

**10<sup>TH</sup> CDA BOARD MEETING FOR THE YEAR-2023 HELD ON 04-07-2023 at 10:00 A.M**  
**AGENDA ITEM**

| <b>Sr.#</b> | <b>Items</b>  | <b>Presenter</b> |
|-------------|---|------------------|
| 1.          | Approval of Brochure for Auction of Plots of Capital Street   | Member (P&D)     |
| 2.          | Approval of Revised Layout Plan of Sector D-13  | Member (P&D)     |
| 3.          | Approval of Revised Layout Plan of Sector E-13  | Member (P&D)     |
| 4.          | Approval of Revised Layout Plan of Sector F-13  | Member (P&D)     |
| 5.          | Proposed Budget Estimates for Financial Year 2023-24, Proposed Revised Estimates of Financial Year 2022-23 and Actual of FY 2021-22.    | FA/Member        |
|             | <b>Non Agenda Items</b>   |                  |
| NA-I        | Establishment of Aviary at F-9 Park   | Member Evt.      |
| NA-II       | Engaging an Honorary Marketing Manager for CSR  | Member Evt.      |
| NA-III      | Outsourcing of Parking Lots at Lakeview Park  | Member Evt.      |
| NA-IV       | Payment of bills for installation of CCTV Camera's Walk Through Gates at various Building of ICT In Sector G-10, G-11 & F-8, Islamabad. | Member Engg.     |
| NA-V        | Various Issues Discussed During Meeting   |                  |



Capital Development Authority  
(Secretary CDA Board Office)

CONFIDENTIAL

No. CDA-1416/BM-SCB/2023/

Islamabad,

July 4, 2023.

Subject: **MINUTES OF 10<sup>TH</sup> CDA BOARD MEETING FOR THE YEAR 2023.**

The 10<sup>th</sup> CDA Board meeting for the year 2023 was held on **July 4, 2023 (Tuesday) at 10:00 A.M**, in the Conference Room of Executive Block, CDA Headquarter, Islamabad under the Chairmanship of Chairman, CDA.

2. Following attended the meeting:

- |    |  |                      |
|----|--|----------------------|
| 1. | Captain (R) Noor-ul-Amin Mengal<br>Chairman, CDA and<br>Chief Commissioner ICT | (In Chair)           |
| 2. | Syed Mazhar Hussain,<br>FA/Member ,CDA   | Executive Member     |
| 3. | Sayed Munawer Shah<br>Member (Engineering.), CDA                               | Executive Member     |
| 4. | Mr. Waseem Hayat Bajwa,<br>Member (P&D), CDA                                   | Executive Member     |
| 5. | Capt.( R) Anwar Ul Haq,<br>Member Environment, CDA                             | Executive Member     |
| 6. | Mr. Muhammad Afnan Alam<br>Member (Estate)                                     | Executive Member     |
| 7. | Mr. Nayyar Ali Dada  | Non-Executive Member |
| 8. | Prof. Dr. Muhammad Ali (H.I)(S.I)  | Non-Executive Member |
| 9. | Syed Safdar Ali,   | Secretary CDA Board. |

2. The Chairman, CDA also attended the meeting in capacity of the Chief Commissioner, ICT, Commissioner Rawalpindi Ex-officio Member, Mr. Amir Abbas Khan, Executive Member and Prof. Iftikhar Hussain Arif, Non-Executive Member did not attend the meeting, whereas, Mr. Nayyar Ali Dada, Non-Executive Member attended the meeting online.

3. In addition to the above, DG (Envvt), DFA, and Deputy Director (Implementation)/Staff officer to Member (P&D) attended the relevant agenda item of the meeting.

4. Meeting commenced with the recitation of "Holy Quran" by Capt.( R) Anwar Ul Haq, Member Environment, CDA. Thereafter agenda item was taken up for discussion and following decisions were made:-

10.1 APPROVAL OF BROCHURE FOR AUCTION OF PLOTS OF CAPITAL STREET/ CAPITAL STREET: APPROVAL OF TERMS AND CONDITIONS AND ALLIED PARAMETERS/ AUCTION BROCHURE FOR CAPITAL STREET.

