



**EMPLOYEES'  
OLD-AGE BENEFITS  
INSTITUTION**

30<sup>th</sup>

MINUTE BOOK	Held AT	ON	TIME
	KARACHI	13th Feb. 1992	10:00 AM

**MINUTES OF THE 30TH MEETING OF THE BOARD OF TRUSTEES  
HELD AT 10.00 A.M. AT THE HEAD OFFICE OF THE INSTITUTION  
AT KARACHI ON 13TH OF FEBRUARY, 1992.**

The 30th Meeting of the Board of Trustees of EOBI was held at 10.00 a.m. on the 13th February, 1992 at the Head Office of the Institution at Karachi. The following attended the Meeting:-

1. Mr. Safdar Hussain Kazmi, Secretary, Ministry of Labour, Manpower & Overseas Pakistanis, Government of Pakistan, Islamabad. President.
2. Mr. Mukhtar Ahmed, Financial Adviser, Labour Division. Member
3. Mr. Karam Elahi, Joint Secretary, Labour Division. Member
4. Mr. Kamaluddin Qureshi, Secretary, Labour, Govt. of Sindh, Karachi. Member
5. Mr. Arshad Tanveer, Employers' Representative. Member
6. Mr. Muhammad Rafique, Employees' Representative. Member
7. Mr. Fazle Rabbi Dard, Employees' Representative. Member
8. Mr. S. Barkatullah, Chairman, EOBI Member
9. Mr. Asadulla Khan, Director General (Acting), EOBI Member

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2. The following Officers of the Institution were also in attendance to assist the Board in its deliberations:-

- (1) Mr. N. H. Farooqui, Dy. Director General (F&A).
- (2) Mr. Abdul Majeed, Asstt: Director General (Audit).
- (3) Raja Faizul Hassan Faiz, Deputy Director (Law).
- (4) Mr. Muhammad Bashir, Assistant Director, (Coordination).

3. The proceedings of the meeting were commenced with recitation from the Holy Quran by Mr. N. H. Farooqui, Deputy Director General, (F&A). Thereafter, the President of the Board took up the following items of the agenda for discussion:-

**ITEM NO.1 CONFIRMATION OF MINUTES OF THE LAST MEETING**

4. The Minutes of the last meeting (29th Meeting) of the Board held on 28.08.1991 were circulated to the Members and since no objections were received, the Minutes were confirmed.

**ITEM NO.2 REPORT OF ACTIONS TAKEN ON THE DECISIONS OF THE BOARD**

5. The following items out of the Progress Report were discussed in detail:-

**(i) Serial No.3 of the Report Publicity**

6. The item related to the implementation of the Publicity Scheme approved by the Board. The details of the Publicity Scheme of the Institution were presented to the Board, which went through them. The Financial Adviser, wanted to know the expenses so far incurred on the Publicity and whether the same were within the approved budget. Clarifying the point Mr. S. Barkatullah informed that most of the Publicity made through TV and Radio, on account of his personal efforts, was free of cost as such expenses so far incurred on Publicity were within the approved budget. He further pointed out that the film on EOB Scheme was being prepared with the courtesy of ILO who are providing the Fund under the Project PAK/88/022.

**(ii) Item No.5 of the Report**

7. According to the decision of the Board a new format had to be devised for future Annual Report of the Institution. The new format could not be devised as yet by the Committee constituted for the purpose. The Annual Report for 1990-91 was therefore, prepared in the old format. The joint Secretary Labour clarified that he as well as F.A. Labour had requested the D.G. EOBI to arrange meeting of the Committee but the same was not arranged. The President desired that the F.A. Labour

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Division may give date for convening the meeting of the Committee to facilitate devising a new format for Annual Report of EOBI. The D.G. explained that neither he was the convenor nor a member of the committee. He was requested over phone to arrange supply of some information by the members of the committee which he did. However, the meeting to finalise the format could not be arranged because of preoccupation of some members of the committee.

