

SINDH ELECTRIC POWER REGULATORY AUTHORITY
(CONDUCT OF BUSINESS AND MEETINGS) REGULATIONS, 2026

NOTIFICATION SEPRA/Admn-1/2026

Karachi, the 21st of September 2026

SEPRA/Admn - 1/2026. In exercise of the powers conferred by section 32 read with sub-sections (9), (10), (11) and (13) of section 3 and sections 5, 6 and 35 of the Sindh Regulation of Electric Power Services Act, 2023 (Sindh Act No. XVII of 2023), the Sindh Electric Power Regulatory Authority is pleased to make the following regulations, namely:

CHAPTER I
PRELIMINARY

- 1. Short title, commencement and application.** These regulations may be called the Sindh Electric Power Regulatory Authority (Conduct of Business and Meetings) Regulations, 2026.
 - (2) These regulations shall come into force at once.
 - (3) These regulations govern the time, place and manner of the meetings of the Authority, the transaction of its business, the recording of its decisions and the constitution and procedure of its committees, wings and associations.
 - (4) These regulations shall not apply to a public hearing, or to the hearing of a licensing, tariff, complaint, review or enforcement proceeding, which shall be governed by the regulations applicable thereto, save that the decision of the Authority upon any such proceeding shall be taken and recorded in accordance with Chapter III of these regulations.
- 2. Definitions.** In these regulations, unless there is anything repugnant in the subject or context,
 - (a) “Act” means the Sindh Regulation of Electric Power Services Act, 2023 (Sindh Act No. XVII of 2023);
 - (b) “agenda” means the list of items of business proposed to be transacted at a meeting, together with the working papers relating thereto;
 - (c) “case officer” means the officer of the wing or department concerned who is responsible for preparing the working paper upon an item of business, for placing that item before the Authority together with his clear recommendations, and for the accuracy and completeness of the material so placed, the decision upon the item being that of the Authority;
 - (d) “circulation” means the procedure provided in regulation 15;
 - (e) “committee” means a committee, wing or association constituted by the Authority under sub-section (13) of section 3 of the Act;

- (f) “Coordination Department” means the department of the Authority designated by the Authority to coordinate the business of meetings, the communication of decisions and the follow-up of their implementation;
 - (g) “electronic means” means video link, audio-visual conference or any other technology which enables a participant to hear and be heard, and to see and be seen, by the other participants contemporaneously;
 - (h) “meeting” means a meeting of the Authority convened under these regulations;
 - (i) “minutes” means the record of the proceedings and decisions of a meeting prepared under regulation 19;
 - (j) “presiding officer” means the person presiding at a meeting in accordance with regulation 9;
 - (k) “Registrar” means the officer of the Authority designated as Registrar, who shall act as secretary to the Authority, and includes any officer authorised to perform his functions; and
 - (l) “working paper” means the note, summary and supporting material placed before the Authority in respect of an item of business.
- (2) Words and expressions used but not defined in these regulations shall have the same meaning as assigned to them in the Act.

CHAPTER II

MEETINGS OF THE AUTHORITY

- 3. Meetings.** The Authority shall ordinarily meet at least twice in every calendar month and at such other times as the business of the Authority may require.
- (2) Meetings shall ordinarily be held at the principal office of the Authority at Karachi and may be held at any other office or place within or outside the Province as the Chairman may determine, or wholly or partly through electronic means.
 - (3) The Authority shall, before the commencement of each financial year, approve an indicative calendar of ordinary meetings, and the calendar shall not restrict the convening of any other meeting.
- 4. Convening of meetings.** A meeting shall be convened by the Registrar on the direction of the Chairman.
- (2) The Registrar shall convene a meeting upon a written requisition of any two Members specifying the business proposed to be transacted, and such meeting shall be held within seven days of the receipt of the requisition.
 - (3) Where the office of the Chairman is vacant, or the Chairman is absent, a meeting may be convened by the Registrar on the direction of the acting Chairman appointed under regulation 9.

