



EMPLOYEES' OLD-AGE BENEFITS INSTITUTION

PAGE No. 259

17th

MINUTE BOOK

HELD AT
ISLAMABAD

ON
23RD APRIL, 1987

TIME
10.00 A.M.

MINUTES OF THE 17TH MEETING OF THE BOARD OF TRUSTEES OF EOBI HELD AT 10.00 A.M. ON THE 23RD OF APRIL, 1987 IN THE COMMITTEE ROOM OF THE LABOUR DIVISION AT ISLAMABAD.

The 17th Meeting of the Board of Trustees of the EOBI was held at 10.00 A.M. on the 23rd of April, 1987 in the Committee Room of the Labour Division at Islamabad. The following attended the meeting:

- | | | |
|-----|--|-----------|
| 1. | Mr. Jawaid Ahmad Mirza,
Secretary,
Ministry of Labour, Manpower
and Overseas Pakistanis,
Government of Pakistan. | President |
| 2. | Mr. Hamid Akhtar Niazi,
Financial Adviser,
Labour Division. | Member |
| 3. | Mr. Ashraf Ali,
Joint Secretary,
Labour Division. | Member |
| 4. | Mr. M. Javed Ashraf Hussain,
Secretary,
Labour Department,
Government of Sind. | Member |
| 5. | Mr. Tariq Hamid,
Employers' Representative
on the BOT. | Member |
| 6. | Mr. Abdullah Ismail,
Employers' Representative
on the BOT. | Member |
| 7. | Mr. Malik Meharban,
Employees' Representative
on the BOT. | Member |
| 8. | Mr. Nabi Ahmad,
Employees' Representative
on the BOT. | Member |
| 9. | Mr. Khair Mohammad Baloch,
Employees' Representative
on the BOT. | Member |
| 10. | Syed Imran Shah,
Chairman, E.O.B.I. | Member |
| 11. | Mr. S. Barkatullah,
Director General, E.O.B.I. | Member |

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The following officers were also present in the Meeting to assist the Board:

1. Mr. Iqbal Ahmed Siddiqui,
Assistant Director General (F&AO),
E.O.B.I.
2. Mr. Asadullah Khan,
Assistant Director General (R&C),
E.O.B.I.
3. Mr. Mujtaba Rasul,
Director,
Peshawar Region.
4. Mr. Mohammad Asif,
Deputy Secretary,
Labour Department,
Government of NWFP.
5. Mr. Muhammad Bashir,
Assistant Director,
E.O.B.I.

The President, welcoming the members to the meeting, said that the meeting was called by the EOBI management at a short notice to avoid inconvenience to the members in Ramzan. Moreover, some of the members of the Board were already in Islamabad on the 22nd of April, 1987 in connection with Finance & Administrative Committee's meeting. Malik Meharban pointed out that at least a week's notice was necessary to convene a meeting of the Board. Mr. Nabi Ahmad said that the meetings of the Board should, at times, be held also at provincial capitals. The Board agreed that meetings of the Board may, from time to time, be held also at the provincial capitals.

Speaking about the meetings of F&A committee, which are invariably held immediately before the Board meetings, Mr. Hamid Akhtar - Niazi expressed the view that the meetings of the said committee may be held at least a week before the Board meeting so that the minutes of the meeting of the committee are circulated to the member of the Board sufficiently in advance of the date fixed for the Board meeting. Mr. Barkatullah stated that that would involve additional expenditure on travelling of the members. The Board agreed that in future meetings of the F&A Committee may be held a few days before the Board meeting.

The Board then under took consideration of the agenda as under:

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Item No.1 CONFIRMATION OF THE MINUTES OF THE LAST BOARD MEETING HELD ON 14.01.1987.

Malik Meharban, referring to item No. 3 of the minutes, said that the cases of claims rejected in 1986, which were required to be supplied to the Employees' representatives before the Board meeting, had not been supplied to them. Mr. S. Barkatullah informed that a few cases had been brought to Islamabad which could be seen by the members. The Board, however, decided that a day before the next Board meeting, all rejected claims of 1986 should be made available to the employees' representatives at a joint meeting for their examination. Thereafter, the minutes of the meeting of the Board held on 14-1-1987 were confirmed.

Item No.2 PROGRESS REPORT ON IMPLEMENTATION OF THE DECISIONS TAKEN IN THE LAST BOARD MEETING.

The Board took note of the observations made by the F&A Committee, as contained in the minutes of the meeting of the said Committee held on 22nd April, 1987.

