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**ISLAMABAD, WEDNESDAY, DECEMBER 31, 2025**

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PART II

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

GOVERNMENT OF PAKISTAN  
**MINISTRY OF INFORMATION TECHNOLOGY AND  
TELECOMMUNICATION**  
**(Information Technology and Telecommunication Division)**

NOTIFICATION

*Islamabad the 22nd December, 2025*

**S. R. O. 2517(I)/2025.**—In exercise of the powers conferred by Section 20 read with Section 4(3) of the *National Information Technology Board Act, 2022* (Act No. XVII of 2022), the National Information Technology Board is pleased to make the following regulations for the conduct of business of the National Information Technology Board, namely:—

3835(1—7)

*Price: Rs. 10.00*

[2796 (2025)/Ex. Gaz.]

**National Information Technology Board (Conduct of Business)  
Regulations, 2025**

**CHAPTER I**

**PRELIMINARY**

**1. Short title and commencement.** - (1) These Regulations may be called the *National Information Technology Board (Conduct of Business) Regulations, 2025*.

(2) They shall come into force at once.

**2. Definitions.** - In these Regulations, unless there is anything repugnant in the subject or context,—

(a) “Act” means the *National Information Technology Board Act, 2022*;

(b) “Board” means the National Information Technology Board established under section 3 of the Act;

(c) “Chairperson” means the Chairperson of the Board;

(d) “Chief Executive Officer” or “CEO” means the Chief Executive Officer of the Board appointed under the Act and includes an Acting Chief Executive Officer appointed by the Board under the relevant rules or regulations;

(e) “Member” means a member of the Board and includes the Chairperson;

(f) “Secretary” means the Secretary of the Board; and

(g) “Regulations” means these regulations.

(2) Words and expressions used but not defined herein shall have the same meanings as assigned to them in the Act.

**CHAPTER II**

**ORGANIZATION OF THE BOARD**

**3. Headquarters.** - The headquarters of the Board shall be at Islamabad, and the Board may establish offices at such other places in Pakistan as it may deem appropriate.

**4. Composition.** - The composition of the Board shall be as provided in section 4 of the Act.

**5. Secretary of the Board.** - (1) The CEO shall be the ex-officio Secretary of the Board and shall perform such duties as are assigned under these Regulations or by the Board.

(2) In the absence of the CEO, the Chairperson shall designate an officer of the Board to act as Secretary for that meeting or for such period as may be necessary.

**CHAPTER III****MEETINGS OF THE BOARD**

**6. Annual schedule of meetings.** - (1) In December each year, the Secretary shall, with the approval of the Chairperson, circulate to Members a tentative schedule of meetings for the following year with at least one meeting every quarter.

(2) Subject to the direction of the Chairperson, the Secretary may share the draft schedule with the Board and may circulate the schedule after consultation with the Board.

**7. Notice of meetings.** - (1) The Secretary shall ordinarily issue notice of a meeting to all Members at least seven days in advance, together with the agenda and supporting documents.

(2) In the case of an extraordinary meeting, the Secretary may issue notice at least three days in advance.

Provided that the Chairperson may, in his discretion, call a meeting at shorter notice, if the quorum is present in person or through video-link.

(3) The notice shall specify the date, time, venue, and mode of the meeting, and shall be accompanied by the agenda approved by the Chairperson.

(4) Upon receipt of notice, each Member shall promptly inform the Secretary of their availability to attend in person or through video link. Any change in availability shall also be immediately communicated.

(5) Where sensitive or confidential information is involved, the Chairperson may direct that supporting documents be provided at the meeting table only and not circulated in advance.

(6) Notice shall be deemed served if sent by post, courier, or electronic means, and proof of dispatch shall be sufficient.

**8. Extraordinary meetings.** - (1) The Chairperson may summon a meeting at any time to decide urgent matters.

(2) A majority of the total Members may, by joint requisition to the Secretary, require that a meeting be convened within fourteen days. The Secretary shall forthwith forward such requisition to the Chairperson, who shall decide whether to accept the request and, if accepted, shall specify the date, time, or period within which the meeting shall be held.

**9. Place and mode of meeting.** - (1) A meeting shall normally be held at the headquarters of the Board.

(2) The Chairperson may direct that a meeting be held at any other place in Pakistan or permit Members to attend through video conferencing or other electronic means.

**10. Quorum.** - One-half of the total Members of the Board shall constitute quorum for a meeting.

**11. Conduct of meetings.** - (1) The Chairperson shall preside a meeting and in the absence of the Chairperson, a member designated by the Chairperson under section 4(4) of the Act shall preside over the Board's meetings.

(2) The Secretary shall brief Members on leave of absence, confirmation of previous minutes, and decisions taken by circulation for ratification, *if any*.

