



EMPLOYEES' OLD-AGE BENEFITS INSTITUTION

14th

MINUTE BOOK

HELD AT
ISLAMABADON
7TH MAY, 1986TIME
10.30 A.M.

MINUTES OF THE 14TH MEETING OF THE BOARD OF TRUSTEES HELD AT ISLAMABAD AT 10.30 A.M. ON 7TH MAY, 1986 IN THE COMMITTEE ROOM OF THE MINISTRY OF LABOUR, MANPOWER AND OVERSEAS PAKISTANIS, GOVERNMENT OF PAKISTAN, ISLAMABAD.

The 14th meeting of the Board of Trustees of the Employees' Old-Age Benefits Institution was held in the Committee Room of the Ministry of Labour, Manpower and Overseas Pakistanis, Government of Pakistan, Islamabad at 10.30 A.M. on 7th May, 1986 to consider the left over items of the 13th Meeting of the Board of Trustees.

2. The following participated in the meeting:-

- | | |
|--|----------|
| 1) Mr. M.A. Kazmi,
Federal Secretary Labour,
Manpower and Overseas Pakistanis. | Chairman |
| 2) Mr. Hamid Akhtar Niazi,
Financial Adviser,
Labour Division. | Member |
| 3) Mr. M.A. Beg,
Joint Secretary,
Labour Division. | Member |
| 4) Mr. M. Javed Ashraf Hussain,
Secretary Labour Department,
Government of Sind. | Member |
| 5) Mr. Abdullah ismail,
Employers' Representative. | Member |
| 6) Mr. Nabi Ahmed,
Employees' Representative. | Member |
| 7) Mr. Zahoor Awan,
Employees' Representative. | Member |
| 8) Mr. Khair Mohammad Baloch,
Employees' Representative. | Member |
| 9) Mr. Malik Meherban,
Employees' Representative. | Member |
| 10) Syed Imran Shah,
Chairman, EOBI. | Member |
| 11) Mr. S. Barkatullah,
Director General, EOBI. | Member |

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3. The following officers also attended to assist the Board in its deliberations:-

- 1) Mr. Tanweer Ahmad Khan,
Social Security Adviser.
- 2) Mr. Iqbal Ahmed Siddiqui,
Assistant Director General (Finance),
Employees' Old-Age Benefits Institution.
- 3) Mr. Mujtaba Rasul,
Director (Law) & Secretary BOT.
- 4) Mr. Muhammad Bashir,
P.S. to Chairman, EOBJ.

4. The Meeting started with recitation from the Holy Quran.

5. Thereafter the agenda was taken up for discussion item by item.

ITEM NO.1: CONFIRMATION OF THE MINUTES OF THE LAST MEETING OF THE BOARD HELD ON 9-4-1986 AT KARACHI.

7. Mr. M.A. Beg pointed out that action on the decision of the B.O.T. taken in its 13th Meeting was complete. However, decisions recorded at paras-9 to 13 of the minutes of the 12 Meeting were not complete. In the 12th Meeting, the Board had desired the Institution to put up details about lending practices followed in other similar organisations so that the provisions of House Building Loan to the Officers of the Institution could be finalised. He also stated that the list of arrears of contribution dues had also not been put up. The Board decided that the Institution should submit necessary information at the next meeting.

ITEM NO.3: APPROVAL OF ANNUAL REPORT OF THE INSTITUTION FOR THE YEAR 1983-84.

8. Mr. Beg pointed out that at page 47 of the Annual Report, the arrears of contribution outstanding against employers in the Private Sector has been shown as Rs. 96.3 million and against employers in Public Sector Rs. 39.5 million. This is huge amount of arrears. He further pointed out that at page 50 of the Annual Report it was proposed to develop a system of booking of arrears by maintaining ledgers in respect of each employer to enable the Institution to estimate the arrears more accurately.

