



EMPLOYEES' OLD-AGE BENEFITS INSTITUTION

PAGE No 529

MINUTE BOOK

HELD AT
KARACHI

37th
ON
10.10.1994.

TIME
10.00.A.M

MINUTES OF 37TH MEETING OF THE BOARD OF TRUSTEES OF EOBI HELD ON 10TH OCTOBER, 1994 AT KARACHI

The 37th meeting of the Board of Trustees of EOBI was held in the Board Room of the Institution, at its Head Office at Karachi on 10th October, 1994 at 10.00 A.M. The following attended the meeting.

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|---|-----------|
| 1. Mr. Sultan Hameed
Secretary, Labour, Manpower
and Overseas Pakistanis Division | President |
| 2. Mr. Irfan Husain
Financial Adviser, EOBI | Member |
| 3. Mr. Khalique Ahmed Khan
Joint Secretary, Labour Division | Member |
| 4. Mr. Anwar Ali Khokhar
Secretary (Labour), Sindh | Member |
| 5. Mr. Arshad Tanveer
Employers' Representative, Sindh | Member |
| 6. Mr. Muhammad Rafiq
Employees' Representative, Punjab | Member |
| 7. Mr. Nabi Ahmed
Employees' Representative, Sindh | Member |
| 8. Mr. S. Barkatullah
Chairman, EOBI | Member |
| 9. Mr. M. Ashraf Nadeem
Director General, EOBI | Member |
| 10. Mr. Mujtaba Rasul | Secretary |

2. Mr. Nasim Ahmed, Deputy Director General (P&GS) and Mr Abdul Najeed, Deputy Director General (F&A), EOBI were also in attendance to assist the Board in its deliberations.

3. The meeting commenced with a recitation from the Holy Quran by Mr. M. Ashraf Nadeem.

4. Before the items on the agenda were taken up for consideration, Mr. S. Barkatullah informed the Board that Mr. Javed Saifullah had communicated his inability to attend the meeting due to short notice and also regretted that all the meetings were being held in Karachi. He said that the Board of Trustees Rules provided for 15 days notice in case of an ordinary meeting while for an emergent meeting no such notice was necessary. This meeting in fact is an emergent meeting. He further stated that in all organisations Board meetings are generally held at the Head Office as any record required to be consulted can be conveniently made available.

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The Board agreed with the views expressed by Mr.S Barkatullah.

ITEM No.1

TO CONFIRM THE MINUTES OF
THE 36th MEETING OF THE BOARD OF TRUSTEES

5. The President enquired whether there were any objections to the confirmation of the minutes.

6. There being no objection from the members, the minutes were confirmed.

ITEM No.2

TO CONSIDER THE CHARTER OF DEMAND FOR 1994-96
SERVED BY THE EOBI EMPLOYEES' FEDERATION

7. Mr.S.Barkatullah informed the Board that a committee of senior officers headed by Mr. Ashraf Nadeem, Director General was constituted to examine and negotiate on the Charter of Demand with the CBA. After deliberations in a series of meetings, a package was offered which was not acceptable to the CBA and a counter package was given by them which appeared to be on much higher side than the one offered by the negotiating Committee and it was felt necessary to approach the F&A Committee who considered the offer made by the negotiating committee as reasonable and keeping in view all the aspects involved, suggested a little improvement in the package to be given to the CBA at the Chairman's level. However, substantial gap between the package offered by the negotiating committee and the final package demand of the CBA has necessitated the need to seek guidance of the Board for arriving at the final settlement. He further desired that the details of the meetings be brought to the knowledge of the Board by Mr. Ashraf Nadeem who is convener of the negotiating committee.

