



# EMPLOYEES' OLD-AGE BENEFITS INSTITUTION

20th

MINUTE BOOK

HELD AT  
KARACHION  
27th November, 1988TIME  
10.00 a.m.

MINUTES OF THE 20TH MEETING OF THE BOARD OF TRUSTEES OF  
EOBI HELD AT 10.00 A.M. ON THE 27TH OF NOVEMBER,  
1988 AT THE HEAD OFFICE OF THE INSTITUTION.

The 20th meeting of the Board of Trustees of EOBI was held at 10.00 a.m. on 27th November, 1988 at the Head Office of the Institution at Karachi. The following attended the meeting:-

- |     |   |           |
|-----|---|-----------|
| 1.  | Mr. Jawaid Ahmed Mirza,<br>Secretary,<br>Ministry of Labour, Manpower,<br>and Overseas Pakistanis,<br>Government of Pakistan. | President |
| 2.  | Mr. Hameed Akhter Niazi,<br>Financial Adviser,<br>Labour Division.  | Member    |
| 3.  | Mr. Saleem Maqsood,<br>Joint Secretary (Industries)   | Member    |
| 4.  | Mr. S.S. Hoda,<br>Joint Secretary (Labour),<br>Labour Division.   | Member    |
| 5.  | Mr. Abdul Hakim Baluch<br>Secretary (Labour)<br>Government of Baluchistan.  | Member    |
| 6.  | Chaudhry Khurshid A. Aziz,<br>Employers' Representative<br>on the Board.  | Member    |
| 7.  | Mr. Ahsanullah Khan,<br>Employers' Representative<br>on the Board.  | Member    |
| 8.  | Mr. Javed Saifullah Khan<br>Employers' Representative<br>on the Board.  | Member    |
| 9.  | Malik Lal Khan,<br>Employees' Representative<br>on the Board.   | Member    |
| 10. | Professor M. Shafi Malik,<br>Employees' Representative<br>on the Board.   | Member    |
| 11. | Mr. Jahanzaib Khan,<br>Employees' Representative<br>on the Board.   | Member    |

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| 12. | Mr. Agha Mohammad,<br>Employees' Representative<br>on the Board. | Member |
| 13. | Mr. S. Imran Shah,<br>Chairman, FOBI.                            | Member |
| 14. | Mr. S. Barkatullah<br>Director General, FOBI.                    | Member |

2. The following officers of the Institution were also present in the meeting to assist the Board:-

1. Mr. Mohammad Ashraf Nadeem, Dy. Director General.
2. Mr. Asadullah Khan, Assistant Director General/  
Secretary of the Board.
3. Raja Faizul Hasan Faiz, Assistant Director,  
Board Secretariat.

3. The deliberations of the meeting were commenced with the recitation from the Holy Quran by Professor M. Shafi Malik, whereafter the President welcomed the members of the Board of Trustees specially the new non-official members to the meeting, as it was the first meeting of the Board for these new members. He expressed the hope that with their co-operation and dedication, the Institution would attain more progress in its objectives for providing services to the employers and employees. He also paid tributes to the out-going non-official members of the Board due to whose cooperation and help the Institution had improved its working and desired that the appreciation be recorded. The President then requested the participants to the meeting to introduce themselves. After the process of self-introduction was over, the President invited the Chairman/DG to explain the objectives of the Institution. In response to this, Mr. Imran Shah said that the basic job of the Institution was to give pensionery benefits to the insured persons and their dependents. At the inception of the scheme, the amount admissible was Rs. 75/- per month. Now the minimum was Rs. 349/- per month and the maximum was Rs. 1260/- per month. Although the activities of the Institution extended from Karachi to Swat, yet the strength of employees was very small (676 employees only). The Institution had 20 Regional Offices throughout the country. For provision of better services to the insured persons as well as employers, it was necessary to open more and more Regional/Field Offices. He said that when he took over as Chairman of the Institution

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the contribution per annum was less than Rs 200 million. Now it was Rs 400 million. The Federal Government was also contributing towards the scheme an amount equal to that collected by the Institution, on quarterly basis. The total annual income of the Institution was over Rs 100 crore. In every pension scheme actuarial valuation had to be conducted at regular intervals of 3 to 4 years to find out as to how pension could be increased, within the existing resources, or, alternatively, how much increase in contribution was necessary to increase the quantum of benefits. He said that the Institution had already carried out one such actuarial valuation in the past and there was a working paper in the current meeting for approval of the second actuarial valuation. Referring to Mr. Jahanzaib Khan, Employees' Representative from NWFP, Mr. Imran Shah said that he was happy to note that Mr. Jehanzab had written a letter to the Institution, seeking a lot of information about the EOBI scheme which showed the amount of interest possessed by him in the affairs of the scheme. Mr. Ahsanullah Khan, Employers' Representative desired that a copy of this letter should be circulated to all other members.