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9. Syed Imran Shah stated that arrears calculated by the Institution are on the higher side and actual arrears would be definitely less. He explained that the arrears were calculated in the absence of any record pertaining to the number of employees and their wages, and was kept on the high side so as to pressurise the employers to produce the books of accounts before the Institution for determining the actual dues. Malik Meherban said that exact figure of outstanding arrears should be placed before the Board. Mr. Abdullah Ismail stated that Syed Imran Shah had correctly stated the position that after verification of records of the employers the figure of arrears generally worked out to be much less. Mr. Nabi Ahmed suggested that a list be prepared depicting the arrears outstanding against all employers whether in public sector or in private sector so that the representatives of employers and employees may assist the Institution in working out the correct amount of arrears. He said that the Institution is carrying forward the arrears outstanding even against those establishments who, in fact, have closed down. If a complete list is made and provided to a special committee consisting of the representatives of employers, employees and the Institution then it would be possible to ascertain the correct amount of arrears outstanding against the employers.

10. The Board agreeing with the suggestion of Mr. Nabi Ahmed constituted special regional committees one for each region to be headed by the employees' representative and comprising employers' representative of the Province and the Head of the Region concerned. Mr. Barkatullah pointed out that the scope of the Central and Regional Vigilance Committee would cover this function and it was for the Vigilance Committees to determine the arrears of contribution and also recommend the de-registration of such establishments which are closed.

11. The Chairman desired that authentic list of arrears should be prepared by the Vigilance Committee as a special committee and its report should be submitted for consideration of the Board in its next meeting to be held in August/September this year. The Chairman also pointed out that in the table given at page 23 improvement was required. The table did not show whether the establishment, paying contribution less than 12 months were seasonal or perennial. Mr. Nabi Ahmed said that in large seasonal factories like Sugar Mills, about 100 to 150 persons are permanently employed for 12 months in a year. Only during the season the number of workers may rise upto 2000 to 3000. Thus from such establishments the contribution is paid for all 12 months but for very small

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number of persons during off season. He suggested that the workers should be divided into two categories, seasonal and permanent. The Board agreeing with him desired that systems may be developed on the lines proposed by Mr. Nabi Ahmed.

12. In para 39 of the Annual Report expense ratio was shown for one year. For facilitating comparison, the Board decided that expense ratio be shown for three years in future.

13. With these observations the Annual Report was approved.

ITEM NO.4: APPROVAL OF ANNUAL ACCOUNTS OF THE INSTITUTION FOR 1984-85

14. Mr. Beg brought to the notice of the Board that both in revenue and capital expenses the Institution had made saving and contribution collection was only slightly less than the target, which was quite a satisfactory performance. Mr. Hamid Akhtar Niazi however, was of the opinion that good budgeting technique is that there should neither be any saving or excess expenditure.

15. The Chairman observed that the auditors in the "note of the accounts" had pointed out that reconciliation of pension payments was not being made by the Institution. The Chairman desired that reconciliation should go side by side with the payments. Mr. Barkatullah stated that the Institution is evolving a system of reconciliation on computer and as its own computer starts functioning the Institution will have authentic reconciliation. Mr. Hamid Akhtar Niazi said if the system of reconciliation works properly it would be a great achievement by the Institution.

16. The Chairman further observed that the auditors note shows that the Imprest money of the Quetta Region was being maintained in the personal name of the Regional Head. Mr. Barkatullah explained that since Quetta Region was not an independent accounting unit and no other officer was available for joint operation of the account, the Impreset money account was opened in the name of the Regional Head. The Chairman directed that the Imprest account of Quetta Region should be maintained in the name of the Institution for the time being. Subject to above observations, the Annual Accounts of the Institution for the year ending 30th June, 1985 were approved.

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ITEM NO.5: APPOINTMENT OF AUDITORS FOR THE YEAR
1985-86 AND TO FIX THEIR REMUNERATION

17. The appointment of M/s. Ibrahim Shaikh and Company, Chartered Accountants as auditors of the Institution for the year 1985-86 on a remuneration of Rs. 25,000/- was approved, subject to the approval by the Auditor General of Pakistan.

ITEM NO.6: APPROVAL OF REVISED CAPITAL EXPENDITURE
BUDGET FOR THE YEAR 1985-86.