5. **Notice of meeting.** Not less than three working days' notice of an ordinary meeting, specifying the date, time and place or the electronic means of the meeting, shall be given to the Chairman and every Member.
 - (2) A special meeting may be convened on not less than twenty-four hours' notice where the Chairman is satisfied that the business is urgent, and the reasons for urgency shall be recorded in the notice.
 - (3) A meeting may be held at shorter notice, or without notice, if the majority of total Members of Authority present so agree and the agreement is recorded in the minutes.
 - (4) Notice may be given by electronic mail or by such other electronic means as the Registrar may adopt, and an accidental omission to give notice to, or the non-receipt of notice by, any person entitled to receive it shall not invalidate the proceedings of the meeting.
6. **Agenda and working papers.** The Registrar shall, under the direction of the Chairman, settle the agenda for every meeting.
 - (2) The agenda and working papers shall be circulated to the Chairman and every Member together with the notice of an ordinary meeting and, in the case of a special meeting, as far in advance as the urgency permits.
 - (3) Every working paper shall state the item of business, the relevant provision of the Act or of any regulatory instrument, the material facts, the opinion and recommendations of the wing concerned, the financial implications, if any, and the specific decision sought from the Authority, and shall bear the name and designation of the case officer.
 - (4) No item not included in the agenda shall be taken up at a meeting except with the permission of the presiding officer, and the reasons for taking up such item shall be recorded in the minutes.
7. **Quorum.** Three, including the Chairman, shall constitute the quorum for a meeting at which a decision of the Authority is to be taken.
 - (2) Where the Chairman is absent and an acting Chairman has been appointed under regulation 9, the acting Chairman shall be reckoned in the quorum in place of the Chairman.
 - (3) A participant participating through electronic means shall be counted for the purpose of the quorum.
8. **Participation through electronic means.** The Chairman or a Member may participate in a meeting through electronic means, and such participation shall be deemed to be presence at the meeting for all purposes of the Act and of these regulations.
 - (2) The Registrar shall ensure that the electronic means employed permit each participant to hear and be heard contemporaneously, that the identity of each participant is verified, and that the confidentiality of the proceedings is maintained.

- (3) The minutes shall record the participants who attended in person and those who participated through electronic means.
- 9. Presiding officer.** The Chairman shall preside at every meeting at which he is present.
- (2) In the absence of the Chairman, or during a vacancy in the office of the Chairman and pending an appointment by the Government, the Members present may, on an interim basis, appoint one from amongst themselves to act as Chairman in accordance with sub-section (11) of section 3 of the Act, and the appointment shall be recorded in the minutes.
- 10. Attendance of officers and other persons.** The Registrar, or such officer as the Chairman may appoint for the purpose in the absence of the Registrar, shall attend every meeting.
- (2) The presiding officer may require or permit any officer, employee, adviser, consultant or expert of the Authority, including the case officer concerned with an item of business, or any other person whose presence is considered necessary, to attend a meeting for a particular item of business.
- (3) A person attending under sub-regulation (2) shall not be entitled to vote, shall withdraw when so directed by the presiding officer, and shall be bound by regulation 22.
- 11. Order of business.** The order of business at an ordinary meeting shall ordinarily be as set out in Schedule I, and the presiding officer may vary the order for reasons to be recorded in the minutes.
- 12. Adjournment.** The presiding officer may adjourn a meeting from time to time and from place to place, and no business shall be transacted at an adjourned meeting other than the business which might have been transacted at the meeting from which the adjournment took place.

CHAPTER III

DECISIONS OF THE AUTHORITY

- 13. Manner of decision.** Every order, determination and decision of the Authority shall be taken in writing and shall be reached through consensus or by majority vote in accordance with section 5 of the Act.
- (2) Where the votes are equally divided, the Chairman or, as the case may be, the presiding officer shall have and exercise a casting vote in addition to his own vote.
- (3) The powers and functions of the Authority shall be exercised in the name of the Authority, and no decision shall be expressed as the decision of the Chairman or of any Member individually save where a power has been lawfully delegated.
- (4) Every decision which affects the rights of any person shall record the reasons therefor.