4. The following decisions were taken on the items of the Agenda:-

ITEM NO-1: CONFIRMATION OF THE MINUTES OF THE 19TH MEETING OF THE BOARD HELD ON 29TH MAY, 1988.

5. Since no objections were received on the minutes from any member of the Board, the minutes were confirmed.

ITEM NO-2: REVIEW OF THE PROGRESS MADE IN THE IMPLEMENTATION OF THE DECISIONS TAKEN IN THE LAST BOARD MEETING HELD ON 29-5-88

6. The Board examined the recommendations of the F&A Committee on this item and took the following decisions:-

Serial No-1:

7. The latest position of work done on the completion of the contribution cards of 1987-88 was presented to the Board in addition to the progress already sent with the working paper. The Board had earlier decided that this work should be completed by 31st December, 1988. Although the Institution was hopeful of completing the job within the time limit given by the Board, yet as a precaution it sought extension in this time limit upto 31st January, 1989 which was granted. The DG

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pointed out that despite civil disturbances in Karachi and Hyderabad and consequent abnormality of life, the Institution was still able to recover more than the quarterly target prescribed for collection of contribution. The Board appreciated the performance of the Institution and desired that the work should be completed by the end of January, 1989.

Serial No-2:

8. The Director General explained the working of the Inspection Team and provision of the additional staff to it as sanctioned by the Board.

Serial No-3:

9. The Board approved constitution of the following committee to examine the deregistration of closed units:-

- |    |  |                  |
|----|--|------------------|
| 1. | Chairman, EOBI   | Convener         |
| 2. | Secretary(Labour) of the province concerned or his nominee                           | Member           |
| 3. | Employers' representative of the province concerned                                  | Member           |
| 4. | Employees' Representative of the province concerned                                  | Member           |
| 5. | Regional Head of the concerned region<br>(Three members would constitute the quorum) | Member/Secretary |

Serial No-4:

10. The Board was informed of the progress achieved so far in the collection of information about registration and deregistration of establishments done by the Provincial Directorates of Labour in various provinces. The Board noted the individual performance of the regions as given in the report and was also informed that personal contact had recently been established by the Director General, EOBI with the Secretary, Labour, Baluchistan in order to secure better cooperation between the Labour Department of Baluchistan and the Regional Office of the EOBI in Quetta. The Board desired that personal contacts may be established with the Provincial Labour Secretaries by the Institution and the matter may be pursued with full force.

Serial No.5:

11. The Board decided that a proposal for creation of a new region in the NWFP should be included in the budget for 1989-90 provided

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that there was sufficient justification for creation of such a region.

Serial No.6:

12. The Board was informed of the progress made by the Regional Offices in obtaining details of unregistered establishments from the 13 organisations whose names were supplied by Mr. Hoda, Joint Secretary (Labour). The Board noted this progress and desired that the work should be speeded up.

Serial No.7

13. The Board was informed that performance report for the period from July to September, 1988 on the activities of the Institution had been prepared, in accordance with the directives given by the Board.

Serial No.8:

14. The working paper prepared by the Institution on the pension reconciliation work and put up to the F&A Committee was revised in accordance with the guidelines given by them. The Board considered the revised paper and decided that the work of arrears of pension reconciliation must be completed by 30th June, 1989.

Serial Nos.9, 10, 11, 12, 13 & 14:

15. The Board noted the progress mentioned in the report.

Serial No.15:

16. The Board had earlier approved purchase of a personal computer at a cost of Rs. 1 lac but the F&A Committee in its last meeting held on 18-10-1988 had not recommended purchase of this computer in view of the possibility of supply of computers to the Institution by the HO/UNDP. The Board in view of the time involved in this supply authorised the purchase of a personal computer as originally approved by it.

Serial Nos.16, 17, 18 & 19:

17. The Board noted the progress mentioned in the report.

Serial No.20:

18. After a thorough discussion on the subject, the Board approved setting up of field offices at Shikarpur, Ranipur and Mirpur Mathelo

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instead of Kashmore/Kandhkot, Ghotki and Khairpur.

Serial Nos.21 & 22:

19. The Board noted the progress reported by the Institution.

Serial No.23:

20. The Board was informed that the Institution had already put up a working paper on the terms of reference and scope of the actuarial report and requested that the same may be approved (Item No.7).

Serial Nos:24, 25, 26 & 27:

21. The Board noted the progress indicated against these items.

Serial No.28:

22. The President explained that no meeting of the Board could be held at Quetta because the Board had recently been reconstituted and it was more advisable to hold the meeting at Karachi where the records needed were readily available. He, however, agreed that the Board meetings should be held by rotation, at Quetta, Lahore, Peshawar and Karachi except the Budget meeting which has to be held at Karachi.