8. Mr. Ashraf Nadeem informed the Board that the negotiating committee after holding several meetings from day to day with the representatives of the CBA was able to convince them that the demands raised in their charter were not reasonable; the CBA then gave their revised proposals regarding the demands, the financial implication of which came to Rs 19.10 million per annum i.e. 69.72% of the existing staff cost which still was on very high side. The Committee then made a reasonable proposition, the financial impact of which was Rs 6.58 million i.e. 24.03% . The offer was subject to the condition that the settlement will be made for 3 years instead of 2 years as proposed in the charter. The CBA did not accept the offer and the

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negotiation came to breaking point. The management then placed the matter for consideration before the F&A Committee of the Board, which keeping in view the increase in cost of living during last two years and in order to break the deadlock and arrive at an amicable settlement, recommended to raise the offer to 26%, i.e., 7.12 million subject to the condition that the settlement should be made for 3 years and operational period of revised pay scales be agreed to, as for the existing government pay scales. The offer of 26% overall increase was then made to the CBA who, however, came up with their final proposal demanding an overall increase of 31% i.e. Rs 8.48 million. Mr Ashraf Nadeem further informed that in the last settlement arrived at 2 years ago, the overall increase of Rs 4.7 million, i.e., 23.5% was given. The management, therefore seeks the Board's mandate in the matter.

9. Mr Anwar Ali khokhar expressed the view that it was necessary to have the settlement for a period of 3 years which is in the interest of smooth working of the administration. Mr Nabi Ahmed pointed out that it was possible only by mutual consent of the parties otherwise the law provides that the settlement will be for only one year. Mr Irfan Husain stated that he had also consulted the Additional Secretary finance when the F&A Committee was considering the matter who had advised that giving increase in House Rent Allowance will be against the government policy as the position of other organisations also has to be kept under consideration. He said that 26% increase recommended by the F&A Committee was quite reasonable.

10. Mr. Khalique Ahmed Khan opined that reasonably good terms and conditions are being offered to the employees as the government had given 35% increase in basic pay only. The CBA may be asked to accept the same increase as the cost of living had risen for all persons alike. Mr. Nabi Ahmed was of the view that in some loss-making organisations, employees would readily accept 35% increase in basic pay to be quite sufficient but EOBI was a profitable organisation and its employees also were working better than the others. The rate of inflation during the last 2-3 years had comparatively been verh high. Moreover, EOBI is a welfare organisation providing benefits to the employees of others and ever aspiring to further improve those benefits. It should not have miserly attitude towards its own employees. Mr. Khalique Ahmed Khan stated that reasonable increase must be given to the employees

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keeping in view that the administrative cost may not unreasonably increase.

11. Mr.S. Barkatullah endorsed the views expressed by Mr.Nabi Ahmed and added that charity should begin at home. He said that as Chief Executive he strongly felt that the management should always adopt welfare oriented views and it is due to this attitude that staff management relationship in EOBI had remained very good and that staff always received special treatment with the result that 65 assistants were elevated to the position of Executive Officers, but we must create healthy precedents. After the revision of government pay scales, negotiations have not started in any other organisation and we are the leaders in this behalf. Our settlement will, therefore, be taken as an example by other organisations. He said that as Chief Executive he could have offered a further increase of 2% over that recommended by the F & A Committee. However, he did not do so apprehending that if that too was not agreed to by the CBA then either the negotiations would have ended in failure or the Board would have been compelled to allow further increase which could be termed as unreasonable generosity. So he had kept the margin of 2% increase to be allowed by the Board which would add to its prestige yet remain within reasonable limits and the example set up by us may not create difficulty for other organisations.

12. Mr.Anwar Ali Khokhar appreciated the modus operandi of Mr.S.Barkatullah and endorsed his view point. He said that 28% increase was very reasonable and should be acceptable to CBA. However, if they still do not see reason, negotiations be declared to have failed and CBA should have their demands decided by NIRC. Haji Muhammad Rafiq also expressed the feeling that the package proposed by Mr.Barkatullah was really considerate, the maximum that could be offered and it would be unfortunate if the CBA did not agree to the offer as the NIRC may not be expected to give them more than this offer; rather it may reduce it. Mr Nabi Ahmed and Mr.Arshad Tanveer endorsed it.

13. The Board then authorised the management to negotiate with the CBA upto the maximum overall increase of 28% of the staff cost on the following conditions:

- a) Any increase in the existing rate of House Rent Allowance and Conveyance Allowance shall not be allowed:
- b) The increase of 28% may be allowed provided that the agreement is made for a period of 3 years or the implementation of the revised pay scales is agreed to be deferred till 01-07-1995: and

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c) The operational period of the revised pay scales is also agreed to be the same as that of the existing government pay scales.

