



# EMPLOYEES' OLD-AGE BENEFITS INSTITUTION

MINUTE BOOK

HELD AT  
ISLAMABAD

ON  
20.07.1995.

TIME  
02.00 P.M.

MINUTES OF THE 42ND MEETING OF THE BOARD  
OF TRUSTEES OF EOBI HELD ON 20-07-1995  
AT ISLAMABAD.

The 42nd meeting of the Board of Trustees of EOBI was held in the Islamabad Club, Islamabad on 20th July, 1995 at 02:00 P.M. The following attended the meeting:-

- |     |   |           |
|-----|---|-----------|
| 1.  | Mr. A. Z. K. Sherdil<br>Additional Secretary (Incharge),<br>Labour, Manpower and<br>Overseas Pakistanis Division. | President |
| 2.  | Mr. Irfan Husain<br>Financial Adviser, EOBI.  | Member    |
| 3.  | Mr. Enaïque Ahmed Khan<br>Joint Secretary, Labour Division.   | Member    |
| 4.  | Msgr. Khan Douthan<br>Secretary (Labour), Baluchistan.  | Member    |
| 5.  | Mr. Anshad Janveer<br>Employers' Representative, Sindh.   | Member    |
| 6.  | Mr. Javed Saifullah<br>Employers' Representative, NWFP.   | Member    |
| 7.  | Mr. Muhammad Rafiq<br>Employers' Representative, Punjab.  | Member    |
| 8.  | Mr. Nabi Ahmed<br>Employees' Representative, Sindh  | Member    |
| 9.  | Mr. S. Rafiqullah<br>Chairman, L.O.P.I.   | Member    |
| 10. | Mr. M. Ashraf Nadeem<br>Director General, EOBI.   | Member    |
| 11. | Mr. Mujtaba Faqir<br>Secretary BOI, EOBI  | Secretary |

2. Mr. Abdul Majeed, Deputy Director General (I & O) EOBI, Mr. Zameer Ahmed, Deputy Director General (EOP) EOBI, and Mr. N.H. Sabzwari, Assistant Director General (PE) EOBI were also in attendance to assist the Board in its deliberations. The Additional Secretary (Labour), NWFP representing the Secretary (Labour) NWFP was allowed to attend as an observer.

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3. The President welcomed the members and appreciated the positive contribution made by them in managing the affairs of the Institution. He looked forward to the same spirit being maintained by the members.

4. The meeting commenced with a declaration from the Hon. Chairman by Mr. Ashraf Nadeem, Director General, FORT.

Item No. 1 TO CONFIRM MINUTES OF THE LAST MEETING

5. Taking up item 1 for discussion, the President invited objections, if any, from the members regarding the recording of minutes of the last meeting. On behalf of Secretary (Labour) HMFF, the additional secretary wanted to express the observations of Secretary Labour HMFF, but the President ruled that representative of member allowed to attend the meeting as an observer cannot be allowed to participate in the meeting. Whichever comments he has to make may be sent to the Board Secretariat in writing signed by the member.

There being no objections from any member, the minutes were confirmed.

Item No. 2 TO CONSIDER REPORT OF ACTIONS TAKEN ON THE DECISIONS OF THE BOARD

6. Taking up item No. 2 for consideration, the President observed that in pursuance of decision of the Board as contained in para 23 of minutes of the 90th Board meeting, the Institution had forwarded the amendments to FORT (Audit and Accounts) Rules, 1977 for notification in the official gazette. He desired to know whether the notification was published. The Board was informed that publication of the notification was still awaited. Mr. Nabi Ahmed stated that the Labour Division be requested to expedite the matter. Mr. Iftique Ahmed, Joint Secretary (Labour) assured that he will see to expedite publication of the notification.