11760/1416/BM/23  
04-07-'23/10<sup>th</sup>

DECISION

1. *The summary was presented by the Member (Estate), CDA. After due deliberation and information/input of the summary, the Board approved the Brochure (copy attached and containing detailed terms and conditions) and Layout Plan. For the record, the Board approved the following (of which details are available in the Brochure attached):*
  - a. *Fast-track possession, plan approvals, water connections etc.*
  - b. *Successful bidders can apply for the approval of building plans after the deposit of 1st instalment*
  - c. *25% Payment within the stipulated time period issued by the Authority. However, the building plan approval or requirement for further conditions should not be mixed with the Premium/ Payment timelines payment.*
  - d. *Rebate of 10% if full payment is made within one month of the bid acceptance letter excluding token money.*
  - e. *5 % Additional Rebate will be offered if full payment is made in USD within one month of the bid acceptance letter excluding token money.*
  - f. *Tax will be collected pro-rata as per the applicable Finance Act. (\*Building Regulations: Islamabad Building Regulations 2020 or the valid building control) the regulation shall apply.*
  - g. *Non completion of the building within the 18 month's timeline will render the plot for cancellation and surrender in favour of the Authority. The Authority will not refund any premium amount, take over the property, and utilize the same under terms and conditions approved by the CDA Board. The CDA board can further grant a 6-month extension(determined from the date of issue of the allotment letter) in case the building is under completion. Beyond this, no further extension shall be granted.*

Eligibility :

- a. *The Auction is open to all Sales Tax, NTN registered with either of the four Provincial Revenue Authorities (for five financial years until 2023) Pakistani Restaurants, Cafe, Bistros, Food Chains and Businesses related to food and beverage.*
- b. *International Food chains and food businesses can participate in the auction after fulfilling Codal formalities, with prior permission from the Ministry of Interior and allied formalities. International Food chains must produce proof of registration and allied documentation to participate in bidding. Five-year business operations in restaurants and eateries are a pre-requisite for which evidence is to be provided.*
- c. *Token money for plots: Rs. 3 million*
- d. *The person(s) participating in the auction are required to obtain tokens (AnnexB) by providing against Pay Order of 3 million for plots of the above-mentioned categories from the Auction Cell (Estate Management II), CDA Facilitation Centre, G-7/2, Islamabad upon fulfilling the prescribed requirements as per Annex A and submitting the application at Annex B of the Brochure. Tokens will also be available at the auction venue and can be purchased before the start of the auction.*
- e. *Tokens used in successful bids shall be adjusted in the first instalment and cannot be used in subsequent bids. All unsuccessful tokens can be used for subsequent bidding or refunded to the token holder upon completion of the bidding process.*
- f. *The successful bidders shall be required to obtain the additional token(s) to participate in the bid of additional plots. The token shall be submitted on the original Application Form annexed in the approved Brochure at Annex-B.*
- g. *If any person intends to participate in the auction on behalf of another person, company, firm or society, he/she will have to submit a special power of attorney at the time of purchase of the token, as per specimen at Annex-C or a sealed (embossed) resolution or authorisation from the company, firm or society authorising him/her to participate in the auction on its behalf along with a copy of the certificate of incorporation or registration from SECP.*

Terms and Conditions:

