

**EMPLOYEES' OLDAGE BENEFITS INSTITUTION,
BOARD SECRETARIAT, HEAD OFFICE, KARACHI.**

Ref: HO/BS/101st BOT Mtng/App.Mins/2012/24

Dated 21-02-2012

All Divisional/Departmental Heads,
Head Office,
Karachi.

**SUBJECT: APPROVED MINUTES OF 101ST BOT MEETING HELD ON
25-01-2012 AT KARACHI.**

Kindly find enclosed herewith a copy of above minutes duly approved by the President BOT, EOBI Secretary, M/o Human Resource Development, Islamabad for your kind perusal and further necessary action.

2. It is requested that compliance report on the decisions taken in the 101st BOT meeting may kindly be furnished to this office upto 28th February, 2012 positively.


Secretary BOT, EOBI

Encl: As above.

c.c.to:

1. SO to Chairman for information.
2. Office file.
3. Master file.

FYI please

Min (SyD)

A 27/2/2012

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**Minutes of the
101st Meeting of the Board of Trustees
Held on 25th January, 2012 at 10:00am
at EOBI Head Office (New Building), Karachi**

The 101st meeting of the Board of Trustees of EOBI was held at 10:00 a.m. on 25th January 2012 at EOBI Head Office, Karachi, to consider the following agenda:-

S. No	Agenda Items
	Condolence Resolution on the Sad Demise of Mr. Mushtaq Ahmed Sammo Ex-Secretary (BOT)
01.	Confirmation of the Minutes of 100 th BOT Meeting
02.	To Consider Compliance/Implementation and Progress Reports of 99 th & 100 th BOT Decisions.
03.	To Consider Performance of the Institution.
04.	To Consider & Approve Revision of Assets Allocation (Investment Portfolio Limits)
05.	To Consider & Approve Adjustment of Circular Debts Related To PEPCO-NTDC PPTFCS & LESCO SUKUKS Through Issuance of PIBS & T.BILLS.
06.	To Consider & Approve Earmarking of Budget for Different EOBI Projects.
07.	To Consider & Approve Payment of TA/DA & Meeting Allowance to all Investment Committee Members
08.	To Consider and Approve TA DA to Board Members of De-Registration Committee Meetings
09.	To Consider & Approve De-Registration of Closed Units.
10.	To Consider & Approve Purchase of Three Double Cabin Vehicles for Security Persons.
11.	To Consider and Approve Strengthening of Law Department.
12.	To Consider & Approve Increase in EOBI Pension.
13.	To Consider and Approve "Revision of Conveyance Allowance of Officers & Staff Member".

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14	To Consider & Approve Proposal on Career Planning of Lower Grade Employees in Staff Grades.
15	To Consider 7 th Actuarial Evaluation Report of EOBI Fund as at 30-06-2009. <i>Input Required</i>
16	To Consider and Approve deletion of words "AND LEAVE ENCASIMENT" .
17	Any Other Item with the Permission of the Chair.

2. The meeting was presided over by the Secretary, Ministry of Human Resource Development (HRD)/President Board of Trustees. The following attended the meeting:-

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|-----|------------------------------------------------------------------------------------------|----------------|
| 1. | Mr. Muhammad Ahsan Raja,
Federal Secretary,
M/o Human Resource Development. | President, BOT |
| 2. | Mr. Zafar Iqbal Gondal,
Chairman, EOBI. | Member |
| 3. | Mr. Iftikhar Rahim,
Joint Secretary,
M/o Human Resource Development. | Member |
| 4. | Rao Liaquat Munir,
Financial Adviser,
M/o Human Resource Development. | Member |
| 5. | Mr. Hassan Iqbal,
Secretary, Labour, Punjab. | Member |
| 6. | Mr. Rizwan Memon,
Secretary Labour, Sindh | Member |
| 7. | Mr. Habihuddin Junaidi,
Employees' Representative, Sindh. | Member |
| 8. | Malik Imtiaz Mehfooz,
Employees' Representative, Balochistan. | Member |
| 9. | Syed Nazar Hussain Shah,
Employees' Representative, Punjab. | Member |
| 10. | Mr. Gul Rehman,
Employees' Representative, KPK. | Member |

