



EMPLOYEES' OLD-AGE BENEFITS INSTITUTION

MINUTE BOOK

HELD AT
KARACHION
13TH and 14TH May, 1985.TIME
10:00 A.M.

MINUTES OF THE 12TH MEETING OF THE BOARD OF TRUSTEES HELD
AT KARACHI AT 10:00 A.M. ON 13TH & 14TH MAY, 1985.

The 12th meeting of the Board of Trustees of the Institution was held at the EOBI House, Karachi, on 13th and 14th May, 1985, to consider the items of the agenda cleared by the F&A Committee of the Board.

2. The following participated in the meeting:-

- | | | |
|-----|---|--------------------------------------|
| 1. | Mr. M.A. Kazmi
Secretary, Labour, Manpower
and Overseas Pakistanis. | Chairman |
| 2. | Mr. Sajjad Haider,
Joint Secretary, Labour, Manpower
and Overseas Pakistanis. | Member |
| 3. | Mr. Salman Farooqi
Joint Secretary, Industries,
Government of Pakistan. | Member |
| 4. | Mr. S.A. Siddiqui,
Secretary Labour,
Government of Sind. | Member |
| 5. | Mr. Saadullah Khan Marri,
Secretary Labour,
Government of Baluchistan. | Member
(attended on
14.5.1985) |
| 6. | Mr. Nabi Ahmad,
Employees' Representative. | Member |
| 7. | Mr. Malik Meherban,
Employees' Representative. | Member |
| 8. | Mr. Khair Muhammad Baluch,
Employees' Representative. | Member |
| 9. | Mr. Mohd Zahoor Awan,
Employees' Representative. | Member |
| 10. | Syed Imran Shah,
Chairman, E.O.B.I. | Member |
| 11. | Mr. S. Barkatullah,
Director General, EOBI. | Member |

CHAIRMAN'S
INITIALS

12th

HELD AT

ON

TIME

KARACHI

13th & 14th May, 1985

10:00 AM.

3. The following officers were also available in the meeting to assist the Board in its deliberations:-

- 1) Mr. Tanweer Ahmad Khan, Social Security Adviser, Labour Division.
- 2) Mr. M. Ashraf Nadeem, Deputy Director General, EOBI.
- 3) Mr. Shujat Siddiqui, Asstt. Director General (FDP, O&M), EOBI.
- 4) Mr. I.A. Siddiqui, Asstt. Director General (Finance), EOBI.
- 5) Mr. Asadulla Khan, Asstt. Director General (F.O.), EOBI.
- 6) Mr. Nasim Ahmad, Asstt. Director General (P&GS), EOBI.
- 7) Mr. Mujtaba Rasul, Secretary Board of Trustees.

4. The meeting started with the recitation from the Holy Quran by Mr. I.A. Siddiqui, Assistant Director General (Finance).

ITEM NO-1 : CONFIRMATION OF THE MINUTES OF THE LAST MEETING

5. The Chairman Board of Trustees invited objections to the minutes of the last meeting and when no objections were received he declared the minutes as confirmed.

ITEM No-2 : REPORT OF ACTION ON THE DECISIONS OF THE BOARD TAKEN IN ITS LAST MEETING

6. The Chairman observed that the minutes of the meeting of the F&A Committee, held on 5th May, 1985, had been supplied to him very late, on his arrival in Karachi, with the result that he could not study them. Since the meeting of the F&A Committee was held on 5-5-85, he was of the view that the minutes should have been sent to him earlier. It was explained to him that as soon as the draft minutes were received back from the Financial Adviser, duly approved, they were circulated. However, he was assured that in future the minutes would be supplied to all concerned in time. Mr. Zahoor Awan pointed out that according to an earlier decision of the Board, the agenda, alongwith the working papers, for the meeting of the Board should be sent to the members 15-days before the date of the meeting. It was explained that due to the present practice of getting the working papers approved by the Labour Division, before circulation, it was difficult to circulate the papers 15 days before the meeting. The Chairman was of the view that the Institution should prepare the working papers and circulate them to the members well in time so that they could study them thoroughly for fruitful discussion in the meeting. Mr. Nabi Ahmad supporting the view stated that this would indeed facilitate study of the working