18. Mr. Hamid Akhtar Niazi explained that the F&A Committee had thoroughly examined the revised Capital expenditure budget proposed by the Institution and had recommended that it would not be possible for the Institution to utilise the proposed allocation of Rs. 2,00,000/- (Rupees two lacs only) for the installation of Telephone PBX during the current financial year and recommended that it should be included in the Capital budget estimates of the next financial year. The Committee had also recommended that the amount of Rs.10,000/- proposed for Reference/Library books be treated as Revenue expense and included in the Revenue expenditure budget. The Institution's proposals under other heads were considered by the Committee to be quite reasonable and were recommended for approval.

19. The Board after detailed discussions accorded approval to the recommendations of F&A Committee which are given at Annex-'A'.

ITEM NO.7: APPROVAL OF CAPITAL BUDGET ESTIMATES FOR THE YEAR 1986-87.

20. Mr. Hamid Akhtar Niazi informed the Board that F&A Committee had thoroughly examined the proposed Capital Budget Estimates for the year 1986-87 under every item, details of which are given in the working paper and had recommended it for approval.

21. Joint Secretary Labour suggested that full payment for the plot at Karachi should be made. D.G. EOBI informed the Board that full payment can only be made when KDA demands such payment. No provision for payment was made in the Budget, because KDA was not likely to demand such payment during 1986-87. F.A.(Labour) was of the view that plots at Karachi and Lahore should be utilised for the purpose for which they were originally purchased. He was of the view that the present Head Office building of EOBI was not suitably situated. D.G. EOBI informed the Board that Gulshan-e-Jauhar plot will take 5 to 6 years to develop.

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The plot at Karachi was for real estate. In case, at any stage, the Institution was in need of a plot for its own requirement in that area, the Institution could utilise the plot for its own use. Chairman BOT expressed his doubts that Institution such as EOBI should invest in real estates. He was further of the view that when the present office building was purchased, he was given to understand by the Purchase Committee that the property was ideally situated for EOBI Head Office.

22. Mr. Nabi Ahmad opposed the construction of building on the plot at Lahore. He said that plot should be sold and two smaller plots or two buildings be purchased for the two Regional Office buildings at Lahore. Due to frequent change of plans in the use of such plots, J.S. Labour suggested that we should make such purchases in future carefully. The Board decided that lump sum allocation of Rs.80 lacs should be made in the 1986-87 budget for purchase/construction of buildings.

23. On the suggestion of Secretary Labour, Sind, the Board decided that in case the Institution decided to construct its own buildings at Lahore and elsewhere, the pre-qualification tenders may be invited from leading architects/consultant engineers, including PEPAC, and be placed in the next Board meeting.

24. The Board after detailed discussion accorded approval to the recommendations of F&A Committee for the rest of the items of the Capital Budget 1986-87 as shown in Annex-'A'.

ITEM NO.8: CONSIDERATION OF PROGRESS REPORT
ON ELECTRONIC DATA PROCESSING.

25. The Board was informed that the civil work, installation of air-conditioners and electrical work have been completed. ICL has supplied the Computer equipment which is expected to be installed as soon as the additional power-load is made available to the Institution. The Karachi Electric Supply Corporation has accorded priority through the courtesy of the Labour Division and it is likely that the additional power-load shall be made available in the current month.

26. Mr. M.A. Beg suggested that while recruiting staff for the Computer Division, provincial quotas may be kept in view. Shaikh Barkatullah pointed out that computer operation is a specialised and technical field and preference should be given to the professional ability over quota systems.

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27. After some discussion, it was agreed that preference should be given to the professional requirements, but efforts should be made to maintain the provincial quota as far as possible. Candidates from provinces with low quota should be given an edge in case of tie with a candidate from an advanced province.

ITEM NO.9: APPROVAL OF AMENDMENTS IN SERVICE REGULATIONS OF THE INSTITUTION.

28. Under this item, the Institution suggested the following proposals duly supported by the working papers:-

- (i) Revision of Daily Allowance;
- (ii) Disbursement of Entertainment Expenses to Officers.
- (iii) Technical Allowance for Officers qualifying the approved Technical and Professional Examinations.
- (iv) Computer Allowance to Computer personnel.
- (v) Concession of Move-over to the next higher Scale.