With reference to serial No.2 of the Progress Report, Mr. S. Barkatullah presented to the Board specimens of the form prepared by the EDP Division of the Institution on their computer, showing the details of insurable employment and contributions in respect of individual insured persons. He stated that F&A Committee had suggested allocation of Institution's own registration numbers to the insured persons. The Board approved the suggestion of the F&A Committee and decided that EOBI numbers should be given, alongwith the NIC Numbers, wherever available, and a system should be devised by the Institution for checking of duplication in the allocation of Institution's own registration numbers.

Referring to serial No.14 of the Report, Malik Meharban suggested that negotiations with the Employees' Union should be held in order to settle the dispute amicably between the Management of the Institution and the Union. Mr. S. Barkatullah said that recently the Employees' Union had submitted a Charter of Demands which was currently under examination, and the matter would be attended in accordance with the law and necessary development in this behalf would be submitted to the Board.

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Item No.2(a) REVIEW OF THE PERFORMANCE OF THE INSTITUTION RELATING TO THE PERIOD FROM DECEMBER, 1986 TO MARCH, 1987.

The Board took note of the deliberations done on this item by the F&A Committee. Mr. Nabi Ahmed reiterated his point regarding new entrants in the Scheme. He was of the view that the Act had been applied to all employees in an industry or establishment, but the entry of new insured persons in the Scheme was not encouraging. Mr. S. Barkatullah pointed out that the definition of 'employee' as given in the amended Act excluded managerial and administrative staff and also persons possessing professional qualifications from the scheme, without, however, defining these categories of excluded persons. Mr. Nabi Ahmed suggested that legal advice should be obtained as to the exact implications of the definition of 'employee' and coverage of insured persons under the Scheme. The Board agreed that legal advice may be obtained.

Another decision taken on the "review of performance" was that in future regionwise break up of every information contained in the report should also be given.

Item No.3. CONSIDERATION/APPROVAL OF THE REPORTS OF THE CENTRAL VIGILANCE COMMITTEE AND O&M COMMITTEE.

This item was deferred, as recommended by the F&A Committee.

Item No.4. APPROVAL OF THE ANNUAL ACCOUNTS OF THE INSTITUTION FOR THE FINANCIAL YEAR 1985-86 AND THE REPORT OF AUDITORS THEREON.

The Board approved the annual accounts of the Institution for the year 1985-86, as recommended by the F&A Committee.

Item No.5&6. (5) CONSIDERATION AND APPROVAL OF THE REVISED REVENUE AND CAPITAL BUDGET ESTIMATES OF THE INSTITUTION FOR THE YEAR 1986-87.

(6) CONSIDERATION AND APPROVAL OF THE PROPOSED REVENUE AND CAPITAL BUDGET ESTIMATES OF THE INSTITUTION FOR THE YEAR 1987-88.

The Board approved the revised Revenue Budget estimates for the year 1986-87 as recommended by the F&A Committee amounting to Rs. 29.178 million after reducing the allocation under the head Overtime by Rs.20,000/- as per details given in Annexure 'I'.

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The Board also approved the Revised Capital Budget Estimates for the year 1986-87, as recommended by the F&A Committee, amounting to Rs. 15.075 million, as per details given in Annexure 'II'.

As regards the Budget estimates for the year 1987-88, the Board approved the allocations under various heads of accounts, as recommended by the F&A Committee, amounting to Rs.36,147,600/- as per details given in Annexure 'III'.

Capital Budget:

The Board approved Capital Budget for the year 1987-88 amounting to Rs.6 million, as recommended by the F&A Committee, after reducing an amount of Rs.6,10,000/- from the proposed Budget. The Board also authorised the Institution to reallocate funds under various heads of accounts of the Capital Budget estimates, as deemed fit, remaining, however, within the amount of Rs. 6 million. Details of Capital Budget are given in Annexure 'IV'.

While the Capital Budget was being discussed, particularly that relating to purchase of buildings, the President expressed the view that valuation of older building was a difficult job. The Institution should, therefore, try, as far as possible, to construct its own buildings. The Board decided that the Committee constituted for purchase of buildings should keep both the alternatives in view and decide in the individual cases which alternative was suitable and practicable.

Contribution income for the year 1987-88.

The Board fixed an increased target of Rs. 330 million for collection of contribution from the employers during the year 1987-88, as recommended by the F&A Committee.

Manpower requirements for the year 1987-88.

The Board examined the recommendations of the F&A Committee on manpower requirements of the Institution for the year 1987-88 and, after detailed discussion, agreed to allow some of the posts by upgradation and others by creation. Details are given below:-

By Upgradation

1. Assistant Director General	2
2. Director	4
3. Deputy Director	16

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The posts of 2 Directors, 4 Deputy Directors and 16 Assistant Directors will accordingly be reduced. Chairman, EOBI, stated that one of the post of A.D.G. shall be filled up from amongst defence personnel.

