

**MINUTES OF THE 66TH MEETING OF THE BOARD OF TRUSTEES
HEALD ON 25.10.2003 AT EOBI HEAD OFFICE, KARACHI.**

The 66th meeting of the Board of Trustees was held on 25.10.2003 at 1100 hours in the Board Room of EOBI Head Office. Following attended the Meeting:-

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| 1. | Khawaja Ejaz Sarwar
Secretary, M/o LMOP. | President |
| 2. | Mr. Muhammad Shafi Malik
Chairman EOBI. | Member |
| 3. | Dr. Zakir Hussain
Joint Secretary(LW), M/o LMOP. | Member |
| 4. | Major(R) Shahnawaz Badar
Secretary, Labour Department, Punjab. | Member |
| 5. | Raja Muhammad Abbas
Secretary, Labour Department, Sindh. | Member |
| 6. | Mr. Danish K. Monnoo
Employers' Representative, Punjab. | Member |
| 7. | Mr. Nazim F. Haji
Employer's Representative, Sindh. | Member |
| 8. | Mr. Abdul Aziz Abbasi
Employees' Representative, Sindh. | Member |
| 9. | Mr. Muhammad Zaman,
Employees' Representative, NWFP. | Member |
| 10. | Mr. Sultan Muhammad,
Employees' Representative, Balochistan. | Member |
| 11. | Mr. Mushtaq A. Sammo
Asstt. Director General, EOBI. | Secretary BOT |

2. Mr. Nooruddin F. Daud, Employers' Representative NWFP, informed that due to business pre-occupation, he would not be able to attend the meeting. Ch. Zaheer A. Taj, Employees' Representative Punjab, was unable to attend the meeting due to his tour abroad. Mr. Farooq Ahmed Awan, DG(HR&I) EOBI attended the meeting as per Ministry of LMOP decision conveyed vide letter

No.SS.2(39)/2003 dated 18th October 2003. Mr. Jamal Nasir, Dy. Secretary attended the meeting on behalf of Secretary, Labour Department, Balochistan as an observer.

3. After commencement of meeting with the recitation from Holy Quran by Mr. Abdul Aziz Abbasi, Chairman EOBI welcomed the members.

4. The Board then deliberated on the agenda items one by one as under:-

ITEM NO.01

CONFIRMATION OF MINUTES OF 65TH MEETING OF BOARD OF TRUSTEES HELD ON 05.06.2003.

5. Chairman asked the members if they had any objection on the minutes of last Board Meeting except a typographic mistake in total management expenses which worked out to Rs.583.104 million as under:

Total Management Expenses (A+B)	=	Rs.580.854
Training budget increased	=	Rs.002.104
Total:	=	Rs583.104

6. As no one had any objection, **the minutes of 65th Meeting of the Board of Trustees of EOBI were accordingly confirmed.**

ITEM NO.02

TO CONSIDER PROGRESS ON THE DECISIONS TAKEN BY THE BOARD IN ITS 64TH & 65TH MEETING.

7. Chairman presented a consolidated report on action taken on the decisions of the Board taken in its 64th and 65th meeting. He informed the Board that short-term decisions had been implemented whereas long-term decisions were under implementation of the Divisions/Departments concerned as evident from compliance reports. **The board expressed its satisfaction on the actions taken by the Institution on the decisions taken in the 64th & 65th meeting.**

ITEM NO.03**TO CONSIDER PERFORMANCE OF THE INSTITUTION AND MINUTES OF 73RD INVESTMENT COMMITTEE.**

8. Chairman presented a summary of performance shown by the Institution during the year ending 30th June 2003 and the Ist Quarter of the current year (July – September 2003). On the basis of following comparative statements, he explained the progress in registration, collection of contribution and disbursement of pension during the year 2002-03 and the first quarter of 2003-04.