The Board further decided that if still a settlement is not arrived at, the negotiations should be declared to have failed.

ITEM No.3

TO APPROVE UPGRADATION OF
THE POST OF PRIVATE SECRETARY/STAFF OFFICER TO CHAIRMAN
FROM EXECUTIVE OFFICER GRADE TO THAT OF ASSISTANT DIRECTOR GRADE

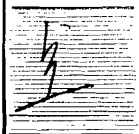
14. Mr. Barkatullah informed the Board that previously the post of Staff Officer to Chairman was in Assistant Director grade. However, on promotion of the incumbent to the post of Deputy Director, the present incumbent who was in Executive officer grade has been working against the post of Staff Officer to Chairman and the post of Assistant Director grade meant for Chairman's Secretariat is being utilised elsewhere. He added that generally in other similar organisations, the status of Staff Officer to Chairman is much higher than Executive Officer grade. It was, therefore, proposed to reallocate the post of Assistant Director to Chairman's Secretariat and upgrade the present incumbent as Assistant Director whose performance for the last 3 years has been excellent and he had been recommended for accelerated promotion.

15. Mr. Khalique Ahmed Khan expressed the view that upgradation of posts creates other complications and need to be avoided except for exceptional circumstances, and suggested that instead of reallocation, creation of a post of Assistant Director for the Chairman's Secretariat be considered.

16. The Board agreeing with the suggestion and appreciating the need of giving proper status to the position of Staff Officer to Chairman, decided to create a post of Assistant Director grade for Chairman's Secretariat and further decided that in view of excellent performance of the present incumbent as Staff Officer to Chairman and his being fit for accelerated promotion, he may be promoted to the post of Assistant Director in the Chairman's Secretariat.

ITEM No.4

TO APPROVE TEMPORARY APPOINTMENT OF
MR. SON OF MR. ASADULLAH KHAN, DEPUTY DIRECTOR GENERAL,
B&C DIVISION WHO WILL RETIRE FROM SERVICE IN MARCH, 1995

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17. Mr. Barkatullah informed the Board that the tradition to give appointment to one son of a retired officer of the Institution began with the approval of the Board by giving appointment to the son of the first Deputy Director General of the Institution (Mr. AJ Dias) as an Executive Officer. The present Deputy Director General (B&C), Mr. Asadullah Khan, who has rendered commendable service to the Institution is due to retire shortly. His son is a qualified Civil Engineer, who secured a high first class degree and has 3 years post qualification experience of working in reputed engineering firms of the Country. The Board has recently approved setting up of a Real Estate wing to look after the repair and maintenance of the buildings owned by the Institution all over the country together with necessary manpower for the wing including 2 Assistant Engineers. It is proposed that in keeping with the tradition as well as his qualification for the post of Assistant Engineer, the son of retiring Deputy Director General may be approved for appointment against the post of Assistant Engineer in Executive Officer grade.

18. The President observed that it was a good tradition to help the retired officers but whatever is done must be subject to rules and regulations. Mr. Barkatullah said that the post will be advertised and procedure for selection shall be carried out in which he too will have to compete as a candidate but this will take some time. He suggested that till the post is advertised the son of the retiring Deputy Director General may be given temporary appointment.

19. After some more discussion the Board decided that Mr Zafarullah Khan may be given purely temporary appointment as an Assistant Engineer in BS-16 subject to regularisation in accordance with the recruitment procedure when the post is advertised.

ITEM No.5

TO CONSIDER THE PUBLICITY PROGRAMME
OF THE INSTITUTION DURING THE PERIOD
JULY TO SEPTEMBER, 1994 AND TO APPROVE THE PLAN
OF FURTHER PUBLICITY DURING THE CURRENT FINANCIAL YEAR

20. Mr. Irfan Husain informed the Board that the Institution had had started publicity of EOBI and the scheme being administered by it through weekly half-hour radio programmes broadcast from 9 regional stations which has had good impact and public response is being

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received in the form of about a hundred letters per week. It is therefore, proposed to continue such programmes further.