By Creation

1. Assistant Director	3
2. Personal Assitant	3
3. Superintendent	1
4. Assistant	2
5. Typist	10
6. Driver	2
7. Naib Qasid	4

At the suggestion of Mr. Abdullah Ismail, it was agreed that the proposal for creation of the posts of chowkidars may be re-examined and put in the next Board Meeting.

The President said that the copies of the approved revenue and capital budget showing various budget allocations and posts approved by the Board for the year 1987-88 should be supplied to all members of the Board along with the minutes of this meeting.

Item No.7 APPOINTMENT OF AUDITORS AND FIXING OF THEIR REMUNERATION FOR THE FINANCIAL YEAR 1986-87

The Board approved appointment of M/s. Hashmi & Company, Chartered Accountants as the Auditors of the Institution for the year 1986-87, on a remuneration of Rs.25,000/-, as recommended by the F&A Committee and EOBI.

Item No.8 CONSIDERATION & APPROVAL OF THE AMENDMENTS IN VARIOUS REGULATIONS.

Consideration of this item was deferred on the recommendation of the F&A Committee.

Item No.9 FIXATION OF WORKING HOURS FOR THE INSTITUTION.

After considerable discussion, the Board decided that the Institution should continue to observe a 6-day working week and the daily timings may be fixed by the management as considered appropriate.

Item No.10 ANY OTHER ITEMS WITH THE PERMISSION OF THE CHAIR.

Mr. S. Barkatullah informed that Minister for Labour, Manpower and Overseas Pakistanis had announced on 16th April, 1987 during an EOBI function at Chakwal the opening of an office of EOBI there. The Board approved the opening of a field office at Chakwal w.e.f. 1-7-1987. The Board sanctioned the staff prescribed for a field office i.e. 1 Executive Officer, 1 Assistant & 1 Naib Qasid. On a proposal made by Mr. S. Barkatullah the Board agreed that proposals for the opening of new field offices at Gotki, Shikarpur and Khairpur may put up to the Board in the next meeting for its consideration.

There being no other items, the meeting ended with the vote of thanks.

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10.00 A.M.ANNEXURE 'I'EMPLOYEES' OLD-AGE BENEFITS INSTITUTIONAPPROVED REVISED REVENUE BUDGET
FOR THE YEAR 1986-87

<u>TITLE OF ACCOUNTS</u>	<u>APPROVED REVISED BUDGET</u>
<u>Revenue Expenses</u>	
<u>Staff Cost</u>	
Basic Pay	9,159,000
Indexation Pay	1,100,000
Allowances	7,267,000
P.F. Contribution	855,000
Gratuity	467,000
Overtime	130,000
Medical Expenses	1,980,500
Rest & Recreation	125,000
Employees Welfare	100,000
Employees Tea Expenses	280,800
Group Insurance Premium	150,000
Education Cess	2,000
Employees Transfer Expenses	150,000
Wages (Part Time Workers)	150,000
Transport Expenses (Field Officers)	527,000
Employees Contingent Expenses	10,000
Computer Allowance	70,000
Total Staff Cost	22,523,300
<u>Other Office Expenses:</u>	
Board Meeting Expenses	100,000
Computer Charges	450,000
Invalidity Medical Expenses	1,000
Stipend/Honourarium	-
Office Rent	796,000
Advertising & Publicity	300,000
Travelling Expenses	500,000
Printing & Stationery	750,000
Conveyance Expenses	40,000

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Postage & Telegrams	250,000
Office Shifting Expenses	10,000
Telephone Expenses	700,000
Vehicle Expenses	800,000
Training Expenses	100,000
Utility Expenses	450,000
Meeting Function & Conf.	75,000
Entertainment Expenses	100,000
Insurance Premium	25,000
Legal & Professional Fee	500,000
Maintenance & Repairs	500,000
Audit Fee	25,000
Misc. Expenses	40,000
Vigilance Committee Expenses	25,000
Bank Charges	10,000
Newspapers & Periodical	25,000
Library Books	25,000
Cortage & Carriage Expense	15,000
Subscription & Affiliations	3,000
Courier Services Charges	40,000
Total Other Office Expenses	6,655,000
Grand Total	29,178,300

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ANNEXURE 'II'