Table I: **Comparative Statement of Registration, Collection of Contribution and disbursement of pension for the Year ending 30.06.2003.**

Registration, Collection and Disbursement Activity	2001-02 (Financial year)	2002-03 (Financial year)	Increase/ Decrease %age
Collection of Contribution (Rs. in million)	1948,727	2,341.624	20%
Registration of employers	2,533	3,386	34%
Registration of employees	132,512	165,279	25%
Disposal of Pension/Grant cases	16,956	18,131	7%
Amount of Pension & Grant disbursed (Rs. in million)	1,365,567	1592.681	17%

Table II: **Comparative Statement of Registration, Collection of Contribution and disbursement of pension for the Ist Quarter of 2003-04.**

Registration, Collection and Disbursement Activity		2002-03 (Ist Quarter)	2003-04 (Ist Quarter)	Increase/ Decrease %age
Collection of Contribution	of	454.239	695.917	53%
Registration of employers	of	442	534	21%
Registration of employees	of	(Million Rs.) 28515	(million Rs.) 43812	54%
Disposal of Pension/Grant cases	of	4,294	4,787	11%
Amount of Pension & Grant disbursed		374.908	412.498	10%

9. Chairman explained that the improvement in registration and collection is mainly on account of construction of employers' database, transparent, judicious and fair system of checking introduced in pursuance of Institutional Strategy approved by the Board on August 19, 2002. The fabulous increase of 53% in collection of contribution during first quarter of 2003-04 was partly on account of collection of arrears of PRTC amounting to Rs.179.168 million.

10. Raja Muhammad Abbas observed that Punjab Government had curtailed Social Security Institution's powers for record checking which has implications for other provincial governments and EOBI on the score of uniformity in execution of Social Security Law. He suggested that Federal Government should formulate a uniform policy to ensure level playing field for all players in all provinces. Dr. Zakir Hussain informed that Ministry of Labour, Manpower &

Overseas Pakistan had already called suggestions/comments from all provincial Labour Secretaries but none of them had responded as yet. Chairman EOBI supported the need for a uniform policy and coordination between Federal and Provincial Labour Departments to provide one-window service by allied Institutions. Major (R) Shahnawaz Badar informed that Punjab Government had issued instructions to regulate inspections and introduce self-assessment in Social Security contribution collection subject to following conditions:-

- I. 5% cases shall be selected for random checking to ensure transparency and effective check.
- II. The employers are bound to paste the declaration regarding their employees at prominent place and if complaint is received from employees or their representatives, PESSI officers are authorized to check record of such employers.

11. Mr. Nazim F. Haji observed that Board be apprised of the latest position of recovery of contribution and arrears generally and against public sector organizations particularly. Chairman explained that recovery of Rs.267.94 million had been made from public sector organizations/companies. **On the proposal of honorable Member, it was decided that in future, recovery out of arrears shall be separately mentioned in the performance statement prepared for information of the members of BOT.**

11.1 **Investment Department:** The comparative position of investment income for the year 2002-03 and first quarter of 2003-04 was presented as under:-

Table III: **Comparative Statement of Income for the year ending 30.06.2003.**

Description of Income	2001-02 (Financial Year)	2002-03 (Financial Year)	Increase/ Decrease %age
Investment Income	8,387.101	10,334.483	23.22%
Govt.securities/CD/C OI etc.	8,283.016	9,976.264	20.44%
Equities	104.085	358.219	244.16%
ROI on Equities		41.71%	
Investment Portfolio	57111,958	67866.267	18.83%

Table IV: **Comparative Statement of Income for Ist Quarter of 2003-04.**

Activity	2002-03 (Ist Quarter)	2003-04 (Ist Quarter)	Increase/ Decrease %age
Investment Income	2,098.042	3,144.919	49.90%
Govt.securities/CD/C OI etc.	2,032.879	2,486.822	22.33%
Equities	65.163	658.097	909.92%
ROI on Equities	17.44%	55.01%	
Investment Portfolio	2113.221	3580.527	69.43%

11.2 The Chairman explained that the increase in investment income is partly attributable to implementation of IAS-39. He further explained that return on equity investment through stock exchange in entire preceding year was 41.71% and in first quarter of 2003-04, it went up to 55%. **The Board appreciated the performance of the Institution for the preceding year as well as first quarter for the year 2003-04.**

11.3 At this point of time, the President BOT also arrived and took the chair.

ITEM NO.04

BONUS AND GROUP INCENTIVE FOR EOBI OFFICERS FOR 2002-2003 FOR EOBI (OPERATIONS AND INVESTMENT).

