



**EMPLOYEES'
OLD-AGE BENEFITS
INSTITUTION**

26th

MINUTE BOOK

HELD AT
ISLAMABAD

ON
10th October 1990

TIME
10:00 AM

**MINUTES OF THE 26TH MEETING OF THE BOARD OF TRUSTEES
HELD AT ISLAMABAD ON 10TH OCTOBER, 1990**

The 26th Meeting of the Board of Trustees of EOBI was held at 10.00 a.m. on the 10th October, 1990 at the VIP room of the Islamabad Club at Islamabad. The following attended the meeting:-

01. Mr. Safdar Hussain Kazmi, Secretary, Ministry of Labour, Manpower & Overseas Pakistanis, Government of Pakistan, Islamabad. **President**
02. Mr. Khalique Ahmed Khan, Joint Secretary, Labour Division. **Member**
03. Mr. M. Izhar Khan, Joint Secretary, Ministry of Industries. **Member**
04. Ch. Khurshid A. Aziz, Employers' Representative on the Board. **Member**
05. Mr. Ahsanullah Khan, Employers' Representative on the Board. **Member**
06. Malik Lal Khan, Employees' Representative on the Board. **Member**
07. Prof. M. Shafi Malik, Employees' Representative on the Board. **Member**
08. Mr. Jehanzeb Khan, Employees' Representative on the Board. **Member**
09. Mr. Agha Mohammad, Employees' Representative on the Board. **Member**
10. Mr. S. Barkatullah, Chairman, EOBI. **Member**
11. Mr. M. Ashraf Nadeem, Director General, EOBI. **Member**

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12 Mr. ~~Muhtaba Rasul~~ ~~Secretary~~ ~~Secretary~~

2. The following Officers also attended the meeting to assist the Board in its deliberations :-

(1) Mr. Nabi A. Khan Lodhi,
Dy. Financial Adviser (labour).

(2) Mr. Tanweer Ahmed Khan,
Social Security Adviser,
Labour Division.

(3) Mr. Abdul Majeed,
Assistant Director General (Audit), EOBI.

3. Mr. Arif Hussain, Deputy Secretary (labour), Government of the Baluchistan, Quetta attended as an Observer.

4. The meeting started with recitation from the Holy Quran by Mr. Agha Mohammad.

5. The President called the meeting to order and invited discussions on the items of the Agenda.

ITEM NO.1 To consider and approve the Minutes of the 24th Meeting of the Board.

6. Taking up item No. 1, the President invited objections/ suggestion on the Minutes of the 24th and 25th meetings of the Board for consideration and since no objection/suggestion came from the Members, minutes of both the meetings were confirmed.

ITEM NO.2 To consider the Report of Actions taken on the decisions of the Board taken in its last Meeting:

7. The president enquired as to whether the report related

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to the minutes of the last meeting only of the actions left over on decisions of earlier meetings, were also carried over. He was informed that the practice was only to intimate actions taken on decisions of the Board in its last meeting. The President desired that the left over actions on decisions of earlier meetings should also be included in the report regarding actions taken on decisions of the Board in future.

8. The President enquired whether the lists of defaulting employers, as desired by the Board, were accordingly prepared. He was informed that the lists had been prepared and tabled in the last meeting held at Karachi. They could not be brought here because of the heavy bulk of the computer print out. The president desired that a summary of the defaulting employers corresponding to the lists should be supplied to the members.

ITEM NO. 3. To consider and adopt the Annual Report of the Institution for the year 1987-88.

9. Taking up item 3, the president wanted to know as to why the Annual Report for the year 1987-88 was being put up to the Board for approval when the Report for the year 1988-89 had already become overdue. It was explained that the Annual Report can be prepared only after the accounts have been audited. Due to late appointment of Auditors for audit of accounts for the financial year 1988-89 an extension of 03 months was given for submission of audit report

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which is part of the agenda of this meeting for approval of the same under item 6.

10. The president desired that the Annual Report pertaining to the year 1988-89, may be put up to the Board in its next meeting and future Annual Reports should be put up within 3 months of the completion of the audit of the accounts for the relevant year. He also desired to ensure that the budget meetings are held by the middle of May every year.