CHAIRMAN'S
INITIALS



EMPLOYEES' OLD-AGE BENEFITS INSTITUTION

12th

MINUTE BOOK

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KARACHION
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10:00 A.M.

papers in depth and do full justice to the items of the agenda. The Chairman also suggested that the budget meeting of the F&A Committee should be convened a month ahead in the first week of April every year and the revised estimates showing six months' actual expenditure figures and six months' estimated figures should be placed before the Committee. The meeting of the Board of Trustees should be held in the first week of May every year so that the budget of the Institution and the revised estimates could be approved well before the expiry of the financial year.

7. The Board accepted the above suggestions and decided that the meeting of the F&A Committee to consider annual budget of the Institution should be held in the first week of April and that of the Board of Trustees in the first week of May every year. The Board also decided that working papers should be circulated well ahead of the meetings and that any paper circulated less than 15 days before the meeting should not be taken into consideration except in cases of urgent nature.

8. The Chairman, Board of Trustees raised a few queries on some of the items mentioned in the progress report on implementation of the Board's decisions, taken in its last meeting held on 15th & 16th July, 1984, which were replied to as follows:-

Item No.2 of the Progress Report.

9. The Board had earlier decided that the Institution should collect information regarding lending practices in autonomous and trust-money holding Institutions like EOBI and furnish the same to the Board for consideration. The Chairman BOT wanted to know the action taken on the implementation of this decision. He was informed that an attempt was made to get this information but due to progressive Islamisation of lending practices in these Institution the situation was still in a flux and no definite solution had yet emerged. The Chairman remarked that information on existing lending practices in various institutions should have been collected and placed before the Board of Trustees.

Item No.3 of the Progress Report.

10. This decision of the Board related to establishment of a Publicity Cell by acquisition of services of a suitable person in the grade of Director. Reporting progress on this item, the Director General informed the Chairman Board of Trustees that an advertisement for recruitment to

CHAIRMAN'S
INITIALS

12th

HELD AT

ON

TIME

KARACHI

13th & 14th May, 1985

10:00 AM.

the above post had already been issued and that the Institution expected to recruit a suitable person in due course of time.

Item No.7 & 17 of the Progress Report: Recovery of Arrears.

11. In the last meeting Mr. Nabi Ahmad had pointed out that considerable arrears were outstanding against Multan, Faisalabad and Rawalpindi Regions and efforts should be made to recover the same. The Chairman wanted to know the position of recovery of these arrears. He was shown the lists of arrears outstanding against public and private sector defaulters and informed that lists of private sector defaulters had been sent to the Regional Offices of the Institution who had been made responsible for the recovery^{the} of same. As regards recovery of the arrears from the public sector defaulters, establishment-wise lists of these defaulters had been sent to the Labour Division, as decided by the Board for taking up the recovery of these arrears with their administrative ministries/departments. The Secretary Labour was kind enough to write D.O. letters to 22 administrative ministries and departments of these defaulters for recovery of these arrears, but the recovery was slow. The Director General informed that all possible efforts were being made to recover the arrears but the system of prosecution needed to be made easier. The present position was that prior permission of the Labour Division was required for prosecuting the defaulters which involved a lot of time. He informed that the matter was discussed in detail in the F&A Committee which had recommended that the Chairman of the Institution should be authorised to file prosecutions, with powers to delegate this authority to any official of the Institution which he might deem fit. The Director General also suggested that Challan Powers should be conferred on the officers of the Institution to secure compliance with the various provisions of the EOB Act, particularly the maintenance of contribution cards, recently introduced by the Institution for recording the details of contributions deposited by the employers in respect of their insured persons.