29. The Board considered the revised proposal and accorded approval of Item No. (i) and (ii) mentioned above, details of which are given in Annexures 'C' and 'D' respectively.

30. As regards Items (iii), (iv) and (v) viz Technical Allowance for officers qualifying the approved Technical and Professional Examination, Computer Allowance to Computer Personnel and Concession of Move-over to the next higher Scale, the Board at the request of the Financial Adviser decided that these matters may be referred to the Finance Division, government of Pakistan for which the Institution may make a reference to the Labour Division.

31. While approving the revised rates of Daily Allowance admissible to the employees of the Institution, Mr. Khair Mohammad Baloch suggested that the Daily Allowance rates allowed to the members of the Board of Trustees may also be revised. The Board decided that the Institution should put up a proposal to increase suitably the Daily Allowance of the members of the Board of Trustees in the next Board Meeting. While preparing proposals, the practice followed by other Board's should also be kept in view.

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10.30 A.M.ITEM NO.10: CONSIDERATION OF RECOMMENDATION OF F&A COMMITTEE ON REVISED PENSION SCHEME.

32. While taking up item 10 of the Agenda, the Chairman invited the views of Mr. Nabi Ahmed on the Revised Pension Scheme. Mr. Nabi Ahmed informed that the matter pertaining to the Revised Pension Scheme was very sensitive and a technical subject which required detailed study. Since the Working Paper had just been circulated to the members of the BOT, they were not able to apply their minds. As such, no useful purpose would be served by discussing the subject further at this stage. It was suggested by him that this matter may be discussed in detail in the next Board Meeting. Mr. Hamid Akhtar Niazi informed the Board that the Finance Division was anxious to finalise the scheme during the current month.

33. Mr. Nabi Ahmed, Malik Meherban, Mr. Zahoor Awan, Mr. Khair, Mohammad Baloch and Mr. Abdullah Ismail suggested that the Institution should carry out the study regarding Pension Scheme on two parameters. The first study should be based on contribution in the ratio of 5% by the employer, 5% by the Government and 2% by the insured person and the second scheme be based on alternative 3 suggested by the Actuaries with all possible improvements. Mr. Nabi Ahmed suggested that coverage be extended to all employees other than Managers, owners, proprietors etc.

34. The Board decided to constitute a Special Committee consisting of Financial Adviser (Labour) as convener and Joint Secretary Labour, Mr. Abdullah Ismail, Mr. Nabi Ahmed and Director General EOBI as members. The BOT directed the Committee to meet on 18.05.1986 and put up its final recommendations immediately to the Ministry of Finance. The Chairman desired that the Committee may co-opt the Actuary during its deliberations. The Board decided that the Committee's recommendations shall be deemed to be the recommendations of the Board.

ITEM NO.11: APPROVAL OF THE SCHEME OF REWARD AND PUNISHMENT FOR OFFICERS AND STAFF OF THE INSTITUTION.

35. This item was taken up for consideration and after detailed discussions it was felt unanimously by the Board that the Scheme of Reward and Punishment prepared by the Institution does not appear to be workable and, therefore, be dropped.

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ITEM NO.12: APPROVAL OF CONSTRUCTION OF BUILDING AT
LAHORE AND FAISALABAD.

36. While considering this item it was felt that this item has already been discussed in detail under Capital Budget Estimates for the year 1986-87. The Board approved the recommendations of the F&A Committee in this behalf.

ITEM NO.13: CONSIDERATION OF THE REPORT OF O&M COMMITTEE

37. The Chairman desired that the Special Committee appointed for the finalisation of Pension Scheme under item No.10 may, in addition to their original assignments, examine the Report of the O&M Committee and give recommendations to the Board in the next Meeting.