(3) Invitees or officials may attend only on invitation of the Chairperson or Secretary and for specific agenda items.

(4) An attendance sheet, signed physically or electronically, shall be maintained by the Secretary.

**12. Decisions of the Board.** - (1) The decisions of the Board shall be taken by a simple majority of Members present, provided the quorum is maintained.

(2) In the event of a tie, the presiding Member shall have a casting vote.

(3) A Member dissenting from the majority view may provide a brief written note to be recorded in the minutes.

**13. Decision by circulation.** - (1) The Chairperson may, for reasons to be recorded, direct that an urgent matter be decided through circulation of a summary among Members.

(2) If the majority of the quorum approves the summary in writing or electronically within the specified time, it shall be deemed a decision of the Board.

(3) Such decision shall be placed for ratification in the next meeting of the Board.

**14. Minutes.** - (1) The Secretary shall record a fair and accurate summary of proceedings and prepare draft minutes within three working days of a meeting.

(2) The draft minutes shall be placed before the Chairperson for approval and then circulated to Members for confirmation within seven days of a meeting.

(3) A Member may, within three working days of receipt, propose specific amendments to reflect dissent.

(4) The Chairperson may accept, reject, or partially accept the amendment, and his decision shall be final.

(5) The Secretary shall authenticate and keep the confirmed minutes of the meeting in safe custody, in physical or electronic form.

#### CHAPTER IV

#### REMUNERATION

**15. Remuneration.** - (1) The Members shall be entitled to the remuneration as per the following:

- (a) PKR 50,000/- fee will be paid per Member per Board meeting.
- (b) The Member stationed out-of-city and traveling for the Board meetings will be given airfare and hotel accommodation in Islamabad.
- (c) The Member stationed out-of-city and travelling for the Board meetings using his own resources will be paid travelling expenses at actual.
- (d) The Members will be paid their remuneration through cross-cheques.
- (e) NITB will arrange air tickets and hotel accommodation (where applicable).

#### CHAPTER V

#### DISCLOSURE OF INTEREST

**16. Disclosure of interest.** - (1) Where the Chairperson, the CEO, or any Member has a direct or indirect financial, professional, or personal interest in any matter under consideration of the Board, he shall, immediately upon becoming aware of such interest, disclose it in writing to the Board.

**Explanation.** - For the purpose of this regulation, "interest" includes the interest of an immediate family member, business partner, associate, or any entity in which the person has a beneficial or fiduciary role.

(2) All disclosures shall be placed on record and appropriately noted in the minutes of the meeting.

(3) A Member making such disclosure shall not participate in the discussion or decision of the matter and shall not be counted for the purpose of quorum, unless the majority of the Board present decides otherwise in writing

(4) If the Chairperson becomes aware of an undisclosed or potential conflict, he may direct the Member concerned to recuse. Where the conflict involves the Chairperson, the Board shall decide by majority whether the Chairperson shall recuse.

(5) If the Secretary has a conflict, he shall disclose the same and recuse himself; in such case, the Chairperson shall designate another officer to act as Secretary for that meeting.

## CHAPTER VI

### COMMITTEES

**17. Executive Committee.** - There shall be an Executive Committee of the Board under section 9 of the Act, exercising such delegated powers as may be prescribed by the Board.

**18. Other Committees.** - The Board may, under section 10 of the Act, constitute such technical, advisory, or other committees as it may deem necessary for specific functions.

## CHAPTER VII

### ADMINISTRATION

**19. Management.** - Subject to delegation by the Board, the CEO shall be responsible for day-to-day management of the Board's affairs, including administration, finance, contracts, human resources, training, and international cooperation.

## CHAPTER VIII

### MISCELLANEOUS

**20. Secrecy of proceedings.** - (1) All proceedings, summaries, and minutes shall remain confidential and shall not be disclosed until decisions are formally announced through approval of minutes or otherwise by the Chairperson or Secretary.

(2) No person shall disclose such information except with the prior permission of the Chairperson or as required by law.

**21. Action on Board decisions.** - (1) The CEO and concerned officers shall ensure timely and effective implementation of decisions of the Board.

(2) The Secretary shall duly communicate the relevant discussions and decisions of the Board to the officers or persons responsible for their implementation.

(3) The progress on implementation shall be reported to the Board in subsequent meetings.

**22. Savings.** -All powers, functions, and actions exercised or taken under previous delegations, notifications, or orders by the erstwhile NITB shall, to the extent not inconsistent with the Act or these Regulations, be deemed to have been validly exercised or taken.

**2. This is issued with approval of Competent Authority.**

**(F.No.NITB/Act (XVII)-2022/BoD)**

MUHAMMAD ASLAM LASHARI,  
Director.