**ITEM NO.3 PERFORMANCE OF THE INSTITUTION DURING THE PERIOD JULY TO DECEMBER, 1991**

8. The following items out of the performance report were discussed in details:-

**(1) Registration of Employers (Para 2-3)**

9. The Board took note of the statistics given in the report about registration of new employers. The President was of the view that the pace of coverage of new employers under the Scheme was required to be accelerated. Mr. S. Barkatullah, giving the background of the case, said that in the past the Institution tried to launch a campaign by using the students of Institution of Business Administration for conducting survey of unregistered establishments but due to law and order situation then prevailing in the country, particularly in the Province of Sindh, the Institute of Business Administration declined to help EOBI in this task. The Institution also tried to get lists of new employers from several Organisations, but could not succeed. The manpower of the Institution was insufficient and could not devote their full attention to the survey work. The President desired that the Institution should examine the matter in detail and put up a Working Paper to the Board, suggesting the ways and means for increasing the coverage of new employers under the Scheme.

**(2) Registration of Employees (Paras 4 to 6)**

10. The Board was satisfied with the progress of coverage of new employees under the Scheme.

**(3) Collection of Contribution (Paras 7 to 9)**

11. The Board desired to know as to why against 26,234 registered employers only 17,266 paid contribution to the Institution during December 1991. Mr. S. Barkatullah clarified that employers paid contribution on monthly basis. Seasonal Units in particular were not regular in payment of contribution and paid the arrears of 6 months at the start of the seasonal work. Again, there were certain closed units and the de-registration Committee of the Institution was examining such cases of de-registration. Since there was a provision in the EOBI Act that

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the contribution could be delayed by the employer and paid next month with increase, this contributed towards the irregularity in payment of contribution.

12. It was decided by the Board that the break-up of contribution paid by the employers should be given according to the frequency of their payment i.e. how many paid regularly on monthly bases, and how many on quarterly or 6 monthly bases.

**(4) Disposal of Pension Claims (Para 13)**

13. The Board desired that the Institution may put up statement giving details of the claims pending with the Institution on 3 months, 6 months, 9 months and 12 months bases.

**(5) Investment of Institution's Fund (Paras 16 to 17)**

14. The Board decided that a progress report on the investment of Institution's Funds should be placed before it in every Board Meeting giving the detailed break-up of the investment.

**(6) Arrears of Contribution (Para 24)**

15. Mr. S. Barkatullah explained the details of arrears against private and public sector defaulters and efforts made to realize these arrears. The Board decided that a detailed report indicating upto date position of arrears alongwith their year wise break-up may be submitted to the Board in their next meeting.

**ITEM NO.4 ANNUAL REPORT FOR THE YEAR 1990-91**

16. Since there was no objection on it, the same was approved by the Board.

**ITEM NO.5 EDP REQUIREMENT OF THE INSTITUTION**

17. Explaining the position of purchase of a new computer, Mr. S. Barkatullah stated that since the cost of purchase of the new computer for EDP Division exceeded one lac dollars, the Institution was not competent to purchase the computer itself. The purchase had to be done by IEO. The matter was under discussion with the said agency and it was hoped that by the next Board Meeting, a comprehensive report would be available, which would be submitted to the Board alongwith the additional amount and additional manpower/upgradation.

**ITEM NO.6 & 9 NOTIFICATION OF THE AMENDED REGULATIONS INCORPORATING THE AMENDMENTS MADE THEREIN FROM TIME TO TIME**

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18. The F&A Committee had already approved the necessary amendments in the Regulations but was of the view that the facility of encashment of leave presently allowed to the employees of the Institution in Pay Scales 1 to 5 should also be admissible to the Officers and that a separate Working Paper be placed before the forthcoming meeting of the Board, with justification, including admissibility of such leave in any other like organisations of the Federal Government. The necessary paper shall be put up in the next meeting of the Board of Trustees.