ITEM NO.14: ANY OTHER MATTER WITH THE PERMISSION OF THE CHAIR

38. With the permission of the Chair, Mr. S. Barkatullah presented a Working Paper in connection with Haj of employees of the Institution. It was explained that Mr. Jam Allah Baksh, Naib Qasid, Field Office, Muzaffargarh was a successful candidate for Haj for the Year 1985 but could not proceed on Haj as he was not declared successful in Government Haj Balloting. Therefore, it was suggested to allow him to proceed on Haj this year in addition to the candidate declared successful for the year 1986.

39. After some discussion, the Board approved the additional budget under the head "Employees Welfare" for Haj expenses amounting to Rs. 22,100/- for Mr. Jam Allah Baksh in addition to the successful candidate for the year 1986 for which necessary funds had already been approved in the budget estimates for the year 1986-87.

ITEM NO.15: INCREASE OF 13.5% FOR EXISTING PENSIONERS

40. With the permission of the Chair, Mr. M.A.Beg presented a Working Paper in connection with increase of 13.5% for existing Pensioners of Employees' Old-Age Benefits Institution. The Chairman directed that the Committee appointed to examine and finalise the revised Pension Scheme may also examine this issue and give their recommendation.

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10.30 A.M.ITEM NO.16: ADDITIONAL ITEM WITH THE PERMISSION OF THE CHAIR

41. After all the items on the agenda had been disposed of, Mr. M.A. Beg informed that the Chairman, Mr. M.A. Kazmi, shall soon be taking over his new assignment as Secretary, Ministry of Industries and that this was his last meeting as Chairman B.O.T. Mr. M.A. Beg pointed out that the Institution had reached a high standard due to the personal efforts of the Chairman of the Board. He, therefore, proposed to bring on record the valuable services and guidance provided to the Board and the Institution by the outgoing Chairman. Syed Imran Shah highly appreciated the valuable contribution and interest taken by the Chairman throughout his association which was spread over 7 years out of the first 10 years of the life of the Institution. He further said that the Chairman had whole-heartedly worked for the uplift of the Scheme and we are grateful to him for raising the standard of the Institution. He suggested to pass a resolution in this regard. Mr. Nabi Ahmed said that Mr. M.A. Kazmi was a very good financial administrator and for any financial Institution administrators were required to be strict. The progress of the Institution during the past seven years could well be related to his strict financial discipline. He said that he was now going to a position of equally higher responsibility and he prayed for Mr. Kazmi's success in his new assignment. Mr. Abdullah Ismail said that in all the affairs of the Institution the Chairman had fully relied on the members and it had been a pleasure to work under his guidance. He was confident that Mr. Kazmi would emerge as a successful Secretary Industries. Mr. Hamid Akhtar Niazi said that during two years of his association with the Chairman he found him full of cooperation and he further stated that the Ministry of Finance was fully satisfied with him for running the EOBI most economically. He prayed for his success in the Industries Ministry and hoped that Ministry would flourish under his leadership.

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42. Mr. M.A. Karmi in reply said that he had a record association of seven long years with this Institution. When he took over, the Institution was in an embryonic stage. EOBI was a very important Institution and it was his privilege and honour that he remained associated with it for such a long period. Now at a time when he was going away he was fully satisfied with the working of the Institution. He observed that it was a great achievement of the Institution that without any monetary assistance from the Government or the employees, the flat rate Old-Age allowance of Rs. 75/- was converted into old-age pension of Rs. 90/- minimum and Rs. 345/- maximum. The credit for this achievement went to his colleagues who had been working with utmost devotion and dedication. The outgoing Chairman of the Board of Trustees gave a piece of parting advice to the members of the Board and the Institution make all out efforts to achieve maximum results with utmost economy.

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

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ANNEXURE 'A'APPROVAL OF REVISED CAPITAL EXPENDITURE BUDGET
FOR THE YEAR 1985-86

Furniture & Fixture	300,000
Office Machine & Equipment	200,000
Air-Conditioners, Coolers & Refrigeration.	25,000
Electric Generator/UPS	500,000
Construction of 3rd Floor at Head Office.	1,300,000
Construction/Purchase of Offices for Regions.	3,000,000
Plot at Gulistan-e-Jouhar	990,000
Vehicles	600,000
Total		<u>6,915,000</u>

6.915 million

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10.30 A.M.ANNEXURE "B"