Serial No.29:

23. The Board noted the progress reported against this item.

ITEM NO-3: REVIEW OF THE PERFORMANCE OF THE INSTITUTION DURING THE CURRENT FINANCIAL YEAR 1988-89 (FROM 1-7-88 TO 30-9-88)

24. The Board examined the review and decided that the percentage of contribution cards completed for 1987-88 should be given and recovery of arrears should be followed up and difficult cases referred to the Labour Division so that they might take up the matter with the administrative departments controlling the defaulters.

25. The administrative expenditure in respect of the newly created regions in Karachi and Lahore, required by the F&A Committee, was put up to the Board.

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26. The Director General explained the investment policy of the Institution to the Members of the Board of Trustees in detail. The Members expressed their satisfaction on the same.

ITEM NO.4: UPGRADATION OF THE HUB FIELD OFFICE OF THE QUETTA REGION.

27. Mr. Barkatullah gave a background of the case and explained that the Hub Field Office was upgraded as a Regional Office and the 11 posts mentioned in the working paper created at the behest of the Federal Minister for Labour, Manpower & Overseas Pakistanis who felt that the Hub area was being neglected. The Board was informed that under the Regulations the Chairman had the authority to create temporary posts subject to approval of the Board. After thorough discussion the Board approved upgradation of the Hub Field Office as Regional Office and creation of the following posts:-

1.	Deputy Director	1	
2.	Executive Officers	3	(of these one should be a Law Graduate)
3.	Assistant	3	
4.	Steno Typist	1	
5.	Driver	1	
6.	Naib Qasid	2	
TOTAL:		11	

28. The Board was, however, of the view that the creation of permanent posts should not be done without its approval.

ITEM NO-5: ALLOCATION OF 125 REGISTERED UNITS TO EACH EXECUTIVE OFFICER (FIELD)

29. It was decided that a working paper should be put up to the Board in its next meeting showing the financial implications of the proposed increase in the number of EOs as a result of allocation of 125 registered units to each E.O. (F) and also pointing out improvements in quality of service/collection of contribution.

ITEM NO-6: PROVISION OF MICRO/MINI-COMPUTERS TO LAHORE(SOUTH) AND PESHAWAR REGIONS ON EXPERIMENTAL BASIS AND REGULARISATION BY UPGRADATION OF 5 POSTS OF JUNIOR PROGRAMMERS W.E.F. 1-7-1988

MICRO/MINI COMPUTERS:

30. The Board approved purchase of two Micro/Mini-Computers at an approximate cost of Rs. 3.00 lacs for Lahore (South) and Peshawar

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Regions besides creation of two posts of Data Processing/Data Entry Officers and two posts of Naib Qasids. The Computers should be purchased by calling open tenders.

DEGRADATION OF JUNIOR PROGRAMMERS:

31. The Board approved regularisation of five Junior Programmers in Assistant Director's grade (Grade-17) w.e.f. 1-7-1988 as mentioned in the working paper.

ITEM NO-7: SECOND STATUTORY ACTUARIAL VALUATION OF EOB SCHEME

32. At the instance of the President, the Chairman, EORI explained the purpose of Actuarial Valuation, whereafter the Board approved allocation of the job of Actuarial Valuation to M/s. Akhtar & Hasan (Pvt) Limited on the terms and conditions mentioned in the working paper, at a fee of Rs. 1.00 lac. The Board wanted that the Actuarial study should cover the 8 points of Mr. Hoda enclosed with the working paper.

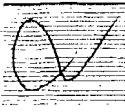
ITEM NO-8: PURCHASE OF RESIDENTIAL ACCOMMODATION FOR SENIOR OFFICERS OF THE INSTITUTION

33. The Board decided that instead of purchasing three independent houses or flats, the Institution should acquire one large building with independent apartments so that the officers for whom the accommodation was proposed to be acquired could be accommodated in one building. The Board approved in principle allocation of Rs. 28.00 lacs sought for the purpose by the Institution leaving the exact amount required for the purchase of the Building at the discretion of the Purchase Committee who was assigned the task of purchasing this building. The Board decided the acquisition of buildings for residential purpose for officers at other stations also in phases.

ADDITIONAL  
ITEM NO-1: REGULARISATION OF TWO POSTS OF DIRECTOR TEMPORARILY CREATED UNDER REGULATION-5 OF THE EOBI (EMPLOYEES SERVICE) REGULATIONS, 1980.

34. The Board approved creation of only one post of Director. As regards the post of Director, in lieu of post of P.R.O. presently attached to the Minister for Labour, Manpower & Overseas Pakistanis, it was decided that if the P.R.O. remained in Islamabad with the Minister the second post of Director would stand sanctioned.

