

**MINUTES OF THE 31<sup>ST</sup> MEETING**

FEDERAL GOVERNMENT EMPLOYEES HOUSING FOUNDATION  
SHAHEED-E-MILLAT SECRETARIAT

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3.4(2)/92-HF(A)

Islamabad the 30th January, 1992.

Subject:- MINUTES OF THE 31ST MEETING OF THE EXECUTIVE COMMITTEE OF THE BOARD OF GOVERNORS HELD ON 9TH JANUARY, 1992.

A copy of the minutes of the 31st meeting of the Executive Committee of the Board of governors held on 9th January, 1992, is forwarded herewith for information and necessary action.

(Hamid Hakim Khan)  
Director (Finance/Admn)

P.S. to Secretary,  
M/o Housing & Works,  
Islamabad.

Mr. Jalees Ahmad Siddiqui,  
Joint Secretary (Works),  
M/o Housing & Works,

Mr. M.I. Rajput,  
Director General,  
Pak-PWD, Islamabad.

Mr. Mukhtar Ahmad,  
Financial Adviser (Works),  
Islamabad.

Mr. Muhammad Aslam,  
Joint Secretary,  
Cabinet Division,  
Islamabad.

Mr. Mohammad Yunus Khan,  
Deputy Secretary,  
Works Division,  
Islamabad.

Mr. Sarshar Ali Malik,  
OSD(P&EC),  
Works Division,  
Islamabad.

Dr. M. Rasool Khan,  
Director General,  
Housing Foundation.

9. Mr. Manzoor Hussain,  
Additional Secretary,  
Establishment division  
Representative of Category-I
10. Mr. Gulzar Ahmad,  
Deputy Secretary,  
M/o Interior,  
Representative of Category-II
11. Mr. Mohammad Siddiq Kiani,  
Section Officer,  
M/o Religious Affairs,  
Representative of Category-III
12. ~~Mr.~~ Mohammad Nawaz,  
Section Officer,  
M/o Foreign Affairs,  
Representative of Category-IV
13. Mr. Taseer Hussain Kardar,  
O.S.D.  
M/so Food and Agriculture,  
Representative of Category-V
14. Mr. Mohammad Sharif,  
Daftri, Finance Division,  
Representative of Category-VI

Copy also forwarded for information to:-

1. Mr. Moin Ahmad Siddiqi,  
Director (E),  
Housing Foundation.
2. Mr. Abdul Hamid Arif,  
Director (Technical-I),  
Housing Foundation.
3. Mr. Qamar Shah Khan,  
Director (Technical-II),  
Housing Foundation.

Director (Finance/Admn)

FEDERAL GOVERNMENT EMPLOYEES HOUSING FOUNDATION  
SHAHEED-E-MILLAT SECRETARIAT  
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MINUTES OF THE 31ST MEETING OF THE EXECUTIVE COMMITTEE  
OF THE BOARD OF GOVERNORS HELD ON 9TH JANUARY, 1992.

The 31st meeting of the Executive Committee of the Board of Governors of the Housing Foundation was held in the Committee room of the Works Division on the 9th January, 1992. The meeting commenced with recitation from the Holy Quran by Dr. Mohammad Rasool Khan, Director General, Housing Foundation.

A list of the participants of the meeting is annexed.

The items on the agenda circulated earlier vide Housing Foundation No.4(1)/92-HF dated 7-1-1992 were then discussed one by one in the light of the working papers.

CONFIRMATION OF THE MINUTES OF THE LAST MEETING:

2. The minutes of the 30th meeting of the Executive Committee were confirmed.

ACCOUNTS AND AUDITOR'S REPORT FOR THE PERIOD ENDED 30TH JUNE, 1991:

3. The accounts and Auditor's report of the Foundation for the period ended 30th June, 1991 were approved in the meeting. It was, however, desired that the incidental expenses, mentioned in para 3.7 of the Auditor's note to the accounts may include any relief which could be given to the allottees. The Committee also decided that detailed information as required in the audit observation should be completed within three months.

DIRECTORS' REPORT:

4. The meeting having gone through the draft Directors' report placed before it desired that it should be suitably revised in accordance with the requirements of relevant provision in the Companies Ordinance, 1984 before it is submitted to the Chief Executive for signatures.

BUDGET FOR THE YEAR 1991-1992:

5. It was decided that the budget of the Foundation for the year 1991-92 needed revision as it did not contain information regarding the income, etc. The Committee constituted a Sub-Committee comprising the following and desired that the budget including the proposals for the creation of new posts and purchase of vehicles

for Phase-I Extension should be suitably revised giving full justification and submitted for scrutiny in the first instance to the Sub-Committee before its approval by the Executive Committee:-

- |      |  |                  |
|------|--|------------------|
| i)   | Mr. Manzoor Hussain,<br>Additional Secretary,<br>Establishment Division. | Chairman         |
| ii)  | Mr. Jalees Ahmad Siddiqi,<br>Joint Secretary,<br>Works division.         | Member           |
| iii) | Mr. Mukhtar Ahmed,<br>Financial Adviser (Works)                          | Member           |
| iv)  | Mr. Hamid Hakim Khan,<br>Director (F & A),<br>Housing Foundation.        | Member/Secretary |

#### AGENDA, DATE AND VENUE OF FIRST ANNUAL GENERAL MEETING:

6. The meeting agreed that the first Annual General Meeting of the Foundation may be held on Monday the 10th February, 1992, and its agenda may include the following :-

- i) To consider and adopt the accounts and the reports of Auditors and the Executive Committee for the period ended 30th June, 1991.
- ii) To appoint auditors for the year 1991-92 and fix their remuneration.