7. Mr. Iqbal Saifullah referring to decision at para 38 of the minutes wanted to know the progress regarding opening of Investment Bank. Mr. S. Barkatullah informed that on prefeasibility report, the Board deliberated the issue and some of the members including the Investment Committee observed that opening of Investment Bank was not within the scope and functions of the Institution and would

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entail lot of complications. After some discussion, it was decided by the Board that before preparing a comprehensive feasibility which will involve substantial professional fee, clearance of Finance Division be obtained. Accordingly the matter was referred to the Labour Division to obtain necessary clarification from the Finance Division.

The Board decided that a reply from Finance Division be expedited and further action be taken in accordance with the clarification received.

10. With regard to the decision in para 5 of minutes of 1st meeting of the Board, the President desired that effective measures be taken to bring in operation all the new zonal and regional offices approved by the Board by 01-07-1995.

11. Mr. Hecron Han Douthani stated that in Pakistan a large number of mine centers have to be opened but there are only two regional offices one at Dacca and the other at Jib, which cannot be expected to do the needful effectively and need for opening more offices at Loralai, Barkhan etc. is felt. Mr. Javed Saifullah expressed that because of the vast area of the province and establishments being scattered, different criterion should be fixed for opening field offices in the region to make it convenient for the insured persons to have their pension claims settled without undertaking long journey.

12. Mr. S. Razaullah explained that feasibility of opening of offices depends upon the number of establishments and insured persons available within a certain radius of the office. However, a field office is in the process of being opened at Quader and other offices will also be considered in due course of time. He further stated that coverage of all the eligible mine workers was on the priority list of the holding and the legal problem of miners who are employed as the contractor for providing and installing equipment is to be sorted out. The workers who are actually paid wages on piece rate basis are contracting. The quantity of coal approved to be added as bonus and employees of mine owner. This legal lacuna has been discussed at length and is being sorted out with the Mine Owners Association and Labour Department and he further stated that co operation of Secretary (Labour),

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Establishment is utmost needed to resolve this issue amicably. Mr. Meeran Khan, Secretary Labour Baluchistan assured his full co-operation in this regard.

14. The President desired that the officials of the Institution after discussing with the provincial Labour Department and Mines Department on all aspects of the problem should formulate a concrete proposal in this behalf within 2 months which should be put up for consideration of the Board in its next meeting.

Item No. 3 of the agenda of the Board of the Institution since last Board Meeting

14. Item No. 3 was then taken up for consideration. Mr. Nabi Ahmed, while appreciating the recovery of contribution, stressed upon the need of improving the registration of new employers and employees. He suggested that the EBP Division of FORT should prepare a directory of registered employers which should then be matched with the employers registered with the EBP and Labour Directorate under the Shop and Establishments Act and factories act so that the employers to be registered be determined and effort be made to have them registered.

15. Mr. S. Barkatullah informed that the Institution had already obtained data under the Shops and Establishments Act available with Director Labour Karachi for doing the needful. He said that he had already emphasized the need of a Data Bank Project and sought assistance of ILO in providing professional know how and necessary equipment and machines. The ILO has appreciated the idea and the concept has also been proposed as an item in the ILO Country Objectives for Pakistan up to year 2000.

16. With regard to the statement of recovery of arrears of contribution supplied to the members today, Mr. Nabi Ahmed suggested that it may not be taken up for discussion in this meeting but deferred till next meeting so that members may study it and then give their comments on it.

17. Mr. Javed Saifullah expressed the view that many of the establishments registered earlier have closed down but since their names appear on the record of the Institution, the contribution payable by

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them is also shown as arrears recoverable although in fact no contribution is payable nor can it be recovered from units closed since long. Mr. Nabi Ahmed stated that the De-Registration Committee is examining the information regarding closure of the units put up to it by the Regional Offices and advising their de-registration. He appreciated the co-operation of the Employers Representative on the committee in thrashing out the fact of closure of the units. He intimated that the committee allowed re-registration of a closed unit only where it is intimated that the employer has provided the list of insured persons employed in the establishment at the time of its closure so that their interest may not suffer. Any contribution due for the period before its closure is not written off but has to be recovered as arrears.