19. The Board approved the amendments in Regulations, as recommended by the F&A Committee.

**ITEM NO.7      PAYMENT OF SPECIAL CONVEYANCE ALLOWANCE  
FOR DISABLED EMPLOYEES OF THE INSTITUTION**

20. The Board approved the recommendations of the F&A Committee for payment of double Conveyance Allowance to the Disabled Employees of the Institution.

**ITEM NO.8      WRITING OFF THE BALANCE AMOUNT OF LOANS  
OUTSTANDING AGAINST DECEASED EMPLOYEES UPTO  
A MAXIMUM OF RUPEES 50,000/- EXCEPT LOANS  
UNDER REGULATION 6 (HOUSE BUILDING/PURCHASE  
LOANS)**

21. The Board approved the recommendations of F&A Committee that individual cases of writing off should be put up to it and no recovery should be made till the Board gives its decision.

**ITEM NO.10      REVISED PENSION PAYMENT PROCEDURE**

22. The F&A Committee had already examined this matter and agreed in principle to the introduction of the Revised Pension Payment Procedure, but also recommended the following:-

(1) The existing pensioners should also be brought within the fold of the scheme within a period of one year instead of two years.

(2) As regards additional manpower needed for the implementation of the new pension payment procedure, the Procedure Committee of the Board, comprising of Director General, EOBI, Mr. Arshad Tanveer, Employer's Representative and Mr. Nabi Ahmed, Employees' Representative on the Board, which had earlier examined the new Pension Payment Procedure, should look into the matter and suggest additional requirement of

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staff to implement the new Pension Payment Procedure at the Head Office level. The Board approved the above recommendations of the F&A Committee, alongwith the following two measures:-

(1) The arrears of contribution should be built up with the EDP Division directly with the held of PR-03 Forms.

(2) Contribution Cards should be reconciled with PR-03 Slips and for that purpose, Micro Computers should be provided to the Regional Offices.

ITEM NO. 23. PAYMENT OF SPECIAL CONVEYANCE ALLOWANCE FOR DISABLED EMPLOYEES

23. Under this item, the report of the Adviser (Engineering) regarding construction of an office building at Shadman Lahore was discussed. Mr. S. Barkatullah pointed out that the Institution had a commercial plot of 900 Square Yards at Shadman, Lahore, which was highlighted by various persons. It was high time that the Government should start building on the said plot which could be used for an Office (Central) and a Board Room. With the approval of the Board, M/s PEPAC were asked to submit their feasibility report (PC-1) which had now been examined by the Adviser (Engineering) of the Institution. In the past M/s PEPAC was given the task of supervising construction of office building at Faisalabad but their performance was not so good, mainly due to the reason that they had no office at Faisalabad.

ITEM NO. 24. REVISED PENSION PAYMENT PROCEDURE  
 24. Since they had an office at Lahore, it should be hoped that they would show better performance in the case of proposed building in Shadman Colony. The Technical Adviser (Engineering), EOBI, had suggested certain reductions in the cost of construction per sq. ft. and also in the designing fee proposed by M/s PEPAC.

25. After some discussion, the Board decided that the Institution may negotiate with M/s PEPAC in the light of report given by the Technical Adviser (Engineering) of the EOBI and comments of the Ministry of Planning and Development which may be obtained by Joint Secretary Labour and a report submitted to the Board.

26. Before concluding the meeting Mr. S. Barkatullah, with the permission of the President, suggested that the Institution should be allowed to purchase a plot of land in Blue Area of Islamabad for construction of an Office Building.

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27. The President appreciated the proposal and agreed that the Institution should acquire a suitable plot in the Federal Capital Area, for which the Chairman, C.D.A. may be approached by the Chairman, EOBI and President himself would also extend his help in acquisition of the required plot.
28. There being no other item for discussion, the meeting ended with vote of thanks to the Chair.

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