12. Mr. Salman Farooqi, speaking on the subject, said that EOBI did not appear to have reliable record of arrears. All organisations concerned with recovery must have a master record which should be monitored regularly, to find out the position of payment and default. Freezing of the bank account of defaulters, according to him, could be used as an effective means of recovering the arrears. Assistant Director General (Field - Operations) pointed out that the Institution, particularly the Karachi Regions, had tried to recover arrears from chronic defaulters by freezing

CHAIRMAN'S
INITIALS



EMPLOYEES' OLD-AGE BENEFITS INSTITUTION

12th

MINUTE BOOK

HELD AT
KARACHION
13th & 14th May, 1985TIME
10:00 A.M.

their bank accounts. Mr. Salman Farooqi informed that the KESC had employed a retired Deputy Commissioner for recovery of their dues. This system should be studied and introduced by the Institution.

13. The Board of Trustees agreeing with the above suggestion, directed that it was the basic responsibility of the Institution to work out an effective system of recovery and maintenance of arrears. The retired Deputy Commissioner employed by KESC for recovery (Mr. Shafiq Ahmad Khan) should also be consulted and possible utilisation of his services examined. The Institution should have a master record of arrears and this should be placed before the Board regularly.

Item No.8 of the Progress Report: Setting up of Field Offices.

14. The Chairman Board of Trustees wanted to know as to why the three field offices approved by the Board to be set up at Badin, Jhang/ Khushab and Attock had not been set up. Explaining the position, the Chairman EOBI informed that the Institution was awaiting the report of the Director General, O&M Division, who had been assigned the task of suggesting improvements in the organisational structure of the Institution. It was, therefore, considered advisable to await the report before setting up the field offices. The Chairman observed that setting up of the above field offices was a clear decision of the Board which had not been implemented so far.

15. The Chairman directed that these offices should be set up immediately.

Item No.9 of the Progress Report: Constitution of the Regional Vigilance Committee.

16. The Chairman Board of Trustees observed that no action had been taken to implement the decision of the Board on Vigilance Committees. This was a failing on the part of the Institution. Malik Meherban was of the view that the fact that no meeting of the Vigilance Committees was held showed that the Institution was not serious about these Committees. The Board of Trustees was informed that although the Regional Vigilance Committees had been set up in various regions, they had yet not started functioning because the Regional Heads, who were the conveners of the Committees, were currently busy in the implementation of the new scheme of writing of contribution cards and reconstruction of old records of existing insured persons. The Chairman

CHAIRMAN'S
INITIALS

12th

HELD AT
KARACHI

ON

13th & 14th May, 1985

TIME

10:00 AM.

Board of Trustees was, however, of the view that due to this the functioning of the Regional Vigilance Committees should not be delayed. The Regional Heads could find some time to hold meeting of Regional Vigilance Committees.

17. It was decided that meetings of the Regional Vigilance Committees should be held by 30th June, 1985.

Item No.10 of the Progress Report.

18. It was decided in the last meeting that the actuarial valuation report should be taken up in the next meeting of the Board of Trustees to enable the members to study the report thoroughly and to formulate their views on the conclusions drawn by the actuaries. It was also decided that M/s. Akhtar Hasan & Company, Actuaries, who had prepared the report should be made available to discuss the report with members in the next Board meeting.

19. The item was brought on the agenda of the current meeting and Mr. Samee-ul-Hasan Actuary was heard by the Members of the Board, which constituted the following committee, to thoroughly examine the report of the actuary, and submit their recommendations, alongwith all proposed amendments in the light of their recommendations, latest by 15th July, 1985:-

- 1) Chairman, EOBI/Director General, EOBI.
 - 2) A representative of the Labour Division
 - 3) Mr. Abdullah Ismail
 - 4) Mr. Taj Mohammad Khanzada
 - 5) Malik Meheraban
 - 6) Mr. Nabi Ahmad
- Mr. Mujtaba Rasul to act as Secretary to the Committee.

