



# EMPLOYEES' OLD-AGE BENEFITS INSTITUTION

EIGHTH MEETING OF THE BOARD OF TRUSTEES

MINUTE BOOK

HELD AT  
ISLAMABADON  
27TH MAY 1982TIME  
10.00 A.M

MINUTES OF THE EIGHTH MEETING OF THE BOARD  
OF TRUSTEES OF THE EMPLOYEES' OLD-AGE  
BENEFITS INSTITUTION HELD ON THURSDAY THE  
27TH MAY 1982 AT 10.00 A.M. AT ISLAMABAD

The Eighth Meeting of the Board of Trustees of the Employees' Old-Age Benefits Institution was held at Islamabad on Thursday the 27th May, 1982 at 10.00 a.m. in the Committee Room of the Labour Division, 'B' Block, Pak Secretariat, Islamabad. Mr. M.A. Kazmi, Secretary, Ministry of Labour, Manpower and Overseas Pakistanis, Government of Pakistan presided.

2. The following participated:-

- |    |  |          |
|----|--|----------|
| 1) | Mr. M.A. Kazmi,<br>Secretary,<br>Ministry of Labour, Manpower &<br>Overseas Pakistanis,<br>Government of Pakistan,<br><u>Islamabad</u> | Chairman |
| 2) | Malik Asrar Ahmad,<br>Financial Adviser(Labour)<br>Finance Division,<br>Government of Pakistan,<br>Islamabad.                          | Member   |
| 3) | Mr. S.S.A. Bokhari,<br>Joint Secretary,<br>Ministry of Commerce,<br>Government of Pakistan,<br>Islamabad                               | Member   |
| 4) | Mr. Imtiaz Ahmad Chaudhry,<br>Joint Secretary,<br>Ministry of Industries,<br>Government of Pakistan,<br>Islamabad.                     | Member   |
| 5) | Mr. S.S.Hoda,<br>Joint Secretary,<br>Labour Division,<br>Government of Pakistan,<br>Islamabad.   | Member   |

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6) Mr. A.R. Siddiqui, Secretary, Labour Department, Government of Sind, Karachi.	Member	
7) Mr. Sohbat Khan, Director of Labour Welfare, Government of Baluchistan, Quetta.	Member	
8) Mr. Minocher Kaikobad Marker, Managing Director, Marker Alkaloids, Jail Road, Quetta.	Member	
9) Mr. Amanullah Qureshi, President, Sind Mazdoor Federation, 12, Kotriwala Chamber, (Upper Floor) Risala Road, Hyderabad.	Member	
10) Mr. Imran Shah, Chairman, Employees' Old-Age Benefits Institution, 190/1/B, Block 2, P.E.C.H.S. Karachi.	Member	
11) Mr. A.J. Dias, Deputy Director General, Employees' Old-Age Benefits Institution 190/1/B, Block 2, P.E.C.H.S. Karachi.	Member	
12) Mr. Tanweer Ahmad Khan, Social Security Adviser, Labour Division, Government of Pakistan, Islamabad.		
<p>3. Mr. S. Barkatullah, Assistant Director General (Inspection, Training &amp; Audit), EOBI, Islamabad, Mr. Shujat Siddiqui, Assistant Director General (Data Processing, Actuarial &amp; Technical), EOBI, Karachi. Mr. Iqbal Ahmad Siddiqui, Director (Finance) EOBI, Mr. Mujtaba Rasul, Deputy Director (Law) and Mr. Ghulam Mustafa, Executive Officer (Law), EOBI Karachi were also present.</p>		

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4. The proceedings commenced with recitation from the Holy Quran.

5. The Board then initiated discussion on the Agenda and the following business was transacted:-

Item No.1. CONFIRMATION OF THE MINUTES OF THE SEVENTH MEETING OF THE BOARD OF TRUSTEES HELD ON 24TH APRIL 1982.

6. The Chairman invited comments from members on the minutes of the last Board Meeting which had been circulated in advance. The Board was informed that the Ministry of Finance had not approved the decision of the Board to allow payment of Local Compensatory Allowance to the employees of the Institution residing in cities not specified by the Federal Government for the purpose. Mr. A.R. Siddiqui stated that the Board was presently considering whether the minutes had been correctly recorded and if so the minutes may be confirmed. Mr. Sohbat Khan supporting Mr. A.R. Siddiqui said that the minutes may be confirmed if the members had no objection. Since there were no comments from any other member the minutes were confirmed and signed by the Chairman, The Chairman also directed that the letter of the Ministry of Finance in respect of Local Compensatory Allowance should be put up for consideration in the next meeting of the Board.