19. Mr. Javed Saifullah commenting on the performance report stated that the investment portfolio should also be reflected in the report as investments have a vital role in stability of the fund and such information will be useful to assess the performance because the good fund management is prime to the institution. He also suggested that a profile of senior officers of the Institution be presented to the Board for information.

20. While considering the disposal of pension claims, the President inquired whether an insured person has to apply for pension or the Institution itself processes his case on his becoming entitled to receive pension. Mr. S. Kadirullah informed that till now the insured person has to apply for pension through his last employer. The Institution is developing Regional Computerisation System which will be completed by the end of this financial year. Under the new program, the insured person will be informed a few months in advance of the date of his superannuation advising him for completion of his pension claim papers. The Institution, under the new programme, will have the information of insured persons attaining the age of superannuation on month to month basis.

21. Hajj Muhammad Rafiq stated that the system of payment of pension to widows was very cumbersome and resulted in undue hardship to the widows in as much as long time is required to complete the papers for settlement of their claim. The procedure needs to

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be simplified and conducive to expeditious settlement of their claims.

21. Mr. S. Barkatullah informed that the claim procedure which includes settlement of widows pension was developed by the Institution and approved by the Board fully represented by the representatives of the employees. Due to our social structure there are some complications in cases where the deceased leaves behind more than one surviving spouse. However, an amendment to further simplify the existing procedure without affecting accuracy and discipline will be acceptable. He further added that Han Muhammad Latif give his specific proposal in this regard.

22. The President desired that suggestions for simplification of procedures in writing be put up to the Board for examination in its next meeting. He further desired that the progress report on Regional computerisation should be put up to the Board for information in every future meetings.

23. FOR THE BOARD  
BY ATTENDING MEMBERS  
FOR THE OFFICERS OF THE INSTITUTION

BY  
RELEASING PAYMENT OF  
THE DIFFERENCE OF THE HOUSE RENT  
ALLOWANCE

24. Since the cost of living allowance @ 7% of basic pay per month to all employees of Public Sector Corporations, Autonomous Bodies/Semi Autonomous Bodies etc. was sanctioned by the Federal Government, the Board approved its payment to the officers of the Institution as specified in the working paper.

25. On item No. 4(B), Mr. Javed Saifullah was of the view that this should have been taken up in the budget meeting. Mr. Iqbal Husain informed that provision was already available in the budget. Since the government direction regarding House Rent Allowance at the time of revision of pay scales was to maintain the level drawn/rate admissible as on 31-05-1994, it was inferred that the House Rent Allowance was frozen at the level drawn as on the last pay before the revision. The information collected on this point from other Public Sector Corporations and autonomous Bodies revealed that they did not freeze

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The amount drawn as House Rent Allowance in May, 1994 but maintained the rate admissible at that time.

25. The Board decided that clarification / guidance be sought from the Finance Division and payment of House Rent Allowance be accordingly regulated.

Item No. 26 TO CONSIDER MEMBERSHIP OF ONE CLUB FOR THE DIRECTORS GENERAL OF THE INSTITUTION

The President expressed the view that allowing membership of club to the Directors General of the Institution was not conducive to bring any gains to the Institution and hence the item be dropped.

Item No. 27 TO CONSIDER INDUCTION OF SECURITY GUARDS FOR OFFICES OF THE INSTITUTION LOCATED AT KARACHI, KOTRI, HYDERABAD AND SUPPLY AND PURCHASE OF NECESSARY ARMS FOR THEM

In bringing up the item for consideration the President observed that providing protection to Institution's offices was certainly required for which it was imperative to engage security guards for offices located in troubled areas. He wanted to be informed about the utilisation of the existing chowkidars of those office where armed security guards are proposed to replace them. Financial justification also has not been given in the working paper.

Mr. Ashraf Hakeem stated that the services of armed security guards is required only during working hours of the office and the existing chowkidars will continue in service who are primarily meant for ordinary security during the time the offices remain closed.