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| 11. | Syed Iqbal Shah ,
Employers' Representative, Balochistan | Member |
| 12. | Malik Zahid Hussain,
Employers' Representative, KPK. | Member |
| 13. | Mr. M. Iqbal Dawood Pakwala,
Employers' Representative, Sindh. | Member |
| 14. | Chaudhry Mohammad Tufail,
Employers' Representative, Punjab. | Member |
| 15. | Ms. Sumera Rizwani. | Secretary, BOT |

3. **Present:**

- | | |
|--------------------------|------------------------|
| 1. Farooq Ahmed Khan | DC (Ops) North. |
| 2. Wahid Khurshid Kunwar | IA/DG(Investment). |
| 3. Najm-ul-Saqib Siddiqi | FA/DG (F&A). |
| 4. Mohammad Hanif | DG (HR & GAD). |
| 5. Perwaiz Ahmed Khan | DG (Audit). |
| 6. Javed Iqbal | DG (Ops) South. |
| 7. Ayaz Ahmed Oqali | Project Director (IT). |
| 8. Mukhtar Simon | Assistant Chief. |

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4. The meeting started with the recitation of the Holy Quran. Thereafter, Mr. Mohammad Hanif DG (HR) read the resolution in respect of Mr. Mushtaq Sammo, Ex-Secretary Board and Fateh was offered for the soul of demise. The resolution was adopted unanimously.

5. Chairman, EOBI introduced new members of the Board and informed that Board of Trustees of EOBI have been re-constituted for period of two years after observing all relevant rules and formalities. He welcomed the new Board members and stated that the Board would use its collective wisdom for achievement of the objectives of the Institution in extending coverage and maximizing benefits to the registered Insured Persons.

Agenda Item No. 1**Confirmation of the Minutes of 100th BOT Meeting.**

6. The President, BOT invited objections/observations from the Board members. Since, there was not any objection/observation on the minutes of 100th BOT meeting, therefore the minutes were confirmed.

Agenda Item No. 2**To Consider Compliance/Implementation and Progress Reports of 99th & 100th BOT Decisions**

7. The Board reviewed the progress reports of the implementation on the decisions of the Board of Trustees of EOBI, made in its 99th and 100th BOT meeting. The Board expressed its satisfaction on implementation on its decisions by the Institution.

Agenda Item No. 3**To Consider Performance of the Institution.**

8. The Secretary, of M/o Human Resource Development /President Board of Trustees made the following observations on the performance of EOBI for the period July 2011 to December, 2011:

- ▲ The Institution should cover all establishments which are to be covered under the EOB Scheme.
- ▲ All the unregistered establishments coming under the purview of EOB Act should be registered.
- ▲ The Institution should maintain a database of all types of businesses/establishments at the District and Tehsil level for registration of new establishments and collection of contribution. This should be reviewed periodically for updating.
- ▲ The Institution should issue notices to the employers based on facts and evidence which are covered under rules.
- ▲ With the registration of establishment, the registration of employees should be made compulsory.
- ▲ The DDG (IT) should prepare the data-base of the registered employers, insured persons and contribution collections from them which should be reviewed by the EOBI in the in-house meetings monthly, bi monthly, quarterly, six monthly and yearly.
- ▲ The Joint Secretary (HRD) to write to the Ministry of Finance in respect of payments, of matching contribution to EOBI.

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9 The DG (Ops) North stated that they had shortage of field staff, as present staff is focusing on the collection of contribution from registered employers thereby the registration of new employers/workers is being neglected. Hence, new coverage could not be enhanced at the desired level.

10 The President, BOT observed that Institution should evolve a full fledged strategy for the coverage of unregistered establishments. Once the strategy was evolved, the Institution will know that how much field staff is required. The President, BOT further observed that EOBI should have immaculate legal system and follow the cases and contest them at all forums. The President, BOT also observed that for this purpose a proper strategy needs to be evolved.

11 The President, BOT observed that recovery of arrears be expedited and there should not be accumulation of arrears of contribution of the current financial year. In this regard, he gave following guidelines.