I. Bonus:

12. The Board was apprised of the background of customary payment of bonus to the employees of the Institution since 1988-89. The Chairman informed that Board that the officers of the Institution were getting bonus every year on achievement of overall targets and staff members as per terms of agreement with the then CBA since 1988-89 without break on the recommendation of the Board. In its 54th meeting held on 20.03.2001, the Board linked the bonus with performance of individual officers. The process of bonus was further streamlined by the Board in its 62nd meeting held on 28.12.2002, notified vide office order No.34/2002 dated 07.02.2003.

13. He said that as per decision of the Board, bonus shall be paid to only those officers who fulfill the criteria laid down for the purpose. He further explained that it was decided in Zonal Heads meeting that the names of only those officers shall be recommended for bonus, who on the basis of performance criteria laid down in Circular No.09 dated 29.07.2002 had to achieve A to C grading. For evaluating performance of officers for payment of bonus for 2002-03, the criteria was followed and two lists had been prepared, first one indicated the names of the officers recommended for the bonus and the second indicated the names of officers not recommended for the Bonus. He said that there were 59 field officers who were placed in 'D' grade and hence could not qualify for bonus (**Annex-I**).

14. Regarding payment of bonus to staff members, it was informed that after promulgation of IRO-2002, CBA/Trade Union activities ceased. CBA &

Management agreement also expired on 31.12.2002. As per their agreement, the staff members were paid three bonuses in a financial year i.e. one each on the eve of both Eids and in the month of August. In August, on the recommendation of the then FA/DG(F&I) and in consultation with the Ministry, bonus was paid to staff members as advance with the specific condition that if Board did not approve, the advance shall be recovered or adjusted against pay or approved bonus. The Board was requested to accord approval and decide whether existing practice should be continued or the staff members should also be brought at par with the officers and paid performance bonus?

15. The JS(LW) and the President said that Federal Government was already concerned about the high management expense ratio of EOBI, therefore, generous payment of bonus needed a serious review. All the members shared the genuine concern of the Ministry. After due deliberations, it was decided that **one bonus may be paid to officers and two bonuses to staff (including the one paid in August 2003) after the approval by the Finance Division.**

II. Group Incentive:

16. **Operations Division:** Chairman informed that the Board in its 60th meeting held on 19.08.2002 had approved a “Group Incentive Scheme” for officials of the Institution (**Annex-II**) that those Regions/Zones/units achieving collection exceeding bench-mark of 30% over that of last year’s, shall be entitled to reasonable percentage of excess collection as “Group Incentive” which shall be distributed among members of the units including officers and staff. He further informed that only one Zone i.e. Karachi North Zone and three Regions i.e Bin Qasim, Karimabad and City Region, Karachi could make collection exceeding the bench-mark. The bonus earned by the members of the group was adjustable against group incentive. The bonus is paid on the basis of gross salary whereas group incentive shall be paid on the basis of basic salary. The group incentive

shall be paid only if number of salaries earned is more than the number of salaries of bonus. Referring to the calculations attached with the working paper, he explained that if two salaries are given as bonus only one Bin Qasim Region shall be entitled to two basic pays after adjustment of bonus. In case, bonus is restricted to one gross salary, the Zonal Office, Karachi North shall get one basic salary as group incentive and Bin Qasim Region shall get two basic salaries as group incentive (**Annex-III**). The names of the officers & officials alongwith the amounts of group incentive of Bin Qasim Region and Karachi North Zone are placed as **Annex-IV**.