The venue of the meeting was left to be decided by the Foundation.

#### APPOINTMENT OF AUDITORS FOR THE YEAR 1991-92.

7. The meeting was informed that M/s. Taseer Hadi Khalid and Co., Chartered Accountants, were appointed auditors of the Housing Foundation on a fee of Rs.18,500.00 for the year 1991 with the approval of the Executive Committee and that they have offered their services for reappointment for the year 1991-92. The Committee agreed to accept their offer on the same terms and conditions as for the period ended 30th June, 1991.

#### PROGRESS OF THE HOUSING SCHEME:

8. The Director General, Housing Foundation explained briefly the over all progress made under the Housing Scheme for Federal Government Employees on Ownership Basis since its inception. He also explained that the progress of construction of houses under

Phase-I was behind the schedule. Enumerating the various reasons for the slow progress, which though beyond the control of Housing Foundation and the contractors, he informed the Committee that one of the reasons is certainly the inefficiency and mismanagement by some of the contractors. He added that the contractors whose work was found to be slow were being regularly issued necessary notices by the Foundation to speed up their progress failing which penal action as per contract agreement shall be initiated. A suggestion was made in the meeting that the contract of those of the contractors whose work was found to be un-satisfactory should be cancelled. Director General Housing Foundation stated that cancellation of contracts rightaway at this stage may not necessarily be in the interest of the scheme. To a query about the provision of gas and electricity in the area, it was explained that there was no progress about the provision of gas and that CDA was being constantly pursued to move the agency concerned in this connection. It was, however, made clear that the provision of electricity was likely to be delayed as according to the latest targets intimated by CDA, electricity in I-8 sector will be provided by December, 1992 and in G-11 by December, 1993. It was opined that the matter be pursued through once the accommodations are made ready the concerned agencies will naturally be pressurised by the owners also to do the needful at the earliest.

9. In this connection a proposal was made by Mr. Mohammad Aslam, Joint Secretary, Cabinet Division, that the employees of WAPDA and Gas Company may be considered for allotment of houses under the scheme as they play a substantial role in furthering the cause of the Scheme. He stated that if they could not be considered under merit quota, they may be considered at least under the discretionary quota. The Chairman directed that a paper should be prepared on the subject.

10. While dwelling on the subject of progress it was also mentioned that some of the plots were in depression and needed to be filled before starting construction on them. It was clarified that the allottees concerned were not willing to pay the cost of the filling or basement. The Committee thereupon decided to ask them to opt for one of the following :-

- i) to pay the cost of filling of depression;
- ii) to have a basement constructed at their cost;
- iii) to surrender the plot and take an alternative plot in Phase-II.

With regard to plots of category IV, V & VI in sector G-11 which are in depression a suggestion was made that even if it is not possible to construct basement at economic cost, store may be

constructed wherever possible instead of getting it filled. It was also suggested to obtain the option of those allottees in this connection.

#### LAUNCHING OF PHASE-II (PRINTING OF BROCHURE):

11. The Committee agreed in principle to an expenditure of Rs.2,50,000.00 being incurred on the printing of 15,000 copies of the brochure for Phase-II of the Scheme. It, however, desired that the draft should first be scrutinised by the Budget Sub-Committee whose views, if any, would be placed before the Chairman of the Executive Committee.

#### REVIEW OF SCOPE OF WORK FOR PHASE-I EXTENSION AND APPOINTMENT OF CONSULTANTS:

12. Mr. Mohammad Aslam, Joint Secretary, Cabinet Division, stated in the meeting that the Cabinet Secretary had submitted a summary to the Prime Minister and a decision thereon would have a bearing on the proposals. It was, therefore, decided that a decision in the matter may be awaited before proceeding further.

#### ACCOUNTS MANUAL:

13. The Committee agreed to the proposal that the Accounts Manual be finalised by the Foundation itself and brought before the Executive Committee after finalisation. A period of three months was allowed for this purpose after the Annual General Meeting.

#### DELAYED/NON-PAYMENT OF COST OF LAND:

14. The Committee was informed that some allottees have not so far paid the cost of land though under the terms of allotment for failure to pay the cost of land in time the allotment should be cancelled. The Committee agreed to the following proposals:

- i) In a case where an allottee fails to pay the cost of land within the period specified in the allotment letter, a registered notice asking the allottee to pay the cost of land within 30 days will be issued making it clear that if he failed to pay the cost of land within the notice period, his allotment shall stand canceled.
- ii) In all cases where notices had been issued in the past, but the persons concerned failed to pay the cost of land, final notices by registered post be given once again

ensuring that the addresses were correct, asking the persons concerned to deposit the cost of land within 30 days, making it clear that if the defaulters failed to make the payment within the notice period their allotments shall stand cancelled.