Item No.2. REPORT ON THE ACTIONS TAKEN IN RESPECT OF THE DECISIONS AT THE SEVENTH MEETING OF THE BOARD OF TRUSTEES.

7. Mr. Imran Shah stated that the report on the actions taken on the various decisions taken by the Board at its seventh meeting held on 24th April 1982 had already been circulated among the members and if there was any query he would explain the position. The report was examined by the Board and the members expressed their satisfaction.

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Item No.3 PERFORMANCE REVIEW OF THE INSTITUTION FOR THE PERIOD FROM 1ST JULY 1981 TO 31ST MARCH 1982.

8. Item No.3 of the agenda was taken up for discussion. Mr. Imran Shah stated that upto 31st March 1982 a total of 10,566 employers and 856,000 insured persons had been registered. He informed the Board that upto 31st March 1982 the Institution ..... had collected Rs.93.72 million as contribution and it was expected that for the year, 1981-82 the total contribution collected would be about Rs.130.00 million against the budgeted target of Rs.155.00 million. He explained that at the time of fixing a higher target for the year 1981-82 it was assured that the amendments proposed by the Institution in the Act would be promulgated within three months of the commencement of the financial year, and the powers of Assistant Collector Grade I for recovery of contributions as arrears of Land Revenue would be delegated to the officials of the Institution. He added that the amendments were still awaited and the powers had been conferred only in the provinces of NWFP and Baluchistan as late as March,1982. The matter of delegation of powers in the provinces of Sind and Punjab which account for more than 90% of the arrears were still awaited. He also informed the Board that the total fund of the Institution as on 31st March, 1982 stood at Rs.651 million. The Chairman expressed that this appeared to be much less than the expectations. Mr. Imran Shah stressed the necessity of amendments in the Act and delegation of powers for better recovery.

Mr. A.R. Siddiqui stated that Federal Government themselves had exempted Carpet Industry from payment of EOB contribution thereby reducing the contribution income of the Institution. Malik Asrar Ahmad Khan pointed out that the fresh registration of employers indicated a decreasing trend and in his opinion the number of employers liable for registration were considerably more than 10,566 registered by the Institution so far. Mr. A.R. Siddiqui stated that there were no firm statistics available in

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respect of the number of establishments in the country employing 10 or more persons. However, the Manpower Division, Statistics Division, Labour Division, Labour Departments and other sources should be utilized to ascertain the number of establishments employing 10 or more persons. At this stage Mr. S.S. Hoda stated that correct statistics would not be available as in most cases only establishments employing 20 or more persons were required to supply information to these Divisions. Mr. A.R. Siddiqui informed the Board that Sind Employees Social Security Institution had also come across the difficulty of identifying establishments and to overcome this difficulty, they had engaged University students on part time basis to collect such data and also cross check the coverage of the SESSI. Mr. Imtiaz Ahmad Chaudhry stated that at one time a similar programme was designed by EOBI but it was abandoned due to financial constraints. He considered it advisable to launch such a programme now. Mr. Imran Shah agreeing with the need to identify more establishments pointed out that any such exercise would entail additional expenditure for the Institution which it may not be possible to meet from the approved budget. Mr. Amanullah Qureshi expressed his opinion that the object of completing more registrations would be largely achieved if the workers could be educated about the benefits under the Scheme through effective publicity. Mr. Imran Shah stated that it was difficult to give effective publicity to the Scheme which provided for such low benefits. The Institution's task would be much easier if the Scheme under consideration of the three Secretaries Committee was approved by the Government.

9. Speaking on the issue of collection of contribution, Mr. Imran Shah stated that if the amendments proposed by the Institution were promulgated and the powers of recovery delegated to the officials of the Institution, it would be possible to improve the contribution collection. The Chairman enquired from Mr. S.S. Hoda the position of the proposed amendments and was informed that the amendments had been vetted by the Law Division and would be placed before the Cabinet for consideration.