CAPITAL BUDGET ESTIMATES FOR THE YEAR 1986-87
AS APPROVED BY THE BOARD OF TRUSTEES OF THE
EOBI:

Furniture & Fixture	157,000
Office Machine & Equipment	225,000
Air-Conditioners, Coolers and Refrigeration	55,000
Telephone PBX 5 X 39	200,000
Construction of 1st Floor, at Karachi East Region.	400,000
Construction/Purchase of Offices for Regions.	8,000,000
Plot at Gulistan-e-Jouhar	990,000
Vehicles	620,000
		<hr/>
	TOTAL	10,647,000
		<hr/>

10.647 million

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vi) CONSTRUCTION OF EOBI OFFICES.

Mr. Nabi Ahmed opposed the proposal of construction at a cost of Rs. 80,00,000/- (Rupees eighty lacs only) for a Regional Office. He further stated that even from the investment point of view this construction would be a bad investment, as the yield on letting out the shops and offices would at the most be 6% of the investment whereas the normal yield on the investments made by the Institution is about 15%. He further elaborated that the proposed building would cost about Rs. 10 million including the cost of land till the completion of the project which will take about 2 years. Based on the yield of 15% per annum the loss will be Rs. 15 lacs per annum, whereas a rented building even if it is hired on a rent of Rs. 10,000/- per month will only cost Rs. 1,20,000/- per annum. Other members of the Committee agreed that the construction of a large project is beset with hazards and if both the Regional Offices are accommodated in the same premises it will adversely affect the administration and discipline. Moreover, it will also cause inconvenience to the claimants. Mr. Nabi Ahmed further pointed out that the location of the Regional Offices should be nearer the concentration of Insured Persons and employees to be served by the respective Regional Offices and the proposed site at Shahdman Colony in the heart of Lahore does not fulfill this criterion. Mr. S. Barkatullah suggested that since the Institution does not have the expertise and professional capability for the supervision of the construction in case it is decided that the Building at Lahore should be constructed which may be awarded to some reliable government agency on "TURNKEY BASIS". Syed Imran Shah explained that the proposal of having our own building was made in view of the threat of termination of tenancy by the Landlord, compelling the Institution to shift its offices from one rented building to other, thereby causing inconvenience to the Insured Persons as well as the employers. The Convenor Mr. Hamid Akhtar Niazi emphasized that all the priority should be given to purchase small plots nearest to such places where the workers have major concentration, over the purchase of constructed building.

After some discussion the Committee agreed that the present plot acquired at Shahdman Colony may be disposed off and two plots of the appropriate size required for each Regional Offices at the appropriate locations may be purchased and construction raised thereon according to requirements. In case open plots are not

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available in the desired locations, suitable buildings may be purchased to house the Regional Offices at a reasonable price.

With the above observations, the Committee proposed that as against the total figure of Rs. 1,84,00,000/- proposed for office buildings listed in Item 4 of the Capital Expenses appearing on page 105, a provision of Rs. 80,00,000/- is being recommended, utilisation of which may be determined by the EOBI Management.

CONSTRUCTION OF 1ST FLOOR AT KARACHI REGION EAST:

Syed Imran Shah informed the Committee that the present accommodation at Karachi Region East has become insufficient to accommodate the staff as well as the records of employers, insured persons and Pensioners and requires expansion by construction of 1st Floor within the estimated expenditure of Rs. 4,00,000/- . After some discussion the Committee recommended the construction of 1st Floor at a cost upto Rs.4,00,000/- . (Rupees Four Lacs only).

PURCHASE OF VEHICLES:

Taking up the item of vehicles proposed by the Institution, the Committee agree to the proposal and recommended the purchase of the following vehicles at an estimated cost of Rs. 6,20,000/-:-

1. One Suzuki Van for Courier Service
2. One Suzuki Van for Director (Publicity)
3. One Suzuki Van for Field Office, Hub.
4. One Suzuki Van as replacement of worn out vehicle (Suzuki) No.MNF/679 which is to be disposed off.
5. One Car of 1300 CC for Director General. The Car presently in use will be given to Deputy Director General (EDP) and the Car in use of Deputy Director General (EDP) will be utilised as Staff Car.