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ADDITIONAL  
ITEM NO.2: REGULARISATION OF THE TEMPORARY POST OF JUNIOR ENGINEER.

35. The Board approved creation of a temporary post of Junior Engineer as requested in the working paper and observed that permanent posts in future should be created with the approval of the Board.

ADDITIONAL  
ITEM NO.3: ENHANCEMENT OF THE MAXIMUM AGE LIMIT FOR APPOINTMENT TO THE POST OF DRIVER.

36. The Board approved enhancement of the maximum age limit for appointment to the post of Drivers from 30 years to 35 years as suggested in the working paper. The Regulation would be revised accordingly.

ADDITIONAL  
ITEM NO.4: SPECIAL PAY NOT TO BE MERGED IN PAY AT THE TIME OF FIXATION - AMENDMENT IN REGULATION 19 OF THE EOBI (EMPLOYEES SERVICE) REGULATIONS, 1980.

37. The Board approved addition of the following proviso to Regulation-19 of the Service Regulations as proposed in the working paper:-

"Provided that the Special Pay shall not be taken into account at the time of fixation".

38. The matter would be referred by the Institution to the Finance Division through the Labour Division.

ADDITIONAL  
ITEM NO.5:

39. The Board approved constitution of the following committees:

FINANCE AND ADMINISTRATIVE

- i) Financial Adviser, Labour Division.
- ii) Joint Secretary, Labour.
- iii) Ch. Khurshid A. Aziz, Employers' Representative, Punjab.
- iv) Mr. Agha Mohammad, Employees' Representative, Baluchistan.
- v) Director General, EOBI.

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APPEAL U/S 35For Sind

- i) Chairman, EOBI.
- ii) Secretary Labour, Government of Sind.
- iii) Mr. Ahsanullah Khan, Employers' Representative.
- iv) Prof. M. Shafi Malik, Employees' Representative.

For Baluchistan

- i) Chairman, EOBI.
- ii) Secretary Labour, Government of Baluchistan.
- iii) Mr. Saeed Ahmed Hashmi, Employers' Representative.
- iv) Mr. Agha Mohammad, Employees' Representative.

For N.W.F.P.

- i) Chairman, EOBI.
- ii) Secretary Labour, Government of N.W.F.P.
- iii) Mr. Javed Saifullah Khan, Employers' Representative.
- iv) Mr. Jehanzeb Khan, Employees' Representative.

For Punjab

- i) Chairman, EOBI.
- ii) Secretary Labour, Government of Punjab.
- iii) Ch. Khurshid A. Aziz, Employers' Representative.
- iv) Malik Lal Khan, Employees' Representative.

CENTRAL VIGILANCE COMMITTEE

- I) Joint Secretary, Labour.
- II) Mr. Javed Saifullah, Employers' Representative, N.W.F.P.
- III) Professor M. Shafi Malik, Employees' Representative, Sind.
- IV) Director General, EOBI.

PURCHASE COMMITTEE

- i) Financial Adviser (Labour Division)
- ii) Joint Secretary, Labour Division.
- iii) Director General, EOBI.
- iv) Secretary of the concerned Province.

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- v) Non-official members of the Province where the property to be purchased is located.  
Three members would form a quorum and out of Financial Adviser & Joint Secretary at least one should be present.

### AFFAIRS COMMITTEE UNDER SERVICE REGULATIONS

- i) Chairman, EOBI.
- ii) Secretary, Labour Government of Sind.
- iii) Mr. Ahsanullah Khan, Employers' Representative (Sind).

### ADDITIONAL

ITEM NO.6: ENHANCEMENT OF THE RATES OF PENSION FOR EXISTING/OLD PENSIONERS.

40. This paper was put up to the Board with the permission of the President, as it related to payment of increased pension to the pensioner in the light of the ruling given by the Justice Division on the interpretation of Sub-Section (2B) of Section-22 of the EOBI Act. After thorough discussion, the Board decided that the matter should again be taken up with the Justice Division through the Labour Division and till the matter was finally decided, status-quo should be maintained.

41. Before the meeting could be closed, Professor Shafi Malik emphasised the need for convening meetings of the Board at regular intervals so that the Members of the Board could really work for the betterment of the Scheme. He was supported in his views by Mr. Ahsanullah Khan. The Board decided that meetings of the Board should be held once in a quarter and that agenda and working papers should be forwarded to the Members of the Board at least two weeks before the Board meeting.

42. Mr. Jehanzeb Khan suggested that there was scope for opening of a Field Office at Bannu. The Board decided that the feasibility of opening a Field Office at Bannu should be examined and put up to the Board in its next meeting.

43. There being no other item for discussion the meeting ended with a vote of thanks to the chair.

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