- a. *The plots are being auctioned and leased out solely to establish Eateries, Cafes, Bistros, and Restaurants. No other use of the plot is permissible, and any other use of the property will deem it as " Non-conforming."*
- b. *The construction timeline for plot development is 18 months (determined from the date of issuance of the allotment letter). Non completion of the building within the 18 months timeline will render the plot for cancellation and surrender in favour of the Authority. The Authority will not refund any premium amount, take over the property, and utilise the same under terms and conditions approved by the CDA Board. The CDA board can further grant a 6-month extension(determined from the date of issue of the allotment letter) in case the building is under completion. Beyond this, no further extension shall be granted.*
- c. *Site/location of the plot shall not be changed on any ground. The bidder shall be bound to satisfy himself about the plot's location, ground position and surroundings, and no claim at a subsequent stage shall be entertained in this regard. Plots shall be auctioned on an "AS IS WHERE IS" basis. Moreover, the payment of the premium of the plot is neither subject to infrastructure development nor delivery of possession because the successful bidder shall have no claim in relation to the plot till the payment of 100% premium and Government taxes.*
- d. *The premium of the Plot is to be paid per the timelines given to the highest bidder as per the provisional offer letter. The highest bidder is to deposit 25 % of the Premium (after adjustment with the Token amount) within 30 days. After 30 days, the provisional offer letter shall stand withdrawn, automatically cancelling the highest bid, and the highest bidder shall have no claim over the property.*
- e. *The Auction Committee also reserves the right to reject any bid after assigning reasons that will be part of the auction proceedings.*
- f. *The Auction Committee/CDA management reserves the right to disqualify any bidder after the announcement and proper recording of the proceedings, assigning reasons for disqualification.*
- g. *Auction results shall not be final unless approved by the Board of Capital Development Authority, and the highest bid at auction shall not per se accrue any right in favour of the bidder. The approval of the bid would be further subject to payment of applicable taxes, duties or surcharge by the bidder levied on such auction under the prevalent law. Nonpayment of such taxes/duties or surcharges, etc., within the specified period shall result in proceedings for cancellation of the accepted bid.*
- h. *The CDA Board will decide on acceptance or rejection of the bid within 15 working days(excluding holidays) of the auction. In case of rejection, CDA shall refund the token money within 15 days (excluding holidays) after the decision of the Board.*
- i. *For the cancelled properties in this Auction on account of non-payment, Authority is only to return the Principal amount (minus the forfeiture amount). No claim on account of interest shall be entertained.*
- j. *The plot shall not be restored if the highest bidder defaults on the payment of the initial 25% within 30 days. If the plot is cancelled as per Restoration Policy 2014 (after*
  - a. *The failure of 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> instalments),the highest bidder can apply for restoration of the plot within one year of its cancellation by the competent authority. The application must only be submitted at the One Window Counter at the CDA Facilitation Center.*
  - k. *There can be no alterations or modifications of the auction's terms and conditions after the initial approval from the CDA Board. The terms and conditions of the auction and the pursuing lease contract have to be strictly construed with strict compliance with the principles and laws relating to transparency*

#### *Mode of Payment*

- a. *Consequent to the CDA Board's decision to be communicated through the "Provisional Bid Acceptance Letter" (Annex F), the successful bidder shall deposit 25% of the total amount of premium after adjusting the token money along with proof of payment of applicable taxes (on the total amount of bid) within 30 days. Upon the expiry of this period, the bid-offer shall stand cancelled, and the token money shall be forfeited. Intimation will be made to the bidder through an official letter.*

- b. Remaining 75% of the premium shall be payable in three four-monthly instalments as given below:
  - i. 1<sup>st</sup> instalment (25% of the premium) within four months of issuance of Bid Acceptance Letter
  - ii. 2<sup>nd</sup> instalment (25% of the premium) within eight months of issuance of Bid Acceptance Letter
  - iii. 3<sup>rd</sup> instalment (25% of the premium) within twelve months of issuance of Bid Acceptance Letter

*Note: In case of failure to pay the due instalment and /or applicable taxes within the given time period, the acceptance of the bid shall be cancelled/withdrawn, and 10% of the total premium shall be forfeited. However, intimation to this effect will be made to the bidder through an official letter with recorded reasons and the following process, as mentioned in CDA Restoration Policy 2014/applicable restoration policy (This will be applicable if the highest bidder defaults on the payment of first, second and third instalment). Failure to pay an initial 25% of the premium within 30 days shall render the plot for automatic cancellation.*

