, any gift, favour, benefit, or hospitality that might influence or appear to influence performance of official duties.
c. Political neutrality shall be maintained in all public statements and actions.
d. Members shall not use the Commission's name or resources for personal or partisan purposes.

### 3. Conflict of Interest

a. All Members shall avoid situations where private interests conflict or appear to conflict with official duties.
b. Any actual or potential conflict shall be declared in writing immediately and recorded by the Secretary.
c. A Member with a declared conflict shall recuse from related discussions or decisions.
d. Failure to disclose a conflict constitutes misconduct under Rule 6.7.

### 4. Confidentiality and Data Protection

a. Information obtained in the course of duty shall not be disclosed except as authorized by the Commission or required by law.



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b. All documents, research, or communications marked confidential shall be stored and transmitted securely.
c. Upon cessation of office, Members and staff shall return all official records and materials to the Secretariat.

5. **Professional Conduct in Meetings and Public Engagements**

a. Members shall attend meetings punctually and actively contribute to deliberations.
b. Differences of opinion shall be expressed respectfully and recorded in the minutes if desired.
c. Public statements on Commission matters shall be issued only through the Chairperson or an authorized spokesperson.
d. In all engagements, Members shall demonstrate gender sensitivity, inclusiveness, and cultural respect.

6. **Use of Resources**

a. Commission resources, funds, vehicles, and equipment shall be used only for official purposes.
b. Financial transactions shall comply with the Gilgit-Baltistan Financial and Procurement Rules.
c. Any loss, misuse, or damage to Commission property must be reported immediately to the Secretary.

7. **Attendance and Commitment**

a. The Chairperson and Members shall attend at least two-thirds of all scheduled meetings each year, unless prevented by valid cause.
b. Continuous absence from three consecutive meetings without justification may attract action under Rule 6.6.
c. Secretariat staff shall observe official working hours and perform duties diligently.

8. **Non-Discrimination and Workplace Ethics**

a. The Commission shall maintain a safe and inclusive work environment free from harassment, discrimination, or intimidation.
b. Conduct towards colleagues, stakeholders, and the public shall be respectful regardless of gender, ethnicity, religion, or disability.
c. Any complaint of harassment or discrimination shall be addressed under the Gilgit-Baltistan Protection against Harassment of Women at the Workplace Act or relevant rules.

9. **Public Communication and Representation**

a. No Member or officer shall issue public statements or media comments on behalf of the Commission without authorization.
b. Participation in external conferences, workshops, or consultative forums shall require prior approval of the Chairperson.



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c. All research, reports, and publications shall acknowledge contributors and maintain academic integrity.

**10. Sanctions for Breach**

a. Violation of this Code constitutes misconduct and may result in (a) warning or censure by the Commission; (b) suspension from duties pending inquiry; or (c) removal from office under Rule 6.6.
b. The Chairperson shall report serious breaches to the Government through the Women Development Department.
c. Secretariat staff shall be subject to disciplinary action under the applicable Gilgit Baltistan Civil Servants (Efficiency and Discipline) Rules, 2011.

**Acknowledgement**

Every Chairperson, Member, and Secretariat officer shall sign the following declaration upon assumption of office:

I, _____, having read and understood the Code of Conduct of the Gilgit-Baltistan Commission on the Status of Women, do hereby undertake to abide by its provisions and uphold the highest standards of integrity and impartiality in the discharge of my duties."

Signature _____

Date _____ Witness _____



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