The Board decided that quotations may be called from 3 or 4 Security Agencies and a comprehensive working paper containing more than one option and financial implication thereof be prepared for consideration of the Board. In view of the urgency of the matter, he allowed to obtain approval of the Board through circulation of the working paper among the members.

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Item No. 7: PRESENTATION OF DDG (EDP) ON EDP DIVISION'S AFFAIRS

6. It was decided that presentation by the Deputy Director General (EDP) on EDP affairs be given at Tarachi which includes visit to Computer Bureau located at the Head Office.

Item No. 8: TO CONSIDER AUTHORIZING THE PURCHASE COMMITTEE OF THE BOARD TO FINALISE THE DEAL FOR THE PURCHASE OF BUILDING/ PLOT FOR THE HEAD OFFICE OF THE INSTITUTION

7. Dr. Irfan Husain informed the Board that the Purchase Committee in pursuance of the decision of the Board taken in its 4th meeting had examined the offers received for buildings/plots for the Head Office of the Institution and negotiated the price of a plot which was considered most suited for the purpose. The owner, however, gave very short time within which consideration of sale was to be paid to him and the sale deed executed. It was not possible to convene meeting of the Board within the given time to obtain approval for purchase of the plot at the agreed price. Thus the deal has frustrated. However, in order to meet the urgent need of space to accommodate the new recruits, temporary structure at the top floor of the existing Head Office Building is being raised the cost of which will be met from approved budget for construction and purchase of buildings.

8. He further informed the Board that the Purchase Committee had examined the offers of buildings and plots for the Head Office received by the Institution. The minutes of meeting of the Purchase Committee held on 28-5-95 have been annexed with the working paper. It will be seen that the Committee did not recommend the purchase of Basha (near) Saddar, Tarachi and Dabul Helwan (near) Chakri (near) Tarachi. The Committee again advised Tarachi and Saddar to examine the 11 storied building at Dabul Helwan and 1 plot. The minutes of meeting of the Purchase Committee are annexed to the working paper.

9. Dr. K. Ober informed the Board that seven top

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Floors of a 14-storied building situated on main Shahra-e-Faisal near Faran Hotel was offered at a price of 150 millions. The Committee inspected the building and also got the portion offered for sale evaluated by M/S PEPAC. The valuation determined by M/S PEPAC is 59.2 million. The observations of the Committee are that the space would be sufficient for the requirements of the Institution but there are some deficiencies in the building.

1. The Chairman said that he being a member of the Purchase Committee had inspected the building. No parking space has been provided in the building at all. No sewerage line and lavatory blocks have been provided on the floors offered for sale. Electricity load is too insufficient, installation of air conditioners would not be possible, water supply is also through a 4" diameter tap which is insufficient to cater the requirements of such a huge building. The construction is not of good quality. The floor slab comprising a portion of the building will not ease up the situation due to shifting of the Head Office has been proposed and suggested that Institution should either purchase a suitable constructed building with plot or purchase a plot on which building be constructed to cater for the requirements.

2. Mr. Khalique Ahmed Khan stated that the vendor had suggested that for parking purposes a nearby plot could be acquired at reasonable expense. The vendor also agreed to provide a lift exclusively for the Institution.

3. The Board then authorized the Committee to negotiate purchase of portion of the building at the price evaluated by the consultants and also purchase sufficient parking space in the vicinity of the building in case the price offered is accepted by the vendor.

The President enquired about the progress of recovery of the amount paid on account of the complex. Mr. S. Farooqullah informed that this had been decided that the amount incurred by EOBI will be repaid with interest. Accordingly Labour Division has been requested to use its good offices to expedite recovery.

4. After some more discussion it was decided

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That a summary giving complete details be put up to the Prime Minister for her kind indulgence to issue instructions to make immediate payment with interest to EGBI to avoid any further loss of income to the trust fund for the benefit of the working class.