- c. *If the successful bidder wishes to pay the remaining amount in lumpsum within 30 days of the bid acceptance letter, a rebate of 10% on the total premium will be granted, excluding token money.*
- d. *If the successful bidder wishes to pay the remaining amount in USD within 30 days of the bid acceptance letter, an additional rebate of 5% on the total premium will be granted, excluding token money.*
- e. *The delay in the transfer of monies in the case of a USD transfer will not construe any cause of action for an extension of the timeline for the deposit of the initial 25 % amount.*
- f. *In case the successful bidder wishes to make payments in USD, the intimation to this effect must be conveyed within one week of issuing the Provincial Allotment letter. The Authority will then officially intimate the USD account along with allied details. However, in any case, the observance of payment timelines is essential and must be followed in letter and spirit. Failure to follow the same will render the plot liable for cancellation, as the case may be.*
- g. *After acceptance of the bid, the allottee shall submit an undertaking on judicial stamp paper of Rs. 30/-*
- h. *On receipt of the full amount of premium and all applicable taxes within the specified time, the allotment letter will be issued as per Annexure G containing detailed terms and conditions of allotment. Upon issuance of the allotment letter, the allottee will be required to take over possession of the plot within 30 days, failing which the possession shall be deemed to have been taken over by him.*
- i. *In addition to the premium, Annual Ground Rent (AGR) shall be payable at the prescribed rate without demand, in advance, in the first month of every year. The rate of AGR in respect of all the plots shall be increased by 15% after every three years or as determined by the CDA Board from time to time.*
- j. *All payments shall be made through Bank Drafts / Pay Orders / Deposits-at-Call in favour of "Capital Development Authority, Islamabad" with a mention of property details. The successful bidder/allottee will bear bank charges on outstation bank draft transactions.*
- k. *Allottee(s) are liable to pay all taxes wherever applicable in a prescribed manner and thereafter submit proof to the Authority within the prescribed time along with premium, failing which acceptance of the bid letter shall be withdrawn after fulfilment of Codal formalities.*
- l. *If the bidder fails to pay the balance/ particular instalment (s) for Six months along with delay charges, the plot's allotment shall be liable to cancellation.*
- m. *Premium payments will be made within the prescribed timelines in the provisional Bid Acceptance Letter.*

#### **Additional Conditions**

- a. *Subject to payment of full premium and other taxes, the leasehold rights in the plots are transferable on payment of the "Transfer Fee" as fixed by the Authority from time to time and as per prevailing ILDR.*

- b. *Nonconforming use of the site or building shall render the defaulter liable to pay such penalties as are prescribed in the prevalent laws, rules and regulations of CDA and may result in cancellation of the allotment.*
  - c. *CDA is not responsible for any loss/damages to the allottees if any agency lays any unauthorised service line.*
  - d. *In the event of cancellation or surrender of the plot for recorded reasons, the deposited premium amount shall be refunded after the forfeiture of 10% of the total premium of the plot.*
  - e. *Any decision of the Authority regarding auction, acceptance or rejection of the bid, forfeiture of token money, 10% of total premium deduction or any other matter in relation to auction/allotment of plots shall be final.*
  - f. *The correspondence shall be made at the address indicated by the bidder/attorney, and it will be his/her responsibility to communicate any change in address to the Authority. If the successful bidder does not receive any intimation from the Authority within 15 days. In that case, he/she shall have to contact the Authority to inquire about the status of his/her bid.*
  - g. *The bidder will be deemed to have read and accepted the terms and conditions enumerated in this booklet and the Annexures and would be bound by these CDA's regulations.*
  - h. *Non-Payment of premium amount, government taxes, and allied duties, as mentioned in the provisional Bid Acceptance Letter, will put the plot liable for cancellation.*
2. *Plots 1-20 will be subject to auction out of the 50 plots approved in the Layout plan in the earlier 6<sup>th</sup> Board meeting 2023*
3. *The board approved the Auction Committee as per Clause 14 of the Islamabad Land Disposal Regulations, 2005, as per the following composition:*
- a. *FA/ Member, CDA. (Chairman Auction Committee)*
  - b. *Member (Estate), CDA (Member)*
  - c. *Member (Planning & Design) (Member)*
  - d. *DG (Law), CDA. (Member)*
  - e. *Director, Estate Management-II (Secretary / Convener)*
  - f. *DFA-II (Finance Wing), CDA (Member)*
  - g. *Director (Public Relations), CDA (Member)*
  - h. *Director (Urban Planning), CDA (Member)*
  - i. *Director (Regional Planning), CDA (Member)*
  - j. *Dy. Director (Finance Wing), CDA (Member)*
4. *Finance Wing is to be responsible in line with CDA Business Regulations 1985 for determining Reserve Price for each plot in the auction. Moreover, Estate Management-II will be the concerned Directorate to deal with the disposal of plots and allied matters arising after the approval of the CDA Board Decision of approval of auction of plots. Board directed to appoint Director Coordination, Waqas Ali, Capital Street Project Director.*
5. *Board also approved the estimated expenditure for the proceedings for Rs 25 million in preparation of brochure, media campaign, administrative and logistic arrangements etc. and is to be approved on a single-tender basis.*
6. *Floor Area Ratio and Building Regulations: The Floor Area Ratio (FAR) will be issued/confirmed by Planning Wing in line with Building Control Regulations 2020 and allied Codal formalities.*

