



CONFIDENTIAL

CAPITAL DEVELOPMENT AUTHORITY
(SECRETARIT)

No. CDA-1046/BM-Coord/2006

Islamabad, May 07, 2006

Subject: **MINUTES OF THE 12TH SPECIAL MEETING OF THE CDA BOARD FOR THE YEAR 2006.**

The 12th special meeting of CDA Board for the year 2006 was held on Wednesday, the 7th June 2006 at 09.30 a.m. in the Conference Room, Executive Block, CDA Headquarters, Islamabad.

2. The following attended:-

- i) Mr. Kamran Lashari
Chairman, CDA. In Chair.
- ii) Mr. Kamran Ali Qureshi
F.A/ Member.
- iii) Mr. Shaukat Ali Mohammad
Member (Administration).
- iv) Brig. Nusrat Ullah
Member (P & D).
- v) Mr. Nadeem Akbar Malik
Secretary, CDA Board.

3. Dr. Faisal Awan, Director Project Management Office and his team were in attendance and participated when items pertaining to his Directorate were discussed:-

4. Commissioner, ICT, Islamabad and DCO, Rawalpindi could not attend the meeting due to some other official assignments.

5. Meeting commenced with the recitation of the Holy Quran by Brig. Nusrat Ullah, Member (P&D).

6. Then agenda items were taken up for discussion and following decisions were taken:-

6.1 **Rules of Business / Service Regulations for Directorate of PMO 2006**

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Dr. Faisal Awan, Director PMO placed the rules of business before the Board for approval to incorporate in the Conduct of Business Regulations 1985.

Decision:

The Board approved the proposed Rules of Business for incorporation in the in CDA Rules of Business / Service Regulations 1985 with certain amendments.

6.2 Re-designation / revamping of PMO sanctioned strength

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Decision:

CDA Board approved the re-designation and revamping of Directorate of Project Management Office with increase in salary and number of staff (**Annexure-A**). CDA Board agreed over the proposal but instructed that the proposed salary for the Core Team i.e 60,000/- be amended to 50,000/- w.e.f July 2006 and allowed annual increments for PMO Contractual staff based on Key Performance Indicators, that would be incorporated in the Rules of Business / Service Regulations of the Directorate of PMO. However the evaluation criteria shall be discussed in detail with F.A/ Member (F).

Similarly regarding CDA's regular staff working with PMO; considering there additional time input it was decided by the Board that deserving persons may also be given honoraria on the recommendation of Director PMO and on approval of F.A Member/Chairman CDA.

CDA board approved the proposal for attachment of regular Divisional Accounts Officer and Cashier with PMO on full time basis, subject to availability.

6.3 Proposed option for Financial Structure of PMO

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Decision:

Board decided that F.A/ Member and Director Project Management Office to discuss each aspect of the case and finalize the financial structure of Project Management Office. The decision of F.A/ Member will be final.

6.4 **Hiring of Experts**

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Decision:

CDA Board approved the hiring of Experts for providing consultancy on need basis. The same would be done by advertising in the Newspaper / through proper channel and fulfilling all codal formalities.

6.5 **Hiring of Telecom Consultancy Firm for Fiber Optic Duct Laying Project**

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7-6-06

Decision:

CDA Board approved the proposal and instructed to seek proposal from interested companies after fulfilling codal formalities.

6.6 **Renovation of Room 127 Executive Block CDA**

Summary has already been forwarded vide letter no.CDA-1044/BM-Coord/06 dated 16 may 2006 and same is attached Flag-D. It was communicated by Director PMO that work order for Renovation of Room 127 was issued to M/S Design Dynamics and it has completed the assignment. But there is no documented contract / agreed rates based on which payment could be made to the contractor. Therefore PMO has proposed that the payment should be made as per allocated rates in the approved PC-I.

Decision:

CDA Board agreed with the proposal and directed Director Project Management office to process the payment of M/s Design Dynamics on the rates approved in the PC-I.

6.7 **Erection of Pre-fabricated Structures**

In light of the Boards direction for erecting Pre-fabricated structures within CDA secretariat, in order to overcome the shortage of office space and service areas, it is proposed that pre-fabricated structures may be erected for the following facilities:-

- a. One Window
- b. Canteen
- c. Mosque
- d. Gym
- e. Additional Office Space

Decision:

CDA Board approved the erection of Pre-Fabricated structures and instructed to submit the PC-I for next CDADWP meeting for immediate start of work.

6.8 **Renovation & Refurbishment of CDA offices**

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Decision:

CDA Board approved the typical plans of different rooms (Annexure-B) and approved the relocation of Directorates which will be coordinated by Member Administration. In case of availability of more space directorates located in offices other than CDA Secretariat may also be placed within the CDA Secretariat. PMO should continue working on the project and a Revised PC-1 may be submitted for CDADWP.

6.9 Emergency Management Plan

Progress on the EMP was also discussed

Decision:

CDA Board instructed that reminders for comments may be sent to all organizations and meeting may be called for a discussion over the Plan and if no response is received, CDA should consider that the plan as final.

7. NON-AGENDA ITEMS:

The Board discussed and decided the following additional Non-agenda items:-

i) **Structural Engineering Firms:**

The issue of enlistment of Structural Engineering firms for assessment of existing structures and vetting of structural engineering designs was also discussed. Member Planning stated that matter is actually related to Director Building control, therefore, the list of pre-qualified structural engineering firms be forwarded to Director Building control Section for enlisting and proper advertisement in the leading Newspapers for the knowledge of public.

ii) **Land Categorization:**

Decision:

The CDA Board directed that in order to ensure transparency Land to be given on rental bases should be categorized according to type, usage and rent to be charged. For this purpose CDA Board approved constitution of the following committee;

- | | |
|-------------------------------------|----------|
| a. Member Administration | Chairman |
| b. Director PMO | Member |
| c. Director Environment | Member |
| (To be nominated by DG Environment) | |
| d. Director Estate Management I | Member |
| e. Deputy Director Costing | Member |

iii) **Water Pipe line Project:**

Progress on the Water Pipe line Project was also discussed

Decision:

CDA Board instructed that the Directorate of Project Management Office may be the focal point of contact for the Project.

8, The meeting concluded with a word of thanks and from the Chair.

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