EMPLOYEES' OLD-AGE BENEFITS INSTITUTION
APPROVED REVISED CAPITAL BUDGET ESTIMATES FOR 1986-87

S.No.	TITLE OF ACCOUNTS	APPROVED BUDGET FOR 1986-87	APPROVED REVISED ESTIMATES
1.	Furniture & Fixture	240,000	240,000
2.	Office Machine & Equip.	314,000	314,000
3.	Heating & Cooling Appliances	90,000	90,000
4.	Telephone PABX 5 X 39 Lines	200,000	237,000
5.	Construction of 1st Floor at Karachi Region East	400,000	400,000
6.	Purchase of Offices for Regions	8,000,000	8,000,000
7.	Balance Payment of Cost of Plot at Gulistan-e-Jauhar, Karachi	990,000	990,000
8.	Vehicles	820,000	1,128,000
9.	Construction of 3rd Floor at H.O.	-	1,800,000
10.	Un-interrupted Power Supply	-	300,000
11.	ICL Computer ME-29 with A.C. Units	-	2,206,000
Total =		11,054,200	15,705,200

ANNEXURE 'III'

REVENUE BUDGET APPROVED BY THE BOARD FOR THE YEAR 1987-88

Head of Accounts	Amount proposed	Amount approved
1	2	3
<u>Staff Cost</u>		
Basic Pay	11,740,000	11,058,000
Indexation Pay	1,839,000	1,742,000
Allowances	8,972,000	8,454,000
P.F. Contribution	1,126,000	1,067,000
Gratuity	500,000	500,000
Overtime	200,000	175,000
Medical Expenses	2,100,000	2,100,000
Rest & Recreation	150,000	150,000

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1	2	3
Employees Welfare	75,000	75,000
Employees Tea Expenses	357,600	342,000
Group Insurance Premium	150,000	150,000
Education Cess	2,000	2,000
Employees Transfer Expenses	150,000	150,000
Wages (Part Time Workers)	200,000	200,000
Transport Expenses (Field Officers)	640,000	640,000
Employees Contingent Expenses	10,000	10,000
Computer Allowance	220,000	220,000
Total Staff Cost:	28,431,600	27,035,000
Other Office Expenses:		
Board Meeting Expenses	150,000	120,000
Computer Expenses	796,000	796,000
Invalidity Medical Expenses	5,000	5,000
Office Rent	910,000	910,000
Advertising & Publicity	1,500,000	1,000,000
Travelling Expenses	765,000	600,000
Printing & Stationery	1,000,000	900,000
Conveyance Expenses	75,000	50,000
Postage & Telegrams	500,000	300,000
Office Shifting Expenses	25,000	25,000
Telephone Expenses	847,000	750,000
Vehicle Expenses	993,000	950,000
Training Expenses	200,000	100,000
Utilities Expenses	600,000	600,000
Meeting, Function & Conf.	50,000	50,000
Entertainment Expenses	146,000	146,000
Insurance Prem. Exp. (Other than G-1)	70,000	70,000
Legal & Professional Fees.	500,000	500,000
Maintenance & Repairs	800,000	800,000
Audit Fees	25,000	25,000
Miscellaneous Expenses	75,000	75,000
Vigilance Committee Expenses	50,000	50,000
Bank Charges	30,000	30,000
Newspapers & Periodicals	35,000	35,000
Library Books	10,000	10,000
Cartage and Carriage	25,000	25,000

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1	2	3
Sub & Affiliations	5,000	5,000
Courier Services Charges	75,000	40,000
Regional Heads Conference	40,000	75,000
Visiting Delegation Expenses	30,000	10,000
Religious Function & Haj Exp.	50,000	50,000
Total Other Office Expenses	10,382,600	9,112,600
GRAND TOTAL:	38,814,200	36,147,600

ANNEXURE 'IV'

EMPLOYEES' OLD-AGE BENEFITS INSTITUTION
APPROVED CAPITAL BUDGET FOR THE YEAR 1987-88

S.NO.	TITLE OF ACCOUNTS	PROPOSED BY THE INSTI-TUTION	APPROVED BY THE BOT	REMARKS
1.	Furniture & Fixture	260,000	-	The Board authorised the Institution to re-allocate funds under various heads of accounts of the Capital Budget Estimates, as deemed fit, remaining, however, within the amount of Rs. 6 million.
2.	Office Machine & Equip.	500,000*	-	
3.	Heating & Cooling Appliances	150,000	-	
4.	Purchase of Offices for Regions	5,000,000	-	
5.	Vehicles	700,000+	-	
		6,610,000	6,000,000	

* 1/4 duplicating Machines - one in each Region estimated cost Rs.29,000/- each.

+ 2 DIAHATSO (Tocky) Jeeps instead of Suzuki Jeeps, present cost Rs.3,25,000/- each.

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