- 14. Recording of dissent.** A Member who does not concur in a decision may record a note of dissent, and the note shall be appended to the minutes and shall form part of the record.
- (2) Where the decision is an order, determination or decision which is required to be published, the note of dissent shall be published together with it.
 - (3) A note of dissent shall not affect the operation or enforceability of the decision of the majority.
- 15. Decisions by circulation.** Where the Chairman is satisfied that an item of business is of a routine, procedural or urgent character and does not require deliberation in a meeting, the item may be circulated in writing to the Chairman and every Member for decision by circulation.
- (2) A decision by circulation shall be effective only if it is approved in writing by not less than the number constituting the quorum, including the Chairman, and no Member has, within the time specified in the circulation, required that the item be placed before a meeting.
 - (3) The following shall not be decided by circulation, namely
 - (a) the making, amendment or repeal of a regulatory instrument;
 - (b) the grant, refusal, modification without consent, suspension or cancellation of a licence;
 - (c) the determination, modification or revision of any tariff, rate or charge;
 - (d) the imposition of any fine or penalty;
 - (e) the approval of the annual budget or the annual report; and
 - (f) any matter in which a hearing or a public hearing has been or is required to be held.
 - (4) Every decision taken by circulation shall be recorded and shall be placed before, and noted in the minutes of, the next meeting of the Authority.
- 16. Conflict of interest and recusal.** The Chairman or a Member having any direct or indirect pecuniary or personal interest in a matter before the Authority shall disclose the nature of his interest at the earliest opportunity and shall not participate in the deliberation upon, or the decision of, that matter.
- (2) The disclosure and the recusal shall be recorded in the minutes.
 - (3) Where a recusal results in the absence of a quorum, the matter shall be adjourned and, if the want of quorum persists, the Authority shall record the position and proceed in such manner as is consistent with the Act.
 - (4) This regulation is in addition to, and not in derogation of, any code of conduct made applicable to the Authority.

- (5) This regulation shall apply, mutatis mutandis, to a member of a committee in relation to a matter before that committee, and to a person attending a meeting under sub-regulation (2) of regulation 10, and in its application to a committee a reference to the Authority shall be read as a reference to the committee and a reference to the minutes as a reference to the minutes of the committee.
- 17. Validity of proceedings.** No act or proceeding of the Authority shall be invalid by reason only of the existence of a vacancy in, or a defect in the constitution of, the Authority.
- (2) No decision of the Authority shall be called in question merely on the ground of an irregularity in the notice, agenda or order of business, where the decision has been taken by the requisite quorum and the reasons are recorded.

CHAPTER IV

MINUTES, RECORD AND CONFIDENTIALITY

- 18. Custody of record.** The Office of the Registrar shall be responsible for the custody of the agenda, working papers, minutes, notes of dissent, decisions by circulation and all other records of the proceedings of the Authority, and shall maintain them in such manner, including in electronic form, as the Authority may specify.
- (2) The Coordination Department shall assist the Office of the Registrar in the maintenance of the record.
- 19. Minutes.** The Registrar shall prepare the minutes of every meeting and shall circulate the draft minutes to the Chairman and every Member within two working days of the meeting.
- (2) The minutes shall record
- (a) the date, time and place of the meeting and the manner of participation of each participant;
 - (b) the names of those present and of those who participated through electronic means;
 - (c) each item of business taken up, the case officer who placed it and the decision taken thereon;
 - (d) whether the decision was reached by consensus or by majority, and the exercise of any casting vote;
 - (e) any disclosure of interest and consequent recusal; and
 - (f) any note of dissent recorded or intimated.
- (3) The minutes shall be confirmed at the next meeting, with such corrections as the Authority may direct, and shall thereupon be signed by the presiding officer of that meeting and countersigned by the Registrar.