Item No.18 of the Progress Report: Payment of Allowances to the Officers of the Institution.

20. The Chairman Board of Trustees enquired about payment of Conveyance Allowance and Winter Allowance to the officers of the Institution. He was informed that the Finance Division had allowed the increase in allowances as proposed and the matter stood resolved. He also enquired about the creation of Zones and was informed that the Director General O&M Division was already conducting an exercise regarding the Organisational structure and staffing of the Institution.

CHAIRMAN'S
INITIALS



EMPLOYEES' OLD-AGE BENEFITS INSTITUTION

12th

MINUTE BOOK

HELD AT
KARACHI

ON
13th & 14th May, 1985

TIME
10:00 A.M.

After receipt of the Report the matter will be considered by the O&M Committee of the Board and recommendations will be made.

ITEM NO-3 : CONSIDERATION AND APPROVAL OF THE REPORT OF O&M COMMITTEE OF THE BOARD.

21. This matter could not be discussed because O&M Committee of the Board was not in a position to prepare its report in the absence of the report of the O&M Division of the Government of Pakistan who had been assigned the responsibility of examining the working of the Institution and suggesting a viable and progressive organisational structure for the Institution.

22. The Chairman Board of Trustees directed that the Director General, O&M Division should be requested to submit his report early so that the Committee of the Board could give its recommendations.

ITEM NO-4 : CONSIDERATION AND APPROVAL OF THE AUDITED STATEMENTS OF ACCOUNTS OF THE INSTITUTION FOR THE YEAR ENDING 30-6-84.

23. The Board then took up for consideration the audited statements of accounts of the Institution for the year ending 30th June, 1984. The Chairman remarked that the observations of the Chartered Accountants in para 4 of their notes on the Accounts for 1983-84 should be complied with. It was observed that the auditors had found the accounts otherwise in order. After some discussion, the Board accorded its approval to the audited accounts as recommended by the F&A Committee. The Chairman, however, expressed the view that the account of the Institution should be audited by the commercial audit Department and not by Chartered Accountants. His attention was invited to Section 19(3) of the EOB, Act which provided as under:-

"The Books of accounts of the Institution shall be balanced on the 30th June of each year and its accounts shall be audited by the auditors competent to audit accounts of a public limited company incorporated under the Company's Act, 1913".

24. The Board of Trustees decided that there was no harm in getting the accounts of the Institution audited at least once by the Commercial audit department, to see the result.

KALAMAZOO LTD.
G.A. & CO. (P.) LTD.
KARACHI.
TEL : 239857
A/3-7 B/250-139

CHAIRMAN'S INITIALS

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12thHELD AT
KARACHION
13th & 14th May, 1985TIME
10:00 AM.

ITEM NO-5 : CONSIDERATION AND APPROVAL OF THE REVISED
BUDGET FOR THE YEAR 1984-85

ITEM NO-6 : CONSIDERATION AND APPROVAL OF THE BUDGET
ESTIMATES FOR THE YEAR 1985-86

25. The Chairman, BOT took up item Nos. 5 and 6 for discussion. He felt that the F&A Committee had made liberal recommendation for approval of the RE 1984-85 and BE 1985-86. He felt that the suggested allocation could be reasonably curtailed, if the whole position was reviewed with care. Mr. Salman Farooqi suggested that the budget estimates for 1985-86 may be approved subject to the proviso that the Institution would observe strict economy. The Chairman BOT did not, however, agree with this view.

26. After some discussion, it was decided that the following Committee of the Board should meet on 21st May, 1985 at Islamabad to review the revised estimates for 1984-85 and the budget estimates for 1985-86.