ITEM NO.4. To consider the Report of the Special Committee of the Board on 2nd Actuarial Valuation Report and formulate recommendations for improving the Scheme.

11. The president deferred consideration of item no.4 and advised to prepare a Working Paper summarising the recommendations of the sub-committee highlighting the points on which the decision of the Board is required and put it up for consideration in the next meeting.

ITEM NO.5: To Evaluate the performance of the Institution for four quarters ending 30th June, 1990.

12. Item 5 was then taken up for discussion. The Board felt that the overall performance of the Institution was appreciable and the target assigned was achieved. However, it was desired that programmes to develop awareness about the scheme among insured persons should be undertaken. It was also desired that classification of the claim cases rejected by the Institution should also be provided for information of the Members.



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ITEM NO.6: To receive, consider and approve the Annual Accounts of the Institution for the financial year, 1988-89.

13. The Annual Accounts of the Institution for the financial year 1988-89 were approved unanimously by the Board, noting that the same were recommended by the F&A Committee for adoption after due scrutiny.

ITEM NO.7: To consider and approve the Revised Budget Estimates for the year 1989-90 and the Budget proposals for the year 1990-91.

14. Item 7 was then taken up for consideration. The members appreciated the financial control of the Institution for making a saving of over Rs.5 million in the Revenue Budget. The Board also praised the thorough scrutiny of the revised budget estimates for the year 1989-90 and the budget proposals for the year 1990-91 by the Finance and Administrative Committee. Accordingly the Board approved the Revised Revenue Budget for the year 1989-90 amounting to Rs.59.13 million as recommended by the F&A Committee detailed in Annexure-I attached herewith.

15. The Board also approved the Revised Capital Budget for the year 1989-90 amounting to Rs. 5.164 Million as well as the Capital Budget for the year 1990-91 amounting to Rs. 5.375 million as recommended by the F&A Committee, detailed in Annexure-II attached herewith.

ITEM NO.8: To appoint Auditors and fix their remuneration for the financial year 1989-90.

16. The Board approved the appointment of M/s. Rao & Compa-

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ny, Chartered Accountants to audit the accounts of the Institution for the financial year 1989-90 at a remuneration of Rs. 30,000/- plus out of pocket expenses to be charged at actuals subject to a maximum of Rs. 10,000/-.

17. Since the appointment of Auditors has been delayed, the Board also approved extension of three months time in submission of the report by the Auditors.

ITEM NO.9: To consider and approve the proposal for opening of new Field Offices and the manpower requirement.

18. Considering the item No.9, the president pointed out to the Members the three alternatives recommended by the Finance & Administrative Committee. The Members appreciated the need for the opening of new offices and desired that the recommendations of the F&A Committee in this behalf should be put up to the Federal Government for consideration and approval. It was decided that the matter may be recommended to the Government for approval.

19. Since the target of contribution collection is linked with the number of offices of the Institution and its manpower strength, the Board approved the target at Rs. 540 million originally recommended by the F&A Committee which may be increased proportionately subject to the approval of the Federal Government regarding opening of new offices and necessary manpower therefor.

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ITEM NO.10 To consider and approve the proposed amendments in the EOBI (Employees Service) Regulations 1980 to provide for 90 days Maternity Leave and EOL:

20. The Board decided that the provision regarding Maternity Leave in the EOBI (Employees' Service) Regulations, 1980 be amended so as to correspond to the provisions made in the case of female Government employees from time to time.

21. The Board approved the Extra-Ordinary Leave of 103 days availed by late Mr. Iqbal Ahmed Siddiqui to be treated as Special Leave with pay.

ITEM NO.11 To consider and approve the upgradation of posts of Assistant/Typists who have rendered 10 or more years service in their present Cadre:

22. Prof. Shafi Malik stated that the Board in its 24th Meeting had agreed in principle to the proposal of upgradation of Assistants who had rendered 10 or more years service in the Institution as Senior Assistants, although it was not recorded in the Minutes. Mr. S. Barkatullah endorsed the statement of Prof. Shafi Malik and explained that Assistant is the lowest clerical grade in the Institution, and is not supervised by Senior Assistant. Actually the nature of work of Assistant and Senior Assistant is the same and, therefore, upgradation of the post of Assistants will not disturb the hierarchical structure of the Institution as the same number of posts in the lower grade of Assistant will be abolished. The Board approved the upgradation of 12 posts of Assistants on seniority basis who have rendered more than 10 years service in the Institution in that grade and had

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received good ACRs.