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10.30 A.M.ANNEXURE "C"Subject:- DAILY ALLOWANCE:

The Daily Allowance on tours for the period of absence from station or posting of an employee is admissible to him at the following rates as prescribed by Regulation 40 of the EOBI (Employees' Service) Regulations, 1980.

	Pay Limit	Rate of Daily Allowance	
		Admissible at Islamabad/Karachi/Lahore/Rawalpindi/Peshawar/Quetta Multan/Faisalabad & Hyderabad.	Admissible at other places.
i)	Rs. 250 to Rs.479	Rs. 20/- per day	Rs.15/-per day
ii)	Rs. 480 to Rs.624	Rs. 35/- per day	Rs.25/-per day
iii)	Rs. 625 to Rs.1349	Rs. 40/- per day	Rs.30/-per day
iv)	Rs. 1350 to Rs.2200	Rs. 60/- per day	Rs.45/-per day
v)	Rs. 2200 and above	Rs. 70/- per day	Rs.55/-per day

These rates of Daily Allowance were in consonance with the Daily Allowance admissible to the Federal Government Employees at the time of framing of EOBI (Employees Service) Regulations, 1980.

In view of subsequent increase in pay as well as inflation, the Government has revised the rates of Daily Allowance admissible to its employees vide Office Memorandum Ho.F.2(38)-R9/81.D.660/82 dated 17.06.82 of Finance Division, Regulation Wing, Government of Pakistan, which may kindly be applied to the Officers and Staff of EOBI as per detail given below, subject to any change as announced by the Federal Government from time to time.

Pay Limit	Special Rate	Ordinary Rate
Exceeding Rs. 2150/- per month	Rs.90/- per day	Rs.75/- per day
From Rs.1350/- to Rs.2150/- per month.	Rs.75/- per day	Rs.65/- per day
From Rs.700/- to Rs.1349/- per month	Rs.50/- per day	Rs.40/- per day
From Rs.320/- to 699/- per month.	Rs.40/- per day	Rs.25/- per day
Upto Rs.319/- per month	Rs.25/- per day	Rs.20/- per day

The Board may kindly approve.

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ANNEXURE "D"

REVISION OF DISBURSEMENT OF ENTERTAINMENT
EXPENSES TO OFFICERS OF THE INSTITUTION.

The following categories of Officers of the Institution are being re-imbursed the amount incurred by them on entertainment subject to the limits indicated against each:-

- | | | |
|--|------|----------------------|
| 1. Director General | upto | Rs. 300/- Per month. |
| 2. Dy. Director General | upto | Rs. 300/- Per month |
| 3. Divisional Heads
(Asstt. Director General) | upto | Rs. 200/- Per month. |
| 4. Regional Heads | upto | Rs. 200/- Per month. |
| 5. Heads of the Law and
Audit Department | upto | Rs. 200/- Per month. |
| 6. PRO to Minister
(Deputy Director) | upto | Rs. 400/- Per month. |

Since these rates were fixed many years ago and have become out dated, the Institution proposes revision of the limits of the reimbursement of amount indicated against each category of Officers given below or 10% of pay whichever is less, w.e.f. 01-07-86 which may be approved by the Board:-

- | | |
|-------------------------------|----------------------|
| 1. Director General | Rs. 500/- per month. |
| 2. Dy. Director General | Rs. 400/- per month. |
| 3. Divisional Heads | Rs. 300/- per month. |
| 4. Regional Head/Deptt. Heads | Rs. 250/- per month. |

However in case of the following Officers, the reimbursement will be allowed upto a maximum amount indicated against each irrespective of their pay:-

- | | |
|-------------------------|----------------------|
| A. PRO to Minister | Rs. 400/- per month. |
| B. Director (Publicity) | Rs. 500/- per month. |

The total financial implication of the above revision will be Rs. 89,000/- p.a. as against existing expenditure of Rs. 61,000/- showing only an increase of Rs. 28,000/-.

CHAIRMAN'S
INITIALS