- ▲ The Director Generals (Ops) should have special focus on the recovery of contribution arrears.
- ▲ The President, BOT observed that for recovery of the arrears, the senior officers of the Institution should have meetings with respective organizations of public and Private Sectors. The President, BOT desired that recovery of current contribution as well as arrears of each region should be regularly put up to the Board.

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12 The President, BOT on the presentation made by Investment Advisor (IA) made the following observations:

- ▲ The use of glass in buildings should be justified in order to save air conditioning costs and reducing vulnerability to safety requirements.
- ▲ OEC should also be kept on Board regarding construction of OEC Tower.

13 Malik Zahid Hussain Employers' representative, Khyber Pakhtunkhwa stated that their province was neglected regarding investment. President, BOT desired that members should propose schemes in the field of tourism, Hydal Power and mining. He made the

Following observations.

- ▲ While conceiving any investment proposal pros and cons of such proposal be considered thoroughly, specially in the case of Coal Water Slurry (CWS).
- ▲ EOBI Fund is the Trust Fund and being a sacred Trust of the workers, care should be taken before finalizing any investment proposal. All regulations, rules and formalities on the subject should also be observed and followed.

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14. The Board after reviewing the operational performance of EOBI also confirmed and approved the minutes of 169th to 189th meetings of Investment Committee.

Agenda Item No. 4

To Consider and Approve Revision of Assets Allocation (Investment Portfolio Limits).

15. The Board was apprised regarding the difficulties being faced by the Institution to find high yielding investment avenues. It was informed that the BOT in its 83rd meeting held on 27-03-2009 had approved the Assets Allocation whereby 60.50% of the Portfolio was allocated for fixed income, 27% for equity and 12.50% for Real Estate. The Board was informed that the returns on fixed income securities was declining day by day and there was uncertainty in equity market as well. The only option before EOBI was Real Estate. Therefore, it was proposed that Board may allow to invest 50% of portfolio in fixed income securities; 25% in equity market and 25% in the Real Estate. The Secretary Labour, Punjab pointed out that the proposed Assets Allocation should be in accordance with the EOB (Investment) Rules, 1979. The Chairman, EOBI informed the Board that the existing Assets Allocation approved by the Board in its 83rd meeting and the proposed Assets Allocation was in accordance with the EOB (Investment) Rules, 1979.

16. After detailed discussion the Board approved following Assets Allocations which is within the prescribed limits and parameters of the EOB (Investment) Rules 1979.

Description	Fixed Income	Equity	Real Estate	Total
	50.00%	25.00%	25.00%	100.00%
% age of portfolio	Corporate fixed Income 2.00%	Govt. Sect. 48.00%	Funds not invested in the approved limits may be retained in corporate fixed income as per the existing policy.	

Agenda Item No. 5

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To Consider & Approve Adjustment of Circular Debts Related to PEPCO-NTDC PPTFCs and LESCO SUKUKS through issuance of PIBS and T.Bills.

17. The Board was informed that the Institution on the Instructions of Ministry of Finance made an investment of Rs 7 billion in Privately Placed issue of Term Finance Certificates (PPTFCs) of National Transmission and Dispatch Company Ltd in March 2009 at a semi annual profit rate of Kibor plus 1.5% for a tenure of 5 years and UBL was Trustees. The payment of rent was made upto September 2010 and payments due in March 2011 onward were outstanding. Similarly, Institution made an investment of Rs 2.90 billion in LESCO SUKUK certificate in April 2008 through M/s Brunel Investment Company Limited Trustee. at a semi annual rental rate of Kibor plus 0.10% for tenure of 1 year. The same was rolled over for another year at Kibor plus 0.90% which was further extended upto 22-08-2011 at Kibor plus 1.5%. LESCO paid rental upto July 2010 but rental payments due since January 2011 were not made.

18. The Director General (Debt), Ministry Finance offered two options, either to stick to claim for damage for compensation or to accept the proposal of DG (Debt) for offer of PIB bonds and T-Bills. On the permission of M/o HRD, EOBI, accepted second option.

The Board was requested to grant its Ex- Post Facto approval for the amount paid and the issued PIB's and T- Bill on 4th November, 2011 against the following amounts.