- (4) Minutes so confirmed and signed shall be evidence of the proceedings recorded therein.
- 20. Implementation of decisions.** The Coordination Department shall communicate every decision of the Authority to the wing, officer or person concerned within two working days of the meeting, and shall maintain an action taken register.
- (2) A report upon the implementation of the decisions taken at previous meetings shall be a standing item on the agenda of every ordinary meeting.
- 21. Publication of decisions.** Every order, determination and decision of the Authority which is required by the Act or by any regulatory instrument to be published, and every decision which the Authority directs to be published, shall be placed on the website of the Authority on the next working day following its signing.
- (2) Nothing in this regulation shall require the publication of any part of the record which consists of commercially sensitive information, or the disclosure of which is exempt under the law relating to transparency and access to information, and the reasons for withholding any part shall be recorded.
- 22. Confidentiality of proceedings.** The proceedings of a meeting, the working papers and the deliberations of the Chairman and the Members shall be confidential, and shall not be disclosed by any person present at the meeting except in accordance with the Act, these regulations or the direction of the Authority.
- (2) The obligation under sub-regulation (1) shall continue notwithstanding that the person concerned has ceased to hold office or to be in the service of the Authority.

CHAPTER V

COMMITTEES, WINGS AND ASSOCIATIONS

- 23. Constitution of committees.** The Authority may, under sub-section (13) of section 3 of the Act, constitute such committees, wings and associations as it may deem fit to advise or assist it.
- (2) The instrument constituting a committee shall specify
- (a) its name and composition, including its convener;
 - (b) its terms of reference and the powers, if any, delegated to it;
 - (c) its quorum and the manner of taking decisions;
 - (d) the period for which it is constituted; and
 - (e) the intervals at which it shall report to the Authority.
- (3) A committee may include persons who are not in the service of the Authority, and every member of the committee, whether or not in the service of the Authority, shall be bound by regulation 16 as applied by. Sub-regulation (5) thereof and by regulation 22.

- (4) A person who is not in the service of the Authority shall, before taking his seat on a committee, sign an undertaking to observe regulations 16 and 22, and the undertaking shall be kept with the record of the committee.
- 24. Procedure of committees.** Subject to the instrument constituting it and to any direction of the Authority, a committee shall regulate its own procedure, and Chapters II and IV of these regulations shall apply to a committee so far as they may be applicable.
- (2) The recommendation of a committee shall be advisory unless the Authority has delegated to it the power to decide the matter, and no committee shall exercise a power which is not capable of delegation.
- (3) The minutes of every meeting of a committee shall be placed before the Authority.

CHAPTER VI MISCELLANEOUS

- 25. Functions of the Registrar.** In addition to the functions elsewhere assigned by these regulations, the Registrar shall
- (a) receive and number all applications, petitions, complaints and comments filed with the Authority;
 - (b) maintain the cause list and the register of proceedings;
 - (c) authenticate and issue the orders, determinations and decisions of the Authority;
 - (d) maintain the registers required by any regulatory instrument; and
 - (e) perform such other functions as the Authority may assign.
- 26. Authentication of documents.** Every licence, order, determination, decision, regulatory instrument and contract executed by or on behalf of the Authority shall be authenticated by the signature of the Registrar, or of such other officer as the Authority may authorise, and shall be expressed to be made by the Authority.
- (2) The common seal of the Authority shall be kept in the custody of the Registrar.
- 27. Annual report.** The Registrar shall place before the Authority, not later than two months after the close of each financial year, a draft of the annual report required by section 33 of the Act, and the report shall be approved in a meeting and submitted to the Government within the period specified in that section.
- 28. Residuary provision.** Any matter of procedure not provided for in these regulations shall be regulated in such manner as the Authority may determine, consistently with the Act.

SCHEDULE I ORDER OF BUSINESS AT AN ORDINARY MEETING

[See regulation 11]

Sr.	Item of business
1	Ascertainment of quorum and record of participation.
2	Confirmation of the minutes of the previous meeting.
3	Noting of decisions taken by circulation since the previous meeting.
4	Report upon implementation of previous decisions.
5	Disclosure of interest and recusal, if any.
6	Regulatory business, including regulatory instruments and matters under the Annual Regulatory Plan.
7	Licensing and registration business.
8	Tariff, investment and market business.
9	Enforcement, complaints and review business.
10	Reports of committees, wings and associations.
11	Administrative, financial, human resource and procurement business.
12	Coordination with the Government, NEPRA and other agencies.
13	Any other item with the permission of the presiding officer.
14	Date of the next meeting.

By order of the Authority,

(_____)

Registrar

Sindh Electric Power Regulatory Authority