- 1) Chairman, Board of Trustees.
- 2) Financial Adviser, Labour Division.
- 3) Joint Secretary, Industries Division.
- 4) Joint Secretary, Commerce Division.
- 5) Joint Secretary, Labour Division.
- 6) Mr. Abdullah Ismail.
- 7) Mr. Taj Mohammad Khanzada.
- 8) Mr. Malik Meherban.
- 9) Mr. Nabi Ahmad.
- 10) Chairman, EOBI.
- 11) Director General, EOBI.

27. The Board decided that the budget estimates approved by the above Committee would be deemed to have been approved by the Board.

28. It was also decided that, in future, only the budget meetings of the Board would be held at Karachi whereas other routine meetings would be held at different cities of the country, by rotation, and may, in the absence of the Chairman, be presided over by member of the Board who would be elected by the members present from amongst themselves.

CHAIRMAN'S
INITIALS



EMPLOYEES' OLD-AGE BENEFITS INSTITUTION

12th

MINUTE BOOK

HELD AT
KARACHION
13th & 14th May, 1985TIME
10:00 A.M.

ITEM NO- 7 : CONSIDERATION OF THE RECOMMENDATION OF THE REVIEW COMMITTEE OF THE BOARD FOR PROPOSED AMENDMENT IN THE EOB, ACT.

AND

ITEM NO- 8 : CONSIDERATION OF THE FIRST ACTUARIAL VALUATION REPORT.

29. Taking up these two items the Board desired that the Committee nominated under item-2 should examine these items thoroughly and in consultation with the Consulting Actuary Mr. Sameeul Hasan, prepare a comprehensive report embodying the recommendations for necessary amendments in the Act based on Actuarial Valuation Report and other relevant facts.

30. The Board further desired that the Committee should finalise its report within two months and the Board should meet in July, 1985 to consider the report of the Actuarial Committee among other items.


ITEM NO- 9 : CONSIDERATION OF OBJECTIONS/SUGGESTIONS RECEIVED ON THE EOBI (MEDICAL ATTENDANCE) REGULATIONS, 1983 AND APPROVAL THEREOF FOR FINAL PUBLICATION

31. The Chairman wanted to know as to what had prompted the Institution to propose changes in the Medical Attendance Regulations. Mr. Barkatullah explained that the Medical expenses were increasing very rapidly and in order to control the expenses it was felt that cash allowance be paid in lieu of supply of medicines and other therapeutic substances. Malik Meheraban was of the view that substituting the facility of supply of medicines by cash medical allowance was unfair and improper. It would virtually mean giving a bonus to the healthy employees whereas those unfortunate ones who may fall sick would be unfairly treated.

32. The Board finally decided that the existing provisions of the Medical Attendance Regulations may be allowed to continue and efforts should be made to control the expenditure. The Board further desired that a review report relating to the matter of Medical attendance be submitted to the Board in its next budget meeting.