Circular Debt	Amount	PIBz & T- Bills				
		Tenure	Bond	Cheque Amount	Face Value	Return
PEPCO TFCs	Rs.8,157,460,548	5 years	PIBs	5,821,581,648	5,912,400,000	12.6245%
TESCO Sukuk	Rs.3,485,839,726	1 Year	T-bills	5,821,668,053	6,507,880,000	1.8470%
Total	Rs.11,643,350,274			11,643,249,701	12,419,980,000	

19. The Board after consideration of the above proposal granted ex-post facto approval to the above paid amount and issue of PIBs and T- Bills.

Agenda Item No. 6

To Consider and Approve F earmarking of Budget for different EOBI Projects.

20. The President, BOT observed that maximum care should be taken so that there was no increase in the cost of the projects and deviation from of Rules and regulations. He further observed that there should not be any addition in the non-development expenditures. The Board was requested to approve the amount for different on going projects of EOBI & PRIMACO, as cost of projects and the budget for year 2011-2012.

21. **The Board after considering the requirements of the projects, approved the proposed costs of projects on actual cost basis and annual budget for year 2011-12 as placed at Annex-I**

Agenda Item No. 7

To Consider and Approve Payment of TA/DA & Meeting Allowance to all Investment Committee Members.

22. The Chairman, EOBI apprised the Board that only the members of Board of Trustees on the Investment Committee were being paid meeting fee and TA/DA as approved by the Board in pursuance of Rule 17 of the EOB (BOT) Rules, 1977. Whereas other members such as the representative of Ministry of HRD other than Joint Secretary was not

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being paid meeting fee and TA/DA which was not fair, therefore, the Chairman, EOBI requested the Board to approve the proposal to pay meeting fee and TA/DA to all members of the Investment Committee.

23. The Board after some discussions approved that all the members of Investment Committee be paid meeting fee and TA/DA as per member of BOT on the Investment Committee with effect from this Financial year 2011-12, subject to admissibility under the rules.

Agenda Item No. 8

To Consider and Approve TA / DA to Board Members of De-registration Committee Meetings.

24 The Board was informed that the Board in its 85th meeting decided that the members of De-registration Committee will not claim TA/DA. The Board was informed that the members of the De-registration Committee have to visit the closed establishments located in different far flung areas of the Regional Offices. As the work involved tours / stays at hotels etc. it was proposed that the members of Board of Trustees working on De-registration Committees may be allowed the following fees:-

- ▲ Meeting Fee Rs 10,000 for visiting 100 closed units/day (s)
- ▲ Daily Allowance Rs 2,000 per day (four hours or more).
- ▲ Traveling Allowance @ Rs.12/km, if uses his personal vehicle.
- ▲ Actual Hotel expenses if travels beyond 200/KM.
- ▲ Actual Air fare

25. The Board after some discussion approved the above mentioned TA/DA for the members of the De-registration Committee, subject to admissibility under the rules.

Agenda Item No. 9

To Consider and Approve De-registration of Closed Units.

26 The Director General (HR) informed the Board that the De-registration Committee headed by Mr. Habibuddin Junaidi, Employees' Representative of Sindh on Board, visited 529 establishments of Karachi, Quetta, Sukkur, Hyderabad and Hub. He recommended 494 establishments for De-registration which had 20,864 ITs but no arrears were outstanding against them.

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27. The President, BOT inquired as to why these establishments have been recommended for De-registration. He observed that this indicates a poor performance of the Institutions that was why that these establishments had been recommended for de-registration. The Secretary Labour, Punjab also inquired about the criteria for De-registration. It was clarified that the units which no more existed, either had been shifted some where else or demolished, the place was being used for other purposes (Housing Scheme) or a new establishment had been set up which was registered with EOBI, were recommended for De-registration.

28. **The Board after due deliberation approved De-registration of 494 units as per Annex-II, provided no arrears were outstanding against them.**

Agenda Item No. 10

To Consider and Approve Purchase of three Double Cabin Vehicles for Security Persons.

29. The Chairman, EOBI stated that there were 39 regional and 35 field offices all over Pakistan besides DG(Ops) North Lahore, 3-DDG (B&C) in Karachi, Lahore and Islamabad, 3 Adjudicating Authorities in Karachi, Lahore and Islamabad. PRIMACO, a subsidiary of EOBI, was running projects in Karachi, Lahore and Islamabad.