*Action by: Member (Estate)  
Member (Engineering)*

## 10.2 APPROVAL OF REVISED LAYOUT PLAN OF SECTOR D-13.

11761/1416/BM/'23

04-07-'23/10<sup>th</sup>

### DECISION

*The summary was presented by the Member (P&D), CDA. After due deliberation and information / input of the summary as well as the presentation made in this regard, the Board in principal approved the revised Lay out Plan of Sector D-13 subject to the amendments, in this regard board decided the following:*

- *BUP & compensation will be made as per land award 2009.*
- *The actual area of MHNP will be accommodated in the Layout Plan of Sector D-13 after demarcation by Dte. of L & R, Environment & Survey of Pakistan (SOP).*
- *Estate Wing, CDA, would ensure to address the problems of alternate allotment for the affected plots to individual allottees in a transparent manner through computerized balloting by NADRA.*
- *Schedule of plot as indicated in para 04 of the summary will be adjusted accordingly.*
- *Amendment be made in lay out plan for allocation of space/ land for high rise apartments facing to MNHP as indicated in the lay out plan.*

*Action by: Member (P&D)*

## 10.3 APPROVAL OF REVISED LAYOUT PLAN OF SECTOR E-13

11762/1416/BM/'23

04-07-'23/10<sup>th</sup>

### DECISION

*The summary was presented by the Member (P&D), CDA. After due deliberation and information / input of the summary as well as the presentation made in this regard, the Board in principal approved the revised Lay out Plan of Sector E-13 subject to the amendments, in this regard board decided the following:*

- *BUP & compensation will be made as per land award 2009.*
- *Estate Wing, CDA, would ensure to address the problems of alternate allotment for the affected plots to individual allottees in a transparent manner through computerized balloting by NADRA.*
- *Schedule of plot as indicated in Para 04 of the summary will be adjusted accordingly.*

*Action by: Member (P&D)*

## 10.4 APPROVAL OF REVISED LAYOUT PLAN OF SECTOR F-13

11763/1416/BM/'23

04-07-'23/10<sup>th</sup>

### DECISION

*The summary was presented by the Member (P&D), CDA. After due deliberation and information / input of the summary as well as the presentation made in this regard, the Board in principal approved the revised Lay out Plan of Sector F-13 subject to the amendments, in this regard board decided the following:*

- *BUP & compensation will be made as per land award 2009.*
- *Estate Wing, CDA, would ensure to address the problems of alternate allotment for the affected plots to individual allottees in a transparent manner through computerized balloting by NADRA.*
- *The actual ROW of Railway land along both tracks passing through Sector F-13 will be accommodated in the Layout Plan of Sector F-13 after demarcation by Directorate of L & R, CDA, in consultation with Railway Department.*
- *Schedule of plot as indicated in Para 04 of the summary will be adjusted accordingly.*
- *Amendment be made in the lay out plan of Sector F-13 for earmarking space/ land for high rise apartments.*

*Action by: Member (P&D)*

**10.5** PROPOSED BUDGET ESTIMATES FOR FINANCIAL YEAR 2023-24, PROPOSED  
11764/1416/BM/'23 REVISED ESTIMATES OF FINANCIAL YEAR 2022-23 AND ACTUAL OF FY 2021-22.  
04-07-'23/10<sup>th</sup>

**DECISION**

*The summary was presented by the DFA-I and Member (Finance), CDA. After due deliberation and information / input of the summary as well as the presentation made in this regard, the Board approved the proposals contained in Para 6 of the summary and board further directed to refer the budget estimates to Ministry of Interior for solicit approval of the Federal Cabinet in terms of Section 43 of CDA Ordinance, 1960.*