CHAIRMAN'S
INITIALS

12th

HELD AT KARACHI	ON 13th & 14th May, 1985	TIME 10:00 A.M.
<p>ITEM NO- 10 : <u>CONSIDERATION OF EOB (PAYMENT OF OLD-AGE PENSION, OLD-AGE GRANT AND WIDOWS PENSION) REGULATIONS, 1983 AND APPROVAL THEREOF FOR FINAL PUBLICATION.</u></p>		
<p>ITEM NO- 11 : <u>CONSIDERATION OF THE EOB (PAYMENT OF INVALIDITY PENSION) REGULATIONS, 1983 AND APPROVAL THEREOF FOR FINAL PUBLICATION.</u></p>		
<p>33. The Board was informed that the above mentioned draft regulations were published in the official gazette but no objections or suggestions were received in respect of them.</p>		
<p><u>34. The Board, therefore, approved the Regulations for final publication in the official gazette.</u></p>		
<p>ITEM NO- 12 : <u>THE SUGGESTIONS AND APPROVAL OF THE AMENDMENTS IN VARIOUS RULES/REGULATIONS CONSEQUENT UPON THE CHANGES/SIMPLIFICATION IN THE SYSTEMS AND PROCEDURES.</u></p>		
<p>35. Mr. Nabi Ahmad informed the Board that while considering this item in the F&A Committee meeting he had suggested that the cards may be issued in duplicate, one copy to be retained by the insured person. He reiterated that this would create interest of the insured person in the scheme and he would have his own record of insurable employment with him.</p>		
<p><u>36. It was decided that this matter would be examined by the Institution in detail in consultation with the Computer Division of Habib Bank. The Board approved the proposed amendments in the Rules/Regulations.</u></p>		
<p>ITEM NO- 13 : <u>CONSIDERATION OF OPERATIONAL ACTIVITIES OF THE INSTITUTION UPTO DECMEBER, 1984.</u></p>		
<p>37. The Chairman observed that to fully appreciate the activities of the Institution the report should contain information on comparative period of previous years also. Further consideration of the item was deferred till the next meeting of the Board in July, 1985.</p>		
<p><u>38. The Board desired that the Institution should prepare a report containing information for the full year 1984-85 so that the Members may examine and study the same and may offer their considered comments in the next meeting.</u></p>		
<p>CHAIRMAN'S INITIALS</p> 		



EMPLOYEES' OLD-AGE BENEFITS INSTITUTION

12th

MINUTE BOOK

HELD AT

KARACHI

ON

13th & 14th may, 1985

TIME

10:00 A.M.

ITEM NO- 14 : CONSIDERATION AND APPROVAL OF THE REVISED ARRANGEMENT WITH HABIB BANK LIMITED FOR HANDLING DISBURSEMENT OF PENSIONS ON BEHALF OF THIS INSTITUTION.

39. The Board was informed that an arrangement with Habib Bank had been made for handling disbursement of pension, the cost of which came to about Rs.324,000/- p.a. in the shape of loss of income on deposit. Had the disbursement work been handled by the Institution itself, it would have cost Rs. on staff required for doing the job. Under the present arrangement with the Bank, about 1600 branches throughout the country were available for disbursement whereas the number of offices of the Institution was only about 40. The Chairman wanted to know why other banks were not involved which would have been even more convenient. Mr. Barkatullah explained that quotations were called from all the banks but no other bank agreed on the terms and conditions of the Institution as they did not consider this operation profitable.

40. The Board while approving the revised arrangement with Habib Bank desired that detailed record of correspondence with other banks be supplied to the Members of the Board before the next meeting.

ITEM NO- 15 : APPROVAL OF TECHNICAL PAY FOR OFFICERS QUALIFYING THE APPROVED TECHNICAL AND PROFESSIONAL EXAMINATION.

41. After some discussion during the course of which certain clarifications were sought by the Chairman, the Board approved the rates of technical pay subject to the concurrence of the Finance Division.

ITEM NO- 16 : CONSIDERATION AND APPROVAL OF CONSTRUCTION OF BUILDING AT LAHORE ON THE PLOT ALLOTTED TO THE INSTITUTION BY THE LDA TO HOUSE THE REGIONAL OFFICES AT LAHORE.

42. The Board approved the purchase of the plot, already acquired by the Institution at Lahore, for construction of an office building and also approved the appointment of M/s. PEPAC as the Consultants of the Institution for the project. During the course of the discussion Mr. Zahoor Awan pointed out that the Institution had recently purchased a plot of land at Hayat Town, Peshawar for construction of an office building. He was of the view that this plot would take considerable time to get developed and would not be suitable, atleast for the time being, for construction of an office building from Insured persons' point of view as it would be inconvenient to come to this place.