17. The President said that fixation of same bench mark for all Zones and Regions may be reviewed for next year as potential varies at different places of the country. He, therefore, desired that, in future, while fixing such bench mark local business activity, industrial/commercial potential be kept in mind. Mr. Nazim F. Haji said that targets were already allocated after thorough analysis of collection in preceding years, local economic activity and potential. **The Board approved payment of ‘Group Incentive’ to only one Region i.e. Bin Qasim Region @ three months basic salary in addition to performance bonus and one month basic salary to North Zone, Karachi subject to approval by the Finance Division. The Board further decided that EOBI may constitute a committee to prepare recommendations for consideration of Board to decide a fair and just fixation of bench-mark for the next year.**

18. Dr. Zakir Hussain said that evaluation of Head Office employees may be carried out through a **Cross-Discipline Committee** to ensure transparency. **In order to formulate a permanent Bonus & Human Resource Policy, a ‘Human Resource Development Committee’ was constituted comprising of the followings** (TOR of Committee, including other items referred for its deliberations, is enclosed as **Annex-V**.

I.	Raja Muhammad Abbas, Secretary Labour Sindh	Convener.
II.	Mr. Farooq A. Awan, DG(HR&I) EOBI.	Member
III.	Mr. Nazim F. Haji, Employers' Representative	Member
IV.	Mr. Abdul Aziz Abbasi, Employers' Representative	Member
V.	Mr. Mushtaq Ahmed Sammo, Secretary BOT	Secretary

19. **Investment Division:** Chairman informed that Board that it was decided in 60th meeting of the Board that a reasonable percentage (to be approved by the Board) exceeding 30% return on capital shall be distributed amongst the officials of Investment Division. The Investment Division achieved return on equity investment of 41.71% showing 11.21% excess over the bench-mark amounting to Rs.508.047 million. Appreciating the performance of Investment Division, Mr. Danish K. Monnoo suggested that bench-mark fixation for Investment Division should be linked with KSE 100 Index. Mr. Farooq Ahmed Awan agreed to the proposal and said that in future the same shall be linked with KSE 100 Index. However, he informed that even if KSE index is taken as basis, still EOBI has still outperformed the market and achieved one of the highest return rate in the country.

20. **The Board placed its appreciation on record for excellent performance of Investment Division and approved payment of Group Incentive equal to three months salary in addition to bonus subject to approval by the Finance Division.**

21. **The Board also approved that local member of the Board shall be paid Rs.1000/- as attendance fee for attending Board Meeting or meeting of any of its sub-committees. However, out-station members will continue drawing TA/DA as per existing rates not exceeding Rs.1000 as attendance fee.**

ITEM NO.05

AMENDMENT IN THE EOB SCHEME:

22. The Chairman informed the Board that in the 5th Emergent Board of Trustees meeting held on 3rd July 2003 at Islamabad, the Board had considered the proposed amendments in the EOB Act, 1976 in the light of the proposal made by Akhtar & Hassan (Pvt) Ltd., consulting Actuaries, in their report on the Fifth Statutory Actuarial Valuation of the EOB Scheme as at 30th June, 2002. After deliberation, the Board had decided that a comprehensive working paper on Progressive Definite Pension Scheme incorporating the views and comments of stakeholders/organizations be put up in a future meeting of the Board. Hence, a comprehensive Working Paper on the amendments was placed before the Board members for their deliberations.

22.1 After some discussion, **it was decided that the Joint Secretary (LW) will send a draft of amendment bill prepared by the Labour Ministry, to the Chairman EOBI which will be circulated amongst the members of BOT for their comments. After the receipt of comments of all members, a consolidated report will be submitted to the Board for approval and thereafter, it will be sent to Labour Ministry for submission to the cabinet and legislature.**

ITEM NO.06

INCORPORATION OF POWERS OF CHAIRMAN EOBI IN REGULATIONS.

23. The Chairman explained that the Ministry of Labour, Manpower & Overseas Pakistanis vide its notification No.SS.15(3)/75 dated 7th July 1976 conferred the powers on Chairman which were approved by the Board in its first meeting held on 13.08.1977 but the same were not incorporated in Regulations.

The Board in its 60th Meeting conferred two additional powers (i.e. to open or close offices of the Institution and award merit certificates and sanction cash reward upto Rs.10,000/- to the employees of the Institution) but the regulation had yet not been issued. **The Board approved incorporation of the notification as per the draft placed as annex-VI. It further recommended that draft may be got published in Gazette Notification at the earliest by the Ministry of Labour, Manpower & Overseas Pakistanis. In order to prevent recurrence of mishaps like Repo deal, the Board approved amendment in clause xvi.**

ITEM NO.07

PROPOSAL FOR ZONAL OFFICE IN QUETTA.