30. The Chairman, EOBI and other senior officers frequently visit these offices and projects for monitoring, guidance and inspection. It is felt that due to prevailing law and order situation in the country, the senior officers while on official tour should be provided proper security so that officers could interact with their colleagues and subordinates with peace of mind.

31. **The Board after detailed discussions approved purchased of three Double-Cabin vehicles within Rs 9 million budget allocated for purchase of vehicles for provision of security to the entitled personnel mentioned in above para to visit different Regions and Field Offices, subject to instructions on the subject.**

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Agenda Item No. 11**To Consider and Approve Strengthening of Law Department.**

32. The Board of Trustees referred the matter to the Human Resource Committee (HRC) of the Board of Trustees for detailed consideration of the proposal, to work out modalities, financial implication and full justification of the same.

Agenda Item No. 12**To Consider and Approve Increase in EOBI Pension.**

33. Chairman, EOBI informed the Board that EOBI fund is not financially viable in the long turn, due to the reason that the Institution had increased minimum pension by 100% during the tenure of present government, without commensurate increase in contribution rates. He also informed that the Federal Government had stopped paying matching grant to the Institution. Since 1995, the Government was paying only a symbolic payment of Rs.100,000/ per annum. He requested all the Board members specially Labour Representatives to use their good offices and make efforts for restoration of matching grant. Mr. Habibuddin Junaidi, Employees' Representative of Sindh supported the idea and said that they, the Labour Representatives on the Board, would use their respective forums for pursuing the Federal Government to restore the matching grant so that EOBI Fund could become viable in the long turn. However, the Board referred the matter to the Audit Committee of the BOT of EOBI for further discussion and recommendations.

Agenda Item No. 13**To Consider and Approve "Revision of Conveyance Allowance of Officers and Staff member".**

34. The Board referred the matter to the Audit Committee of the BOT of EOBI for working the modalities and financial implications.

Agenda Item No. 14**To Consider and Approve proposal on Career Planning of Lower Grade Employees in Staff Grades.**

35. Board referred the matter to the HR Committee of the BOT of EOBI for working out modalities and financial implication.

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Agenda Item No. 15**To Consider 7th Actuarial Valuation Report of EOBI Fund as at 30-06-2009.**

36. The President, BOT asked all the Board members to study the 7th Actuarial Valuation of EOBI and send their suggestions/comments on the report. He further mentioned that members should give their proposals for improvement and making the Fund viable in the long term. The President, BOT also suggested that the members should give their proposal for evolving a short term, medium term and long term strategy for making EOBI Fund viable in long term and coverage of all establishments coming under the ambit of the EOB Scheme. He further mentioned that EOBI is working for a sacred cause, members should involve themselves in extending coverage and ensuring benefits to maximum number of IPs. The President, BOT also desired that EOBI should make a strategy to cover the ignored sectors of the economy such as domestic workers, self-employed workers, agriculture sector, fisheries and mining sector. It was decided that the matter may be brought before the Board after compiling the suggestions/comments of Board Members.

Agenda Item No. 16**To Consider and Approve Deletion of Words "and Leave Encashment".**

37. The Board referred the matter to the Audit Committee of the BOT of EOBI for deliberations and recommendations.

Any Other Agenda Item No. 1**To Consider Medical Facility to Retired Employees Of EOBI**

38. The Chairman, EOBI informed the Board that the Federal Government has linked the out door medical facilities to retired employees to their pensions. Presently, the Government is giving 15% & 20% of the pensions to retired as Medical Allowance with the facility of reimbursement in certain diseases. He said that EOBI retired Employees have also been asking for similar facility to them. He informed the Board that the facility if granted, would save EOBI of the processing time, delays in reimbursement etc.

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39. The Board after due deliberations agreed to the proposal and approved that EOBI retired Employees should also be allowed Medical Allowance on the patterns of Federal Government retired Employees.

Any Other Agenda Item No. 2

To Consider Hospitalization Facility to the Parents of EOBI Employees

40. The matter was referred to Audit Committee for further deliberations

Any Other Agenda Item No. 3:

To Consider Relaxation & Experience for the Post of Dy Director.