CHAIRMAN'S
INITIALS

12th

HELD AT KARACHI	ON 13th & 14th May, 1985	TIME 10:00 A.M.
<p>43. He appreciated the location of the present office building in Peshawar and suggested that a suitable building in the vicinity of the present office building may be purchased for housing the Peshawar Office of the Institution. This suggestion was approved by the Board.</p>		
<p>ITEM NO- 17 : CONSIDERATION AND APPROVAL OF 300 RECORD COMPILERS ON DAILY WAGES BASIS FOR RECONSTRUCTION OF RECORD.</p>		
<p>44. The Board approved the proposal of employing 300 record compilers.</p>		
<p>ITEM NO- 18 : ANY OTHER MATTER WITH THE PERMISSION OF THE CHAIR.</p>		
<p>45. With the permission of the Chairman, BOT, the following additional items were discussed:-</p>		
<p>i) PURCHASE OF A PLOT OF LAND MEASURING 6600 SQ.YDS. AT GULISTAN-E-JAUHAR FOR CONSTRUCTION OF HEAD OFFICE BUILDING.</p>		
<p>46. The Board approved investment of Rs 1.980 million for the purchase of the Plot of land measuring 6600 sq.yds. situated at Gulistan-e-Jauhar (KDA Scheme No.36) at Rs.300/- per Sq. Yd.</p>		
<p>ii) APPOINTMENT OF AUDITORS FOR 1984-85</p>		
<p>47. The Board approved the re-appointment of M/s. Ibrahim Sheikh and Company, Chartered Accountants, to audit the accounts of the Institution for the period 1984-85 on the same terms and conditions as allowed to them for the year 1983-84.</p>		
<p>iii) DELEGATION OF THE POWERS OF PROSECUTION.</p>		
<p>48. Malik Meherban, referring to the huge volume of arrears, suggested that prosecution should be resorted to more frequently not only to recover the arrears but also to register new employers under the Scheme. Since the power to sanction prosecution presently rested with the Labour Div., these could be delegated to the Chairman, EOBI, but no sub-delegation from Chairman to Regional Heads of the Institution could be possible.</p>		
<p>49. The Board decided that necessary action should be taken to get the power of prosecution for the Regional Heads of the Institution who, of course, would be required to exercise it with the prior approval of the Chairman, EOBI.</p>		
<p>50. While the subject of arrears was being discussed, Mr. Nabi Ahmad suggested that an incentive should be given to the Regional Heads to</p>		

CHAIRMAN'S
INITIALS



EMPLOYEES' OLD-AGE BENEFITS INSTITUTION

12th

MINUTE BOOK

HELD AT

KARACHI

ON

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10:00 A.M.

recover more and more arrears. He suggested that those Regional Heads who recovered 75% of the arrears should be given Special Honoraria. Similarly, those who recovered upto 50% of the arrears should also be rewarded monetarily. Those who failed to recover at least 33% of the arrears, should be asked to explain their failure to the Board and, if their explanation was found not satisfactory, necessary action should be taken against them.

51. The Board accepted the suggestion and desired that detailed proposals regarding the Scheme of reward and punishment should be brought before the Board for orders.

IV) APPOINTMENT OF THE SON OF MR. A.J. DIAS, FORMER DEPUTY DIRECTOR GENERAL OF THE INSTITUTION, AS EXECUTIVE OFFICER.

52. Mr. S. Barkatullah informed that the Institution had received a request from Mr. A.J. Dias, a former Deputy Director General of the Institution, for appointment of his son who was a B.Com. as Executive Officer in the Institution. He explained that although the normal qualification prescribed for recruitment to the post of Executive Officer was graduation, yet recently the Institution had advertised the vacancies of Executive Officers for which the qualification specified was Post Graduation. He recommended that in view of the past services rendered by Mr. A.J. Dias the appointment of his son as an Executive Officer in the Institution should be favourably considered. He said that the Institution was competent to make the appointment but he felt it appropriate to inform the Board before making the appointment subject to availability of post. The Chairman observed that this matter should not have been brought before the Board.

53. The Board decided that the matter should be decided by the Institution according to rules and regulations.

54. The meeting ended with a vote of thanks to the Chair.

CHAIRMAN

CHAIRMAN'S
INITIALS