24. Being satisfied with the potential for establishment of a Zonal Office, **the Board approved establishment of a Zonal Office in Quetta after making necessary arrangements. It was further decided that on the basis of potential for revenue and for improving quality of services, new field offices may be opened at proper places including Lora Lai, Gawadar and Dera Murad Jamali if found economically feasible.**

ITEM NO.08

GRANT OF SPECIAL RELIEF ALLOWANCE AND RATIONALIZATION OF STAFF PAY SCALE.

25. The issue was discussed. Dr. Zakir Hussain explained that no final reply from Ministry of Finance had been received, hence no decision could be taken. It was decided that pay scales of staff and other allied matters should be considered by the Committee formed by the Board under Chairmanship of Raja Muhammad Abbas, Secretary, Labour Department, Sindh.

ITEM NO.9

PAYMENT OF OVERTIME/CONVEYANCE/MEAL CHARGES TO STAFF EMPLOYEES IN GRADE 1-5 FOR WORKING AFTER OFFICE HOURS.

26. The Board referred the working paper to Human Resource Development Committee of the Board for preparation of recommendations for discussion in the next Board Meeting.

ITEM NO.10

REAL ESTATE STRATEGY:

27.

1. **Acquisition of Office Building/Plot for Head Office:**

It was informed that an advertisement for acquiring a plot or building on main Shara-e-Faisal, Karachi for shifting of Head Office was published in newspapers. Certain offers had been received and the Committee of the Board will negotiate the price with the owners.

2. **ACQUISITION OF OFFICE SITE IN MAUVE AREA, ISLAMABAD.**

It was informed that the matter of acquisition of land for office in Islamabad was at advanced stage. The land was available both in Mauve Area and Blue Area but acquisition of land in Blue could be more useful and a good investment. **The Board approved acquisition of office site in Islamabad. The Institution may take decision after due diligence and examination of feasibility of a plot in either of the two areas keeping in view overall benefit of the Institution.**

3. **ACQUISITION OF SITES WITH COMMERCIAL OBJECTIVES:**

It was informed that due to declining interest rates and limitations of equity markets, the Institution had been searching for alternate investment opportunities. In this regard EOBI was negotiating with Railways, Privatization Board, Liquidation Board and other government agencies to acquire encumbrance free properties in order to make profitable investment in real estate. In order to enable EOBI to participate in auction/bid process at short notice, an amount Rs.900/- million as revolving fund be earmarked for this purpose. **The Board approved the proposal being a profitable investment.**

4. **MICROHYDEL PROJECT:**

It was informed that EOBI was also planning to explore the feasibility of investment in hydel power project through mode of controlled subsidiary companies. However lack of technical and managerial capacity in EOBI to undertake such projects was an impediment. In such situations, EOBI will have to enter into joint venture arrangements with Developer, Operators and Maintenance Companies. For this purpose, Investment Rules would need amendment to facilitate joint venture arrangements. **The Board decided that Investment Division may collect the essential information for the project to assess the feasibility of the proposal and prospects for joint venture. Concrete proposal after examination in Investment Committee may be brought to the Board.**

ITEM NO.11
APPOINTMENT OF CONSULTANTS/ADVOCATES ON
RETAINERSHIP:

28. The Chairman informed that Board that Ministry of Law was pressing hard for taking its recommendee advocates as Consultants on retainership basis but experience shows that such retainerships do not meet the specialized requirement of the Institution i.e. corporate law, administrative and labour law. On the other hand, smaller amounts like Rs.1500 or Rs.2500 were not adequate to attract lawyers of reasonable caliber and standing. Owing to specialized nature of work, the Board may approve a retainership fee of Rs.8000/- to Rs.10,000/- per month. **The Board approved the proposal. It further decided that EOBI may also send the approved panel to Ministry of Labour, Manpower & Overseas Pakistan for ratification of Ministry of Law, Justice and Parliamentary Affairs.**

ITEM NO.12
ANY OTHER ITEMS:

29. Due to shortage of time, all items under this head could not be discussed. Those which were discussed are detailed below:-

Item No.12(a):
REVISION OF DRIVER SUBSIDY OF RS.2500/- PER MONTH
ADMISIBLE TO ADGs AND ABOVE IN LIEU OF OFFICIAL DRIVERS.