Item No. 8: ON OTHER ITEM WITH THE PERMISSION OF THE CHAIR

With the permission of the Chair, Mr. Khalique Ahmed Khan presented the following two items for consideration of the Board.

Item No. 9 A: CHANGE OF EDUCATIONAL QUALIFICATION

10. Mr. Khalique Ahmed Khan informed the Board that the existing requirement for the post of Executive Officer (General Cadre) under the Recruitment Procedure as approved by the Board was Post Graduate Degree in specified subjects which did not include English, Mathematics, Statistics etc. For the posts in General Cadre, Post graduate degree in specified subjects appears to be discriminatory and deprive the otherwise talented young men and women from induction in the Institution. He proposed revision of the requirement of qualifications as under:

"Post Graduate Degree, preferably in Business Administration, Public Administration, Commerce or Economics OR 2nd Class Graduate with LL.B. Degree."

11. The Board approved the proposal to revise the requirement of academic qualification for the post of Executive Officer (General Cadre) as "Post Graduate Degree preferably in Business Administration, Public Administration, Commerce or Economics OR 2nd class Graduate with LL.B. Degree."

Item No. 9 B: EDUCATIONAL QUALIFICATION FOR COMPUTER PERSONNEL

12. Mr. Khalique Ahmed Khan informed the Board that under the Recruitment Procedure, the educational qualification required for the posts of Data Entry Officer/Computer Operator/Data Processing Officer was "a second class Bachelor's Degree with three years experience in relevant field OR second class intermediate with five years experience in relevant field" while considering the grant of

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Computer Allowance to the EDI Personnel in its 10th meeting, the Board approved the recruitment to be made in accordance with the educational qualifications prescribed by Ministry of Finance for Computer Personnel in BPS- 16 which is "second class Bachelor's degree with Computer Science / Mathematics / Statistics / Physics / Economics from a recognized University and computer training."

13. He proposed that for the payment of Computer Allowance / Technical Pay, the same qualification be retained but for recruitment the qualification may be revised as under:

"Graduate with computer training in the relevant field. Preference will be given to graduates in Computer Science, Physics, Statistics, Mathematics and Economics."

14. The Board approved the proposal to revise the educational qualifications for posts of EDI Personnel equivalent to BPS-16 as "graduate with computer training in the relevant field. Preference will be given to graduates in Computer Science, Physics, Statistics, Mathematics and Economics." However, for the payment of Computer Allowance / Technical Pay the qualification will be the same as prescribed by the Ministry of Finance.

15. There being no other matter for discussion, the meeting ended with vote of thanks to the Chair.

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COMMENTS OF MR. ARSHAD TANVEER AS RECOMMENDED BY THE F&A COMMITTEE  
& APPROVED BY THE BOARD TO BE INCORPORATED IN THE MINUTES.

1 After seeking permission of the Chair I brought to the notice of the Board a very important matter regarding increase in pension of insured persons. I had stated before the Board that the last increase in pension was made in the year 1991, to Rs.425/- since then 4 years have passed and keeping in view the inflation during this period it has now become necessary for the Board to consider urgently to increase the pension from Rs.425/-. The Chairman, EOBI stated that we are already working over this issue seriously and soon a complete paper will be put up before the Board regarding this matter.

2 After seeking permission from the Chair, I brought to the notice of the Board that during my recent visit to Quetta, I had the opportunity to visit the Regional Office. The office is situated in the Cantonment Area which is under strict security checkup by the Army personnel. I observed that it is particularly very difficult and inconvenient for the insured person to get his monthly pension or any other claim, I had also emphasized the need for immediately shifting the office to any other suitable place in the city outside the Cantonment Area. The Secretary Labour Baluchistan Mr. Meerani Khan Douthani also agreed with me and endorsed my views. The Chairman E.O.B.I. thanked for bringing such an important matter before the Board and stated that the Secretary Labour Baluchistan will be requested to help in acquiring the new premises. The Chairman of the Board agreed with my views point and asked that new office should be acquired as soon as possible.

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