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Mr. Imran Shah informed the Board that realising the need for further improvement in the field operations, he had appointed a Committee consisting of senior officers of EOBI to review the field operations and recommend measures for improving the position. After study and deliberations, the Committee had recommended that the Regional/Area Offices need to be properly sized into manageable units by opening new offices for effective vigilance as well as identification of all potential units/employees. De-centralization and opening of new Regional/Area Offices shall be made by re-adjustment of posts from within the existing sanctioned strength. Thus the position of field operations may improve within the approved budget for the year, 1982-83.

Item No.4. ANNUAL REPORT OF THE INSTITUTION FOR THE YEAR 1980-81

10. The Board took up for consideration the Annual Report of the Institution for the year 1980-81. The Chairman initiating discussion on this item noted the observation made by the Finance and Administrative Committee that the Institution had collected a total of Rs.128.466 in the year, 1980-81 against the budgeted target of Rs.130 million. He stated that the achievement of the Institution was very close to the target set by the Board of Trustees and may be considered as satisfactory. Malik Asrar Ahmad Khan pointed out that the Finance & Administrative Committee had observed that the number of employers registered during 1980-81 was only 887 as compared with 1539 in the preceding year. This aspect of the Institution's working should be given due importance and the Institution should endeavour to register more and more establishments. He further informed the Board that at the Finance and Administrative Committee meeting held on 25th May 1982, Mr. Amanullah Qureshi had given a proposal for the establishment of a Vigilance Committee on the pattern of Sind Employees Social Security Institution to expedite identification of employers. Mr. Amanullah Qureshi elaborating his proposal pointed out that the Vigilance Committee should comprise of one representative from the Provincial Labour Department, one representative of the Board of Trustees and the Head of the IT&A Division of the Institution.

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11. Mr. Amanullah Qureshi further added that the Institution should give more emphasis to the publicity of the Scheme by supplying posters and leaflets for display at various factories, establishments etc. He also emphasised the importance of meetings with trade union leaders. He suggested that the Regional Heads of the Institution should be advised to hold regular meetings with the representatives of the CBAs functioning in their jurisdiction. Mr. A.R. Siddiqui supporting Mr. Amanullah Qureshi expressed his opinion that the Institution should establish a proper Publicity Cell/Department within the Institution which may look after and handle all matters relating to the publicity of the Scheme.

12. Malik Asrar Ahmad stated that resorting to publicity would be conducive for registration of insured persons who at present were not aware of the benefits available to them under this Scheme because during the last three years adequate publicity in this regard was not being made. He added that adequate provision had now been made in the next year's budget for publicity which was likely to increase the registration of insured persons.

13. With these observations the Annual Report of the Institution for the year 1980-81 was adopted.

Item No.5 STATEMENT OF ACCOUNTS OF THE INSTITUTION FOR THE YEAR, 1980-81 AND AUDITORS REPORT THEREON

14. Item No.5 was taken up for consideration by the Board. The Chairman opening the discussion observed that the Auditors of the Institution M/s. Ford Rhodes Robson Morrow had given an unqualified report in respect of the accounts of the Institution for the financial year 1980-81. He invited comments from other members of the Board on the statements of accounts and the Auditor's report thereon. Malik Asrar Ahmad pointed out that the Institution had operated well within the approved budget for the year 1980-81 and the Contribution Income target of Rs.130 million was very nearly achieved. The members expressed their satisfaction over the accounts for the year 1980-81 and accorded their approval thereto.