30. The Chairman informed the Board members that due to high financial cost of permanent drivers, some senior officers in the grade of ADG, entitled for drivers, were not provided official drivers and in lieu thereof they were paid Driver allowance @ Rs.2500/- per month. In order to reduce extra burden on senior officers, the Board was requested to raise the Driver Allowance from

Rs.2500/- to Rs.3500/- per month. The financial impact would be Rs.84,000/- per annum. **The Board approved the proposed enhancement in the Driver Allowance in lieu of official driver to the officers in the grade of ADG and above.**

Item No.12(b):

TO CONSIDER ENHANCEMENT OF MEDICAL LIMIT FOR EOBI RETIRED EMPLOYEES.

31. The Board referred the matter for consideration by the Human Resource Development Committee under chairmanship of Raja Muhammad Abbas.

Item 12(C):

PAYMENT OF LONG OUTSTANDING BILLS OF PEARL CONTINENTAL HOTELS, LAHORE AND PESHAWAR.

32. The Board was informed that two bills of Pearl Continental Hotel, Lahore and Peshawar in respect of the following officials of Labour Ministry, Islamabad were outstanding since long:-

I.	Pearl Continental, Lahore (Ex-JS (LW)/Member BOT)	Rs.16,700/-
II.	Pearl Continental, Peshawar (Late Omar Asghar Khan Ex-Minister for LMOP)	Rs.22,828/-

32.1 The Board was informed that since the Ministry of Labour had not paid the long outstanding bills and the management of PC Hotel was pressing hard for its clearance, the Institution might be allowed to adjust/pay the bills. **The Board allowed the Institution to take appropriate action for clearance of long outstanding bills of the PC Hotel Lahore and Peshawar.**

Item No.12(d)i:

APPOINTMENT OF RECEPTIONIST-CUM-TELEPHONE OPERATOR:

33. The Board approved creation of a post of Telephone Operator (Grade-4) for appointment of a female Receptionist Cum Telephone Operator on contract basis for a period of two years in EOBI Trading House at Ex-Awami Markaz in Grade-4 as per salary already approved by the Board for contract employees.

ITEM NO.12(D)ii.

CREATION OF POST OF WEB ADMINISTRATOR:

34. The Board approved creation of post of Web Administrator in EOBI against a lump sum salary of Rs.15,000/- per month on contract for a period of two years.

ITEM NO.12(d)iii

CREATION OF TEMPORARY POST OF NAIB QUASID AT SARGODHA:

35. The Board approved creation of a temporary post of Naib Quasid at EOBI Regional Office, Sargodha for a period of three years.

ITEM NO.12(d)iv.

CREATION OF POST OF INTERNEE LAW OFFICER:

36. The Board approved induction of Internee Law Officer in Law Department from the waiting list of qualified candidates to meet the acute shortage of manpower in the Department as proposed in the working paper.

ITEM NO.12(e).

TENURE OF THE CONTRACT EMPLOYEES:

37. The issue was discussed and majority of Board Members held the opinion that contract appointments are being made in government, public and private

sector in the interest of efficiency and better performance. The proposal for regularization was considered premature and deferred.

ITEM NO.12(f)

QUALIFICATION PAY OF CFA: ISSUANCE OF CORRIGENDUM:

38. The Board was apprised that in its 65th meeting, inclusion of CFA qualification in the list of qualifications eligible for grant of Qualification Pay was approved but date of applicability of the decision could not be recorded in the minutes for which a corrigendum was required to be issued. The Board was requested to allow applicability of the decision in case of Mr. Farooq A. Awan who is the only CFA in EOBI, w.e.f. the date of his joining in EOBI. **The Board accorded its approval unanimously for applicability of Qualification Pay of CFA @ Rs.4000/- to Mr. Farooq A. Awan, from his date of joining.**

ITEM NO.12(g):

INVESTMENT ADVISORY SERVICES AGREEMENT WITH M/S. KHADIM ALI SHAH BUKHARI & COMPANY LTD.