21. Mr. Khalique Ahmed Khan was of the view that print media using regional languages could provide better publicity than radio programmes. Mr. Nabi Ahmed said that publicity through radio programmes was already approved by the Board and since response received is quite encouraging it may be continued side by side with the use of print media. Mr. Anwar Ali Khokhar stated that the importance of newspapers is much more than film, radio or pamphlets. Haji Muhammad Rafiq suggested that the Institution should publish calenders with EOBI's message which will remain on the wall for the whole year. The pamphlets generally are not preserved and soon lose their utility. Mr. Nabi Ahmed appreciated the suggestion and proposed to arrange printing a 3-page calender showing different benefits available on each page showing the number of pensioners also.

22. Mr. Irfan Husain stated that modality of the calender may be left to the publicity Committee to decide but the budget allocated under the head of publicity had almost exhausted and in order to launch intensive publicity through print media and for printing of calenders more budget will be required. He proposed for revising the budget allocation to Rs 5.00 million, the break-up of which will be provided to the F & A Committee for approval.

23. The Board decided to revise the budget under the head of publicity as proposed and desired that attractive publicity be made through print media especially projecting the government contribution to the EOB fund and various benefits available under the scheme with the number of beneficiaries. The Board further desired that the publicity Committee may finalise the modalities and designing of the EOBI calender for the year 1995 and its printing for effective publicity. The revised budget proposal of Rs 5 million was approved subject to the publicity Committee's detailed scrutiny.

ITEM No.6

CONFIRMATION OF THE ITEMS APPROVED BY CIRCULATION

A) REVISED OFFER FOR PURCHASE OF THE KDA COMPLEX BUILDING FOR THE HEAD OFFICE OF THE INSTITUTION

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B) REVISION OF PAY SCALES OF THE EMPLOYEES OF THE INSTITUTION

C) SHIFTING OF THE OFFICE OF ASSISTANT DIRECTOR GENERAL
(INSPECTION) FROM HEAD OFFICE TO ISLAMABAD

24. Mr.S.Barkatullah informed that the approval of the Board on these three items was obtained by circulation, they being of very urgent nature. As required by rules, they are put up to the Board for confirmation.

25. The Board confirmed its approval on the items

26. At this point, Mr S. Barkatullah expressed his sense of gratitude for Mr. Abdullah Shah, Chief Minister Sindh and Mr. Nazar shaikh, Secretary to the Government of Sindh, Housing and Town planning department for their kind cooperation and accepting the offer of the Institution regarding the purchase of KDA Complex building by the Institution. The kind gesture of the Chief Minister to further allow the 20 feet wide vacant strip adjacent to the building on the Airport side for the convenience of parking space is highly commendable and will improve the environment of the vicinity.

27. Mr.S. Barkatullah expressed his appreciation for the personal interest and initiative taken by Mr. Irfan Husain, Director General (F&I) in managing the affairs pertaining to the purchase of the building, arranging for the award of contracts for its maintenance and managing the letting out of some portion of the building in excess of the Institution's own requirement at very attractive rate of rent. He requested Mr. Irfan Husain to give a presentation to the Board about the arrangements made in this behalf.

28. Mr. Irfan Husain informed the Board that after the sale agreement in respect of the building was executed, before taking over physical possession, the kDA was advised to have the equipment installed in the building tested jointly with officials of EOBI. After the Air Conditioning plant , standby power Generator and the lifts were thoroughly tested, the physical possession of the building was taken over by us on 29-09-1994. The security and janitorial services were contracted out to M/s FTC Management Company (Pvt) Limited, owned by M/S BEL, HBFC , NDFC, CEC, REC, TCP,PASMIC, PACO ETC. The FMCL is providing security and janitorial services in the FTC building also. The fee for providing these

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services has been settled with them @ Rs 3/- per sq.ft. of the covered area of the building per month which is considered quite reasonable. Efforts were made to let out the portion of the building in excess of the requirement of the Institution to some good tenants and after negotiations M/S S.G.S, a Swiss Company agreed to take about 15,000 Sq.ft. non air-conditioned space on the top floor @ Rs. 30/- per sq.ft. The tenants will install an air conditioning plant and a standby generator exclusively for their use at their own cost and at the time of determination of their tenancy, this equipment will be sold to EOBI on the terms and conditions to be mutually agreed upon. About 5,000 sq.ft. air conditioned space at the ground floor will be let out to UNICEF who have agreed to pay rent @ Rs 45/- per sq.ft per month.