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THE FINANCIAL YEAR 1982-83

15. The Board took up for consideration the Budget Estimates of the Institution for the financial year 1982-83. Malik Asrar Ahmad informed the Board that the Finance & Administrative Committee in its meeting held on 25th May 1982 had examined in detail the revised estimates of income and expenditure for the year 1981-82 as well as the Budget Estimates of the Institution for the year 1982-83. According to the revised estimates the contribution Income for the year 1981-82 was Rs.125 million as against the budget target for 1981-82 amounting to Rs.155 million. He informed the Board that the Finance & Administrative Committee had modified the revised estimates of contribution income from Rs.125 million to Rs.130 million. On the expenses side the Committee had modified the revised estimates of Revenue Expenditure from Rs.15.927 million to Rs.15.657 million. The Board was informed that a provision of Rs.1,70,000/- for depreciation on the building recently purchased by the Institution was deleted by the Finance & Administrative Committee as due to inflation properties tended to appreciate in value with the passage of time. The Chairman agreed with this view and the Board decided not to provide for depreciation on buildings purchased by the Institution. Mr. Imran Shah commenting on the revised estimates of contribution income explained that the estimated short fall during 1981-82 was attributable to the fact that the powers of recovery had not yet been delegated to the officials of the Institution in the provinces of Sind and Punjab. Furthermore the amendments proposed by the Institution had not been introduced. The target of Rs.155 million had been fixed on the understanding that the amendments in the Act would be introduced within three months, from the commencement of the financial year 1981-82 and the recovery powers under the Land Revenue Act would be delegated to the officials of the Institution in all the provinces. Subject to these observations the revised estimates of contribution income and expenditure were approved by the Board.

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16. Opening the discussion on the budget estimates for 1982-83 Malik Asrar Ahmad informed the Board that the F&A Committee had recommended that the Contribution Income budget of the Institution for the year, 1982-83 be fixed at Rs.155 million. He added that the target was fixed with the understanding that the amendments proposed by the Institution would be introduced and the recovery powers delegated to the officials of the Institution. The Chairman assured the members that the amendments had already been vetted by the Law Division and would in all likelihood be promulgated in July, 1982.

17. As regards the Revenue Expenditure Budget, Malik Asrar Ahmad pointed out that the Finance & Administrative Committee had reduced the Revenue Expenditure Budget of the Institution from Rs.18.901 million to Rs.18.247 million i.e., a reduction of Rs.6,54,000. He pointed out that 10 additional posts proposed in the budget were not approved by the Finance & Administrative Committee and the staff cost was accordingly reduced. The Chairman pointed out that there appeared to be considerable increase in the budget over the previous year and the budget estimates should be further reduced. It was pointed out to him that the Finance & Administrative Committee had scrutinized all items of expenditure and were of the opinion that further cuts would adversely affect the working of the Institution. Malik Asrar Ahmad pointed out that the ratio of revenue expenditure to the total income was only 8% which was in line with the corresponding ratio for the previous three years. The Chairman stated that the budget estimates may be approved if the Finance and Administrative Committee was satisfied that no further cuts were desirable and the other members of the Board had no objection thereto. He, however, wished that his concern on the increase in the expenditure be recorded.

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18. Initiating discussion on the Capital Budget Estimates Malik Asrar Ahmad informed the Board that the Finance and Administrative Committee had reduced the Capital Expenditure Budget proposals of the Institution from Rs.729,000/- to Rs.390,000/- i.e. a deduction of Rs.339,000/- He added that the Capital Budget had included a provision of Rs.200,000/- for the purchase of an electric generator for EOBI House, Karachi. The Finance & Administrative Committee had recommended that in the absence firm estimates about the cost of the generator and the expenditure involved in its installation, a token amount of Rs.10,000/- be provided. When the estimates were available, the same would then be presented to the Board for consideration and approval. The Chairman expressed his view that the cuts effected by the Finance & Administrative Committee in the Capital Budget proposals of the Institution were rather drastic and it might be advisable to re-consider the same.

Malik Asrar Ahmad pointed out that the Finance and Administrative Committee was of the opinion that the modified Capital Budget would be adequate for the Institution for the year 1982-83.

Thereafter the Board unanimously approved the Capital Expenditure Budget amounting to Rs.3,90,000/-

19. Malik Asrar Ahmad stated that the Institution had prepared a Real Estate Budget embodying proposals for;

- a) Construction of 3rd floor at the EOBI House, Karachi,
- b) Purchase of office buildings to house the Regional Offices and the IT&A Division at Islamabad.

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20. He informed the Board that the Finance & Administrative Committee was of the opinion that the Institution should first prepare a comprehensive scheme including construction/building plans for the 3rd floor before placing the matter for approval before the Board. He added that the Committee had recommended approval for a provision of Rs.50,000/- to meet the expenses for preparing the construction plans and feasibility by the consultants, M/s. PEPAC. As regards the proposals, for the purchase of office buildings to accommodate the Regional Office and IT&A Division of the Institution he stated that the Committee had examined the proposal in detail and had considered all aspects including the amount of savings in office rents, capital appreciation of the properties which would be purchased as well as the loss of interest on the amounts earmarked for purchase of properties. The Committee was of the view that the Institution may be allowed to purchase properties as proposed and an amount of about Rs.7.5 million may be allocated for this purpose. After some discussion on the subject the Board agreed with the recommendations of the Finance & Administrative Committee.