39. The Board informed that in 65th BOT Meeting held on 05.06.2003, the renewal agreement for another one year on the same terms and conditions was approved but in minutes the increase of 10% demanded by the Consultant and proposed by the Institution could not be mentioned. The Board was requested to accord approval for 10% increase in the service fee. **The Board considered it and allowed 10% increase in service fee in the contract to account for inflation in favour of M/s. Khadim Ali Shah Bukhari & Co. Ltd.**

ITEM NO.12(h) TO 12(j):

40. The Board referred Item No.12 (h), 12 (i) and 12 (j) in the TOR of Human Resource Development Committee for preparation of its recommendations for consideration of the Board in its next meeting.

ITEM NO.12(K)

41.

i. **To consider creation of Investment Cadre:**

The Board referred the item to Human Resource Development Committee as its TOR.

ii. **TO CONSIDER CNG STATION/FULL SERVICE STATIONS.**

The Board agreed to get a Feasibility Report prepared within Rs.0.7 million for setting up of CNG station in collaboration with PSO and full service sites on acquired land as proposed and explained by DG(HR&I).

iii. **TO CONSIDER ACQUISITION OF PROPERTIES OF PRTC:**

The Board approved acquisition of properties of PRTC Garden Town and Icchra, Lahore in line with item No.10 above.

iv. **TO CONSIDER FOR BUS TERMINAL IN LAHORE:**

The Board was apprised about the option on utilization of PRTC Icchra Depot as an Inter-City Bus Terminal. Mr. Farooq Ahmad Awan explained that an application had been made to Government of the Punjab through Secretary Transport for grant of license. Following approval of the Government of the Punjab, negotiations will be taken up with FWO for construction and operation of the intercity bus terminal. **The Board approved the concept of Bus Terminal as it would fetch a sustainable source of earning in the long-term for the Institution. However, its feasibility shall depend on permission by the Government of Punjab and agreement with M/s. FWO. The Board desired that the proposal may be further examined in the Investment Committee after making progress in the aforesaid two directions.**

v. **TO CONSIDER APPROVAL OF PROFESSIONAL BODIES UNDER REGULATION 8(3)(B) OF EOB (Employees' Service) REGULATIONS.**

It was explained that the Institution reimburses the membership subscription of the approved professional bodies like Institute of Chartered Accountants, Bar Associations etc. but some important bodies such as Institute of Chartered Financial Analysts, AIMR have yet not been approved. **The Board approved Institute of Chartered Financial Analysts and the Association for Investment Management and Association for Investment Management and Research (AIMR) USA as professional bodies under Regulation 8(3)(b) of EOBI (Employees' Service) Regulations, 1980 for reimbursement of annual subscription fee by the Institution.**

ITEM NO.12(L)

TO CONSIDER DE-REGISTRATION OF CLOSED UNITS:

42. The Board was requested to consider the following re-structuring of the De-Registration Committees, already constituted by the Board in its 28th meeting, in the light of suggestions of honorable BOT members i.e. Mr. Danish K. Monnoo and Mr. Nooruddin F. Daud:-

- | | | |
|------|--|-----------------|
| I. | Regional Head concerned | Convener |
| II. | Employers' Representative of Concerned Province or his nominee From local Chamber of Commerce. | Member |
| III. | Employees' Representative of Concerned Province or his local nominee | Member |
| IV. | Incharge R&C of the Region concerned | Member |

42.1 The Board approved the above constitution of Regional De-Registration Committee to assist the processing of such cases.

Item No.12(m):

TO CONSIDER UP-GRADATION OF POST OF PROGRAMMER EDP (ASSISTANT DIRECTOR TO DEPUTY DIRECTOR):

43. The Item was referred to Human Resource Development Committee for preparation of its recommendations for consideration in the next Board Meeting.