29. He further informed that arrangements are being made for the partitioning of the space suitably for making proper offices for the Head Office officials, putting false ceiling and purchase of new furniture, so that the Head Office of the Institution could be shifted to the new building by January, 1995. M/S FTC Management Company have been engaged to design the interior and supervise work relating to partition/electrical items, etc.

30. The Board appreciated the efforts made by Mr. Irfan Husain, Director General (F&I) for obtaining reasonable terms and conditions for the security and janitorial services and also for renting out the space in excess of the Institution's requirement in the new Head Office building. The Board further directed that arrangements for disposing of the existing building may be made and the amount realised may be used for the renovation, partitioning and providing fixtures and furniture in the new building.

ITEM 7

ANY OTHER ITEM WITH PERMISSION OF THE CHAIR

31. Mr.S. Barkatullah requested for permission of the President to present 3 items for consideration of the Board which were of urgent nature and the decision of the Board was required. The President accorded his permission, whereafter the following items were taken up for consideration.

ITEM-7A

TO APPROVE PURCHASE OF VEHICLES FOR REGIONAL OFFICE
DERA GHAZI KHAN AND FIELD OFFICE GWADER
AND APPOINTMENT OF DRIVERS FOR THESE VEHICLES

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32. Mr. Ashraf Nadeem informed the Board that in its last meeting the Board had approved upgrading the field office at Dera Ghazi Khan to the status of a Regional office. However, providing a vehicle and a driver for the said office was omitted. In order to exercise proper supervision of the field offices in its jurisdiction, every Regional Office has been equipped with a vehicle and a driver. He further informed that in the DDWP held sometime back, projects for opening two Regional Offices at Gujrat and Mardan and 5 field offices at various stations including Gwader were approved. The Regional offices at Gujrat and Mardan have since been opened and have started functioning but the field offices could not be opened due to acute shortage of manpower. Now it is proposed to open a field office at Gwader

Which will cover a vast area spread over difficult terrain. The facility of public transport is not available there. The field office, therefore, needs to be provided with a vehicle to facilitate coverage of the area assigned to it. Another vehicle (Toyota Corolla) was approved to be purchased for protocol duties at Islamabad but providing a Driver for the said vehicle was omitted. He, therefore, suggested that the Board may approve the purchase of 2 Suzuki Jeeps for Regional Office, Dera Ghazi Khan, and field office, Gwader, and also approve appointment of 3 drivers for the vehicles stationed at Dera Ghazi Khan, Gwader and Islamabad.

33. It was also pointed out by him that the existing Toyota Land Cruiser II which has been used for around 150 thousand Kilometers on heavy duty is now causing a lot of expenditure on its maintenance due to frequent repairs. As such it has become unreliable for undertaking trips to Hub, Bela and uthal etc. This vehicle was due for replacement in the next year but in view of its heavy maintenance cost and unreliability, it is proposed to be replaced immediately for which approval of the Board is solicited.

34. The Board was therefore requested to sanction the necessary budget for the purchase of 2 Suzuki Jeeps and one Toyota Land Crusiser II as proposed, as well as approving 3 posts of drivers.

35. The Board, appreciating the genuine need of the Institution, approved the proposal for purchase of 2 Suzuki Jeeps,

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one for Regional Office Dera Ghazi Khan and the other for the field office, Gwader and also approved appointment of 3 drivers for these vehicles and for the protocol vehicle stationed at Islamabad. The Board further approved the immediate replacement of one Toyota Land Crusier II as proposed. It was decided that the vehicles as approved may be purchased and the expense incurred on their purchase may be put up for approval of the Board at the time of consideration of the Revised Budget proposals.

ITEM No.7B

PURCHASE OF 5 ROCKY/ISUZU/TOYOTA/MITSUBISHI JEEPS

36. Mr Irfan Husain informed the Board in its last meeting had approved a budget of Rs 6.5 million for the purchase of 5 small 3-door Rocky/Isuzu Jeeps to replace the old vehicles. Advertisements calling for tenders/quotations were issued in the press twice but no quotation for Isuzu make was received, only 2 quotations were received for Rocky Jeep having a difference of 180,000 per vehicle, Toyota Jeeps were quoted at price exceeding the budgetary provision, while Mitsubishi Pajero jeeps were quoted within the budget provision. He suggested that the Board may approve purchase of Mitsubishi Jeeps within the budget provision already sanctioned for the purchase of Rocky/Isuzu jeeps.