ITEM NO.12. To consider and approve the Disbursement of Bonus/Eid Advance to the employees of the Institution in the month of Ramzan:

23. It was decided to make a reference regarding disbursement of Bonus to the employees of the Institution to the Law & Justice Division as an issue. It was further decided that Eid Advance already disbursed to the employees should not be recovered till decision of the issue.

ITEM NO.13: To consider and approve the addition of Technical Cadres of the Institution in the Recruitment Procedure.

24. The amendments in the Recruitment Procedure of the Institution were approved with the modification that the posts of Deputy Director Generals should be filled up, 50% by promotion, 25% by direct recruitment and 25% by transfer instead of the proposed 100% by promotion.

25. The draft Recruitment procedure for Ministerial Staff was also approved for implementation.

ITEM NO14: To consider and approve the Revisions proposed in the Fringe Benefits of the Officers of the Institution:

26. Item 14 was then taken up for consideration. The Board agreed to the recommendations of the F&A Committee and approved revision of allowances payable to the officers of the Institution with effect from 01.07.1990 as under:-

- (1) **CONVEYANCE ALLOWANCE:**
The Conveyance Allowance was revised from Rs. 250/- to Rs. 325/- per month.

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(2) **CAR MAINTENANCE ALLOWANCE:**
Car Maintenance Allowance was increased by Rs. 150/- over the existing rate of Car Maintenance Allowance for officers in various categories.

(3) **HOUSE RENT ALLOWANCE:**
House Rent Allowance admissible to the Officers of the Institution was raised from 55% to 60% of pay.

ITEM NO.15: To consider the Working Paper presented by the Labour Division in the 22nd Meeting of Board and the view points of the Institution with regard to certain appointments.

27. The Board decided that the appointments found to be irregular in the report of Finance & Administrative Committee should be ratified in the light of the report and appointments in future should be made strictly in accordance with the Recruitment Procedure and observing Regional/Provincial Quota. The relaxation granted by the Board earlier for appointment to the posts of grade 16 and below was withdrawn with immediate effect.

ITEM NO.16: Any other item with the permission of the Chair:

28. With the permission of the Chair, Mr. S.Barkatullah placed before the Board, the Presidential instructions regarding Adhoc increase @ 10% of the existing pay to the Officers of the Institution with effect from 01-07-1990 to which concurrence of the Board was requested. The Board approved the adhoc increase and consequent expenditure of Rs. 13,79,000/- for the year 1990-91 to be paid to officers of the Institution.

29 The Board was also informed by Mr. S.Barkatullah about the amicable settlement arrived at with the EOBI Employees

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Federation of Pakistan in respect of Charter of Demands for 1990-92 served upon the Institution for which highest appreciation was placed on record for the co-operation and guidance provided by Mr. Manzur Hussain, Financial Adviser (Labour), Mr. Khalique Ahmad Khan, Joint Secretary (Labour) and Prof. M. Shafi Malik as well as the strenuous efforts of the Management's negotiation team.

30. The meeting ended with a Vote of thanks to the Chair.

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ANNEXURE-I
EMPLOYEES OLD AGE BENEFITS INSTITUTION

**REVENUE BUDGET ESTIMATES FOR THE YEAR 1990-91 & APPROVED
& REVISED BUDGET ESTIMATES FOR THE YEAR 1989-90.**

(Rs. in 000)

As Proposed by the Institution
and approved by the Board.

