



Punjab Skills Development Fund

Program Design & Procurement Committee Charter

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1. Purpose

The purpose of the Program Design and Procurement Committee (PDPC), herein after referred as 'The committee', is to review and make recommendations to the Board on procurement related matters as stated in the Committee Authority and Responsibilities sections of the Charter. The Committee may also like to overview the evaluation/results/outcomes of such procurements.

2. Committee Size and Composition

- i. Board of Directors ("the Board") should constitute the committee comprising of at least three (3) Members from among the Board.
- ii. The number of independent directors in the Committee shall be proportionate to the independent directors forming part of the Board.
- iii. Chairman of the committee shall be a Non-Executive Independent Director nominated by Board of Directors, who shall not be the Chairman of the Board.
- iv. Presence of majority of the members shall form the quorum.
- v. Board may dissolve / re-constitute the committee any time at its discretion.
- vi. Head of Procurement, PSDF shall attend the meeting in which any item related to non-program procurement has been included in the agenda of the meeting or upon invitation by the committee;
- vii. Head of Program Development department, PSDF or any other person appointed by the committee in his/her absence shall be the Secretary of the committee

3. Removal and Vacancy

- i. A member may resign from the committee and may also be replaced at any time by the Board. In case a member ceases to be a Director, they shall automatically cease to be a member of the committee.
- ii. The Board will fill vacancies in the committee by appointment from among the Directors of the Board.

4. Meetings

- i. The committee shall meet once every quarter or as often as its Chairman or majority of its members deem necessary or appropriate, in person, telephonically or electronically, and at such times, places and manner as its Chairman may determine.
- ii. In the absence of the committee Chairman the remaining Board members present shall elect one from amongst themselves to chair the meeting. Members of the committee have the right to invite any person to attend for all or part of any meeting, as and when they deem it appropriate and necessary.

5. Committee Authority and Responsibilities

The committee has the following authority and responsibilities:

- i. To review program framework, objectives and targets for the financial year
- ii. To review and recommend to the Board, before start of the Financial year, the proposed annual program procurement plan) of the company. These recommendations shall be considered for preparation of next year financial budget.
- iii. To evaluate each program related schemes/interventions, designed and proposed by the management, and make appropriate recommendations to the Board for approval.
- iv. To suggest/propose new interventions/schemes/programs for further research/deliberations by the management of the company.
- v. To review and recommend, for approval of the Board, un-budgeted programs and/or their extensions, discontinuations or any other changes without compromising the overall objectives of the company
- vi. To overview the evaluation/results/outcomes of these programs.
- vii. To ensure implementation of the PSDF Procurement Rules.
- viii. To review and make recommendations in relation to PSDF's Procurement Rules for the approval of the Board.
- ix. To review and recommend for approval of the Board, deletion/ insertion /change in existing Business Rule, when outside the remit of the management delegation of authority.
- x. Review and approve debarring & blacklisting policy of the vendors, consultant & training service provider and ensure its compliance
- xi. To approve non-program procurement in accordance with the Delegation of Authority limits.
- xii. To approve the unbudgeted non-program procurements, on the recommendations of management, provided that those are beyond DOA limits of management and/or cannot be met with re-appropriation of the financial year budget.

6. Responsibilities of Secretary of the Committee

Head of Procurement, Punjab Skills Development Fund or any person nominated in his / her absence by the committee should be Secretary of the committee:

- i. The Secretary shall be responsible, in conjunction with the Chairman, for drawing up the agenda along with working papers and circulate it at least seven (7) days prior to each meeting.
- ii. He/She shall be responsible to communicate to the Secretary of the Board, at least ten (10) days before the Board meeting alongwith the complete set of supporting documents, the agendas to be presented to the Committee which will require Board's approval or which have already been approved by the Committee.

- iii. He/She or his/her nominee shall attend each Committee meeting and record the proceedings of the meeting and minute the resolutions.
- iv. He/she shall circulate the draft minutes of the meetings to the members of the Committee within (14 days) after the meeting for approval and shall keep a record of all approved minutes of its meetings.
- v. The committee may assign other duties/responsibilities to the Secretary of the Committee from time to time apart from mention above.