37. The Board approved the purchase of 5 small 3-door Pajero jeeps at the lowest rate within the sanctioned budget.

ITEM No. 7C

TO APPROVE ALLOWING LOANS FREE OF INTEREST TO THE EMPLOYEES

38. Mr. Irfan Husain, explaining to the Board the proposal contained in the working paper, stated that for the last about 12 years no interest is charged on loans and advances from those government employees who do not charge interest on the balances of their provident Fund Accounts. Similarly, there are employees in the Institution who also do not charge interest on their provident Fund Accounts. It is suggested that such employees of the Institution may not be charged interest on the amounts of loans and advances admissible to them as for the government employees.

39. Mr Khalique Ahme Khan was of the view that this facility be allowed only to those employees who have made written request

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not to credit interest on the balances of their provident Accounts prior to the date of this meeting or who at the time of joining service in the Institution make such written request.

40. The Board agreeing with the suggestion decided that interest on loans and advances may not be charged from those employees who have made written request prior to the date of this meeting for not crediting interest in their provident Fund Accounts and employees who may hereafter enter the service of the Institution and at the time of their entry make written request for not crediting interest in the balances of their provident Fund Accounts.

ITEM-7D

CONSIDERATION OF THE DIRECTION OF THE GOVERNMENT
FOR INVESTMENT OF FUNDS IN WAPDA BONDS

41. Mr. Arshad Tanveer informed the Board that the government had directed the Institution to invest Rs 500 million in WAPDA Bonds. For carrying out the government direction, the Institution has to keep ready cash to that extent available for purchase of the WAPDA Bonds when they are issued. The issue date of the Bonds is not known and when it is announced the Institution may not be in a position to arrange the required amount before that date as all the amounts of the Institution are being invested on-day-to-day basis. The alternatives for procuring the required amount on a specific date are either keeping the amount in SNTD A/C yielding only 6% or premature realisation of investment of the required amount by losing the investment income thereon. Both these alternatives are not in the interest of the Institution. Mr. Irfan Husain informed the Board that due to loss of interest on this account, the Institution had lost Rs 1.2 million to date.

42. Mr. Nabi Ahmed agreeing with him said that any of the alternatives will result in blocking the money of the Institution and not utilising it in generation of fund which is an essential object and the Investment Committee of the Board is frequently reviewing the position for putting the funds in more profitable investment a budget of Rs 6.5 million for the purchase of 5 small 3-door Rocky/Isuzu Jeeps to replace the old vehicles. Ats. Mr. Irfan Husain informed the Board about the Repo Deals being entered into by the Institution with various scheduled banks on short term basis yielding an additional income of 3.5% per annum

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which is a fairly high rate of profit since it is over and above the 15% yield on FIBs.

43. Mr S. Barkatullah suggested that the matter be taken up with the Government and the Board's concern in this regard be communicated to the Ministry of Finance . He further suggested that the Government may be requested to allow the Institution to invest in Pakistan Telecommunications Corporation and other new Government equity securities as the Investment Rules restrict investment in such Companies/Corporations unless they have declared at least 10% dividend for the last three years.

44. The President desired that the policy of making day to day investment of funds be continued to avoid adverse effect on the yield from investments. He further said that he would request the Government to release its contribution quickly which will be put into WAPDA Bonds.

45. The Board then resolved as follows and directed that the resolution of the Board may sent to the Finance Division, Government of Pakistan.

R E S O L U T I O N

" Resolved that the Government direction that the Employees' Old-AGE Benefits Institution should invest an amount of Rs 500 million in WAPDA Bonds is adversely affecting the investment income of the EOBI Fund due to blocking of this substantial amount for an indefinite period waiting for the date of its issue.

" The Government is requested to expedite release of the amount of contribution due from it which will be invested by the Institution in the WAPDA Bonds ".

46. There being no other item for consideration , the meeting with vote of thanks for the Chair.

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