<u>TITLE OF ACCOUNT</u>	<u>APPROVED BUDGET FOR 1989-90</u>	<u>REVISED ESTIMATES FOR 1989-90</u>	<u>PROPOSED BUDGET FOR 1990-91</u>
(A) STAFF COST			
PAY	18,641	16,000	18,854
INDEXATION PAY	261	235	260
ALLOWANCES	13,241	11,250	13,317
PROVIDENT FUND CONTRIBUTION	150	150	155
EMP. PENSION CONTRIBUTION	1,607	1,607	1,895
GRATUITY	150	150	200
OVERTIME	170	180	200
BONUS	2,029	1,400	1,600
EMPL. MEDICAL EXPENSES	3,128	3,400	3,700
EMP. WELFARE EXPENSES	105	100	120
EMP. TEA EXPENSES	549	545	614
GROUP INSURANCE PREMIUM	313	313	350
EDUCATION CESS	15	15	15
EMP. TRANSFER EXPENSES	125	150	175
WAGES (PART-TIME WORKERS)	300	350	425
TRANSPORTATION CHARGES	573	610	770
EMP. CONTINGENT EXPENSES	15	20	25
EMP. UNIFORM EXPENSES	63	65	80
HONORARIUM	40	40	100
TOTAL STAFF COST:	41,475	36,580	42,855
(B) OTHER OFFICE EXPENSES			
BOARD MEETING EXPENSES	150	200	250
COMPUTER CHARGES	850	700	850
INVALIDITY MEDICAL EXPENSES (CLAIMANT)	3	10	15
OFFICE RENT	756	700	850
ADVERTISING, P.R., PROTOCOL & PUB	1,000	750	1,500
TRAVELLING EXPENSES	1,010	800	1,000

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PRINTING & STATIONERY	1,133	1,132	1,200
CONVEYANCE EXPENSES (LOCAL)	63	50	70
POSTAGE & TELEGRAMS	302	372	380
OFFICE SHIFTING EXPENSES	15	5	10
TELEPHONE EXPENSES	942	1,150	1,400
VEHICLE EXPENSES	1,136	1,450	1,575
TRAINING EXPENSES (LOCAL)	100	80	100
UTILITIES	725	700	850
MEETING & CONFERENCES	125	125	125
ENTERTAINMENT EXPENSES	148	148	200
INS. PREMIUM (OTHER THAN G.I.)	90	50	100
LEGAL & PROFESSIONAL FEE	335	400	500
MAINTENANCE & REPAIR	1,200	1,200	1,400
AUDIT FEE	38	38	40
MISE. EXPENSES	38	38	50
VIGILANCE COMMITTEE EXP.	70	7	50
BANK CHARGES	35	25	30
NEWSPAPERS & PERIODICALS	30	45	60
LIBRARY BOOKS	15	15	15
CARTAGE & CARRIAGE	100	80	100
SUBSCRIPTION & AFFILIATION	15	10	10
REGIONAL HEAD CONFERENCE	150	150	250
VISITING DELEGATION EXP.	10	10	15
RELIGIOUS FUNCTION & HAJ EXP.	50	50	60
TOTAL OTHER OFFICE EXP.	10,634	10,450	13,055
TOTAL CASH EXP. (A+B):	52,109	47,030	55,910
(C) DEPRECIATION:	2,470	2,470	3,220
GRAND TOTAL (A+B+C):	54,579	49,500	59,130

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ANNEXURE-II

EMPLOYEES' OLD-AGE BENEFITS INSTITUTION

(Rupees in thousand)

REVISED CAPITAL BUDGET FOR THE YEAR 1989-90 & CAPITAL BUDGET FOR THE YEAR 1990-91

<u>TITLE OF ACCOUNT</u>	<u>APPROVED CAPITAL BUDGET FOR THE YEAR 1989-90</u>	<u>REVISED CAPITAL BUDGET FOR THE YEAR 1989-90</u>	<u>CAPITAL BUDGET FOR THE YEAR 1990-91</u>
1. Furniture and Fixture	888	600	700
2. Office Machines and Equipment.	510	510	300
3. Cooling and Heating Applicances	177	177	100
4. Construction/Alteration/ Airconditioning in Bldgs.	1,575	1,960	-
5. Purchase of Buildings	9,200	-	-
6. Vehicles.	1,756	1,657	2,675
7. Generator	700	-	1,000
8. Boundry Wall and Lease Expenses etc. of Plot at Gulistan-e-Johar, Karachi	553	-	550
9. Computer Equipment/ Accessories.	175	260	50
TOTAL:	<u>15,534</u>	<u>5,164</u>	<u>5,375</u>
1. Suzkuki Carry/Suzuki Jeep		1 No.	175
2. Suzuki Jeep (Pothar)		7 Nos.	1,400
3. Rocky Jeeps		2 Nos.	1,100
TOTAL:			<u>2,675</u>

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