41. Board referred the matter to the HR Committee of the BOT of EOBI for its deliberation and recommendation.

Any Other Item No. 4:

42. Since the BOT of EOBI has been reconstituted, therefore, the Board approved following Committees of BOT of EOBI i.e Human Resource Committee, Audit Committee, Investment Committee and BOD of PRIMACO:

S.#	Committee	Name of Member	Designation
1.	Investment Committee	1. Mr. Iqbal Dawood Pakwala, Employers' Representative, Sindh.	Convener
		2. Chairman, EOBI.	Member
		3. Joint Secretary, Ministry of HRD or Representative of Ministry of HRD	Member
		4. Secretary, Labour, Sindh	Member
		6. Malik Imtiaz Mahfooz, Employees' Representatives, Baluchistan.	Member
		7. Investment Advisor /DG Inv. EOBI.	Member
		8. FA/DG(F&A), EOBI.	Member
		9. DDG(Investment), EOBI	Member/Secretary

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2	Audit Committee	1	Malik Zahid Hussain, Employers' Representative, KPK.	Convener
		2	Joint Secretary or M/o HRD, Islamabad.	Member
		3	Financial Advisor, M/o HRD, Islamabad.	Member
		4	Secretary, Labour Punjab.	Member
		5	Secretary, Labour, Baluchistan.	Member
		6	Mr. Habib-ud-Din Junaidi, Employees' Representative, Sindh.	Member
		7	FA/DG (F&A), EOBI.	Member
		8	DDG (Audit) EOBI	Member/Secretary
3	H.R. Committee	1	Ch. Muhammad Tufail, Employers' Representative, Punjab.	Convener
		2	Joint Secretary or Representative of M/o HRD, Islamabad.	Member
		3	Secretary, Labour, KPK.	Member
		4	Mr. Gul Rehman, Employees' Representative, KPK.	Member
		5	Financial Advisor, M/o HRD, Islamabad.	Member
		6	Director General (HR & GA), EOBI.	Member
		7	Director General (Ops) South EOBI.	Member
		8	Director (HR).	Member/ Secretary
4	BOD of PRIMACO	1	Chairman, EOBI.	Chairman
		2	Joint Secretary or Representative of M/o HRD, Islamabad.	Director
		3	Mr. Habibuddin Junaidi, Employees' Representative, Sindh.	Director
		4	Syed Iqbal Shah, Employers' Representative, Baluchistan.	Director
		5	Mr. Karamatullah Chandhry, MD (Engineering, Construction, Services, Lahore, Punjab).	Director
		6	Qazi Iftikhar Ahmed, Vice President (II&TED).	Director

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7.	Director General (Ops) North, EOBI.	Director
8.	Investment Adviser, EOBI.	Director
9.	Chief Executive Officer, PRIMACO.	Director
10.	Ms. Shiza Ismat Khan.	Company Secretary

There being not any other item of the agenda, 101st BOT meeting ended with a vote of Thanks to and from the Chair.

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Annex-I

S.No	Projects	Original Contract Awarded Amount	Revised Contract Amount	Difference of Revised & Original Amount	Remarks
1	EOBI commercial centre P.E.C.H.S Karachi	94,920,943	107,297,261	12,376,318	Completed
2	EOBI House G-10/4 Mauve Area Islamabad				
	Civil works	382,868,345	772,916,350	390,048,005	issued
	HVAC works	188,079,580	209,613,714	21,534,134	Substantial certificate
	Lift works	24,050.00	-		
3	Shifting of EOBI head office P.E.C.H.S Karachi	145,327,832	165,996,805	20,670,973	
4	EOBI regional office building Nazimabad Karachi	61,160,679	7,563,776,500	7,492,615,821	
5	EOBI regional office building Malir Karachi	65,200,000	7,955,324,200	7,890,124,200	
6	EOBI Hotel project Lahore	9,200,214,938		9,200,214,938	
7	Mix use development at Johar Town Lahore	1,037,294,986		1,037,294,986	
8	Mix use development at Allama Iqbal Road Lahore	141,055,844		141,055,844	
9	Residential building at plot no. 7-N. P.E.C.H.S block 6 Karachi	60,524,940		60,524,940	

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