LEVY OF SURCHARGE ON ACCOUNT OF NON-PAYMENT OF INSTALMENTS FOR COST OF CONSTRUCTION:

15. The proposal for raising the rate of surcharge from the present 1% to 1.25% per month for the period of default and the amount due was not agreed to.

16. As for grant of extension in the period for payment of instalments and exemption from the payment of surcharge, the Committee agreed to the following proposals:-

- i) Since the instalments after the first instalment on account of cost of construction are required to be paid six monthly, it would not be proper to extend the period for payment of instalments beyond six months except in very exceptional cases to be decided by the Chairman, Executive Committee.
- ii) Payment of surcharge may be waived in really deserving cases like demise of the allottee, occurrence of theft, dacoity, etc. Such cases may be decided on case to case basis.
- iii) If an allottee has paid at least 45% of the cost of construction or two instalments, whichever is less, extension for payment of instalments beyond six months without surcharge may be allowed in the following types of cases:-
  - a) where he has already applied for loan to a loan giving agency. till the loan is sanctioned.
  - b) where the commencement of work is unduly delayed for some reasons and the Housing Foundation is not in a position to issue certificate of commencement of work. upto three months after the award of work.

Subsequent instalments in the cases at (a) and (b) above will accordingly be rescheduled.



### EFFORTS FOR SECURING LOAN FROM THE MINISTRY OF FINANCE ETC.

17. The Executive Committee appreciated the efforts made by the Housing Foundation for securing loans to tide over the financial difficulties of the allottees.

### HIRING OF RESIDENTIAL ACCOMMODATION:

18. The Executive Committee was informed that the employees of the Housing Foundation were neither entitled to allotment of residential accommodation from the Estate Office pool nor was hiring facility available to them. It was also explained in the meeting that the Foundation was not in a position to bear the expenditure on hiring of accommodation. Recognising the genuine difficulties faced by the employees as well as the Foundation, the Committee agreed to the payment of house rent allowance at the rate of 60% of their basic pay per month to the employees excluding those who have already been allotted Government accommodation by the Estate Office.

### MEDICAL FACILITIES:

19. The proposals as contained in the working paper for providing medical facilities were not agreed to. Instead, it was decided that complete data regarding the employees of the Housing Foundation should be prepared and provided to Mr. Taseer Hussain Kardar, representative of category-V, who will prepare a scheme for providing medical facilities to the employees of the Foundation. The scheme when received from him would be placed before the Executive Committee for consideration and approval.

### REFUND OF MONEY TO APPLICANTS WHOSE LENGTH OF SERVICE WAS LESS THAN 20 YEARS:

20. The Committee agreed that all the eligible applicants who could not be considered in Phase-I on account of their service being short of 20 years on 1.9.1988 and who were willing to remain on the waiting list be considered for allotment of houses of their entitlement in Phase-II of the scheme, if they so desired, otherwise their deposited money will be refunded.

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

LIST OF PARTICIPANTS

Mr. G. A. Jahangir, Secretary, Ministry of Housing & Works, Islamabad.	Chairman
Mr. Jalees Ahmad Siddiqui, Joint Secretary (Works), M/o Housing & Works,	Member
Mr. M.I. Rajput, Director General, Pak-PWD, Islamabad.	Member
Mr. Mukhtar Ahmad, Financial Adviser (Works), Islamabad:	Member
Mr. Muhammad Aslam, Joint Secretary, Cabinet Division, Islamabad.	Member
Mr. Mohammad Yunus Khan, Deputy Secretary, Works Division, Islamabad.	Member
Mr. Sarshar Ali Malik, OSD(P&EC), Works Division, Islamabad.	Member
Dr. Mohammad Rasool Khan, Director General, Housing Foundation.	Secretary
Mr. Manzoor Hussain, Additional Secretary, Establishment division	Representative of Category-I
Mr. Gulzar Ahmad, Deputy Secretary, M/o Interior,	Representative of Category-II
Mr. Mohammad Siddiq Kiani, Section Officer, M/o Religious Affairs.	Representative of Category-III

Representative  
of Category-IV

2. Mr. Iqbal Mohammad Nawaz,  
Section Officer,  
M/o Foreign Affairs,
3. Mr. Taseer Hussain Kardar,  
O.S.D.  
M/ o Food and Agriculture.
4. Mr. Ghulam H. Memon,  
Chief Engineer (North),  
Pak PWD, Islamabad.
15. Mr. Moin Ahmad Siddiqi,  
Director (E),  
Housing Foundation.
16. Mr. Abdul Hamid Arif,  
Director (Technical-I),  
Housing Foundation.
17. Mr. Qamar Shah Khan,  
Director (Technical-II),  
Housing Foundation.
18. Mr. Mohammad Haroon,  
Assistant Director (Admin.)  
Housing Foundation,
19. Mr. Hamid Hakim Khan,  
Director (P/A),  
Housing Foundation.

Representative  
of Category-V