Item No.7. TO CONSIDER AND APPROVE THE EXPENSES TO BE INCURRED BY THE INSTITUTION IN CONNECTION WITH THE ISSA TRAINING SEMINAR & SANCTION OF SPECIAL BUDGET FOR THE PURPOSE.

21. The Board was informed that the Finance & Administrative Committee had recommended approval of expenses amounting to Rs.1,12,500/- to be incurred by the Institution in connection with the ISSA Training Seminar. The Chairman stated that in view of the commitment made by the Federal Government to conduct this seminar in Pakistan, the expenses may be approved and necessary provision be made in the budget for 1982-83. The other members agreed to the proposal and the expenses were accordingly approved.

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Item No.8. REVIEW OF THE PROVISIONS OF THE EOBI (MEDICAL ATTENDANCE) REGULATIONS 1980 RELATING TO PROVISION OF MEDICAL FACILITY TO PARENTS OF EMPLOYEES IN PAY SCALES 1 TO 7

Item No.9 THE REQUEST OF THE EOBI EMPLOYEES' FEDERATION OF PAKISTAN FOR MAKING THE LOANS UNDER THE EMPLOYEES' OLD-AGE BENEFITS (LOANS TO EMPLOYEES) REGULATIONS, 1980 AS FREE OF INTEREST.

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Item No.10. LOAN FOR PURCHASE OF HOUSE/FLAT/APARTMENT OR FOR HOUSE BUILDING.

22. The Board was informed that the Finance and Administrative Committee had recommended that consideration of Items 8, 9 and 10 be deferred for the present. After some discussion the Board agreed to the recommendation of the Finance and Administrative Committee and items No.8, 9 and 10 were accordingly deferred.

Item No.11. DELEGATION OF POWERS OF ASSISTANT COLLECTOR GRADE -I TO THE REGIONAL HEADS OF THE INSTITUTION.

23. Opening discussion on this item Malik Asrar Ahmad stated that the powers of recovery under the Land Revenue Act had not so far been delegated to the officials of the Institution in the provinces of Sind and Punjab inspite of strenuous efforts by the Chairman, EOBI. After some discussion the Chairman assured that he would look into the matter and see that the powers were delegated to the officials of the Institution.

Item No.12. ANY OTHER MATTER WITH THE PERMISSION OF THE CHAIR

24. Malik Asrar Ahmad informed the Board that according to the existing Rules governing the T.A. and D.A. to the members of the Board of Trustees, a total of Rs.100/- per day were admissible to members for hotel expenses which had proved inadequate in view of the prevailing rates of hotel accomodation. The Finance and Administrative Committee had recommended that Rule No.17 of the EOBI (Board of Trustees) Rules, 1977 be so amended as to provide for:

- (i) In case of travel by road the prevailing Taxi rates fixed by the Regional Transport Authority be allowed.
- (ii) Hotel expenses be paid to the members at actual rates not exceeding three times the amount of daily allowance admissible to the members.

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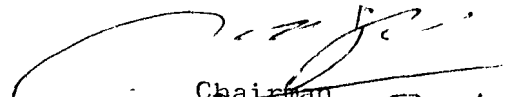
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25. The Chairman agreed with the view that the present rates under the Rules for hotel accomodation were very low and suggested that the relevant Rules be amended, as recommended by the Finance & Administrative Committee. He directed Mr. S.S. Hoda to initiate necessary action in this connection.

26. Malik Asrar Ahmad proposed that a resolution be passed by the Board of Trustees appreciating the services rendered by Mr. A.J. Dias, Deputy Director General, EOBI and Member Board of Trustees who was due to retire. The Chairman elicited the views of the members of the Board and thought that passing of such a resolution may be deferred till a substitute for Mr. A.J. Dias is appointed and takesover charge. The Board agreed to the continuation of Mr. A.J. Dias in service till the appointment of his substitute.

27. The meeting ended with a vote of thanks to the Chair.

*Minutes Confirmed by the Board.*

  
Chairman  
9/5/82

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