Action by: FA/Member

**NA-I** ESTABLISHMENT OF AVIARY AT F9 PARK

11765/1416/BM/'23  
04-07-'23/10<sup>th</sup>

**DECISION**

*The summary was presented by the DG Environment and Member (Environment), CDA. After due deliberation and information / input of the summary as well as the presentation made in this regard, the Board decided the followings*

- *Approved to establish world largest Aviary in F-9 Park Islamabad.*
- *Allocated a piece of land 10 Acre for Aviary in F-9 Park Islamabad.*
- *Planning wing is directed to incorporate the subject land in the layout plan of the F-9 Park Islamabad*
- *Approved to open auction through DBOT (Design Build Operate Transfer) model.*

Action by: Member Environment

**NA-II** ENGAGING AN HONORARY MARKETING MANAGER FOR CSR

11766/1416/BM/'23  
04-07-'23/10<sup>th</sup>

**DECISION**

*The summary was presented by the DG Environment and Member (Environment), CDA. After due deliberation and information / input of the summary as well as the presentation made in this regard, the Board decided the followings*

- *The Board directed that since Environment Directorate has been entrusted with CSR and other campaigns like tree plantation, and awareness campaigns it is appropriate that a professional consultancy should be hired for at least one year through open auction*
- *HRD will be responsible for hiring as per TORs developed by Environment Directorate.*

Action by: Member Environment  
 DG (Environment)  
 DG (HRD)

**NA-III** OUTSOURCING OF PARKING LOTS AT LAKEVIEW PARK

11767/1416/BM/'23  
04-07-'23/10<sup>th</sup>

**DECISION**

*The summary was presented by the DG Environment and Member (Environment), CDA. After due deliberation and information / input of the summary as well as the presentation made in this regard, the Board decided the followings*

- *No entry fee will be charged in the Lake View Park, Islamabad.*
- *Approved to outsourcing the collection of parking fees through an open auction.*
- *Concerned formation /Directorate would ensure transparency and efficiency in the process.*
- *Concerned formation /Directorate will ensure the guarantee of a fair and competitive bidding process.*



- *Concerned formation /Directorate will ensure the selection of a qualified and reputable vendor through open competition in accordance with the PPRA rules.*

*Action by: Member Environment  
DG (Environment)*

**NA-IV PAYMENT OF BILLS FOR INSTALLATION OF CCTV CAMERA'S WALK THROUGH GATES AT VARIOUS BUILDING OF ICT IN SECTOR G-10, G-11 & F-8, ISLAMABAD.**

11768/1416/BM/'23

04-07-'23/10<sup>th</sup>

**DECISION**

*The summary was presented by the Member (Engineering), CDA. After due deliberation and information / input of the summary, the Board approved the proposal contained in Para 3 of the summary, keeping in view the emergent nature of project.*

*Action by: Member Engineering*

**NA-V VARIOUS ISSUES DISCUSSED DURING MEETING.**

11769/1416/BM/'23

04-07-'23/10<sup>th</sup>

*No summary was presented to the board however following point were discussed and approved / decided by the CDA Board during the Meeting:-*

- *It was discussed that Board in its 6<sup>th</sup> Meeting dated 10-04-2023, and decided to create Pension Fund and Endowment Fund in the CDA, respectively. 2.5 % of the amount received from open auction of residential and commercial plots will be transferred in each Fund. Thus, Board approved to enhance the ratio of the amount received from open auction of residential and commercial plots from 2.5% to 5% for CDA Endowment Funds and Pension Funds.*
- *Agreed to the proposal to overcome the residential issues commensurate with the population increase in the Capital city the we may Offer the allottees / owner, having 01 kanal plots in the existing Main Avenue / Service Roads in the residential area of the sector for merger of these plots into 08 kanal plot for the residential apartments. Member Estate and Member (P&D) will jointly present a summary to the CDA Board along with proposal for necessary amendment in the relevant regulations.*
- *Approved to constitute a technical committee for preparation of CDA's own Schedule rates, under the chairmanship of Member Engineering, the committee will be comprised upon the following officers:*
  - DG. Works*
  - Director Technical*
  - Director Contract*
  - Director Q.S*
  - Deputy Financial Advisor -I*

*Action by: Member Finance  
Member Environment  
Member (P&D)  
Member (Estate)  
Member (Engineering)*

**The meeting concluded with a word of thanks to and from the Chair.**