ITEM NO.12(p):

TO CONSIDER APPROVAL OF CASH REWARD TO NAB OFFICERS/OFFICIALS:

44. The Board approved payment of Rs.35,00,000/- (Rupees thirty five lacs only) paid to NAB officers/officials as reward for substantial recovery in EOBI Repo Deal Case as NAB had already surrendered its official share which could have been much more than the amount disbursed on recommendation of the Chairman NAB and approved by the Ministry of Labour, Manpower & Overseas Pakistanis vide its letter No.SS.2(8)/2001 dated 25.09.2003.

Item No.12(q)

TO CONSIDER RECRUITMENT OF 5 D.E.S.

45. The Item was referred to Human Resource Development Committee for preparation of its recommendations for consideration in the next Board Meeting.

Item No.12(r):

TO CONSIDER EXTENSION OF INTERNSHIP PERIOD:

44. The Item was referred to Human Resource Development for preparation of its recommendations for consideration in the next Board Meeting.

Item No.12(s):

TO CONSIDER UPGRADATION OF POST OF STAFF OFFICER/AD(GRADE-7) IN CHAIRMAN'S SECRETARIAT:

47. Mr. Farooq Ahmed Awan, with the permission of the President, submitted that the post of Staff Officer in Chairman's Secretariat may be up-graded upto the level of Staff Officer/AD(Grade-7). The Chairman endorsing the proposal said that Staff Officer to Chairman is working in Executive Officer's grade i.e. grade-6. The work in the Secretariat is of sensitive and complex nature and needs a reliable, competent, responsible officer of higher status. In the past, position of staff officer had been twice upgraded i.e. from grade-6 to grade-7 and then from grade-7 to grade-8 alongwith the incumbent. He informed that the present incumbent had been working in this Secretariat since 1999 besides working with the Minister for Labour, Manpower & Overseas Pakistanis for one year. The post of staff officer was of higher responsibility and skills. Only a seasoned person possessing excellent shorthand speed, sound knowledge of computer, good interpersonal skills, noting/drafting ability with positive/sober attitude, can perform the Staff Officer's duties. **The Board unanimously approved transfer of a grade-6 officer's (EDP cadre) post to Chairman's Secretariat and upgraded the same as Staff Officer/AD(Grade-7) as personal to the incumbent.**

46. There being no other item, the meeting ended with a vote of thanks to the chair.

ANNEXURE:

TERM OF REFERENCE OF “HUMAN RESOURCE DEVELOPMENT COMMITTEE” CONSTITUTED BY BOT IN THE 66TH MEETING HELD ON 25.10.2003 AT KARACHI.

- I. To review the Human Resource Strategy of the Institution for further improvement.
- II. To determine the manpower requirement in various Division of Head Office and Zones.
- III. Screening of the manpower on the basis of objective criteria to identify the “dead wood” which can be declared surplus.
- IV. Formulation of “Bonus and Group Incentive Policy” both for Field & Head Office employees for consideration of the BOT.
- V. To prepare recommendations for rationalization/synchronization of pay scales /hours rent of staff for consideration of the BOT..
- VI. To prepare recommendations to rationalize payment of Overtime/Conveyance to staff employees in Grade 1-5 for working after office hours.
- VII. To consider enhancement o f medical limit for EOBI’s retired employees.
- VIII. Recommendations for relaxation/revision in appointment conditions of “Deputy Director General(HR)”.
- IX. Recommendations for “Compensatory Allowance and Special Pay” to contract employees working in Northern Areas.
- X. To consider and make recommendations for “Merger of Cadres” in EOBI.
- XI. To consider creation of a separate “Investment Cadre”.
- XII. To consider Up-gradation of posts of Programmers (AD to DD).
- XIII. To consider up-gradation of vacant posts of DEOs as DES.

- XIV. To consider extension of Internship Period.
- XV. To consider revision of qualification for various posts in EOBI.
- XVI. To consider and recommend measure of reward and punishment to improve discipline, efficiency and effectiveness of the Institution.

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