

CONFIDENTIAL

**CAPITAL DEVELOPMENT AUTHORITY
(SECRETARIAT)**

No. CDA-956/BM-Coord/2002

Islamabad, July 2002.

Subject: **MINUTES OF THE 9TH MEETING OF THE CDA BOARD (SPECIAL BOARD MEETING) FOR THE YEAR 2002.**

The 9th meeting of the CDA Board (Special Board Meeting) for the year 2002 was held on Saturday, July 20, 2002, at 12.30 P.M. in the Conference Room, Executive Block, CDA Headquarters, Islamabad.

2. The following attended:-

1. Mir Laiq Shah,
Chairman CDA/Chief Commissioner ICT. In Chair.
2. Mr. Masud Muzaffar,
F.A/Member.
3. Ghulam Dastgir Akhtar,
Member (A)
4. Mr. Maqbool Ilahi,
Member (P&D),
5. Mr. Mohi-uddin Jameeli,
Member (E)/DG(S).
6. Mr. Abdul Ghafoor Dogar,
Secretary CDA Board.

3. The following were also present:-

- 1) Mr. Imtiaz Inayat Ilahi,
Director General (Env).
- 2) Mr. Muhammad Rafiq Ahmad,
Consultant (Engineering)
- 3) Mr. S.A.M. Wahidi,
Consultant (Law).
- 4) Mr. A. Sattar Shaikh,
Director Personnel.

- 5) Mr. Mr. Shafqat Iqbal,
Director Computer.
- 6) Mr. Jamil-ur-Rehman,
Director Revenues.
- 7) Shakir H. Shamim
Director Audit & Accounts.
- 8) Mr. S.M. Mustfain Kazmi,
DMA.
- 9) Mr. Muhammad Hayat Khan,
DEM-I
- 10) Mr. Nisar Ahmad
Director (P&E)
- 11) Syed Iftikhar Hussain
Director Staff.
- 12) Mr. Rawal Khan Maitla,
Director Public Relation.
- 13) Mr. Gul Hassan,
DDEM-II.

4. Commissioner/(DCO), Rawalpindi, could not attend the meeting due to other official assignments. However, Mr. Sultan Shahzad, Deputy District Officer (Coordination), represented him.

5. The meeting started with recitation from the Holy Quran.

6. The items of the agenda for the Board Meeting were then taken up. Salient points of discussion and decisions are as follows:-

6.1 COMPUTERIZATION IN CDA.

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20-7-02.

Decision

- i) The following posts were approved for the Computer Directorate by transfer & conversion from other Directorates of the Authority:-

- a) One post of Data Base Administrator (B-17) by transfer & conversion of post of Cartographer (B-17), Planning Wing on temporary basis. The post would revert to Planning on creation of post of Data Base Administrator on permanent basis in the Computer Directorate.
 - b) One post of Network Administrator (B-17) by conversion & transfer of post of Technical Officer (B-17) of MPO Directorate.
 - c) One post of Web Administrator (B-17) by transfer & conversion of post of Asstt. Lift Engineer (B-17), E&M (Maint).
 - d) One post of Web Supervisor (B-16) by transfer & conversion of post of Asstt. Store Officer (B-16), CSD.
 - e) Two posts of Hardware Technician (B-14) by transfer & conversion of 3 posts of Data Entry Operators/Key Punch Operators (BPS-10).
- ii) The services of Malik Muhammad Shahzad appointed as Data Entry Operator on daily wage basis on 2-4-1995 he regularized subject to fulfilment of codal formalities.
 - iii) Appointment of M/s Nadeem Ahmad Khan and Rana Babar Saeed as Data Entry Operators (B-10), withheld due to ban, was restored.
 - iv) In addition to the above, existing and already sanctioned vacant posts in computer Directorate be filled up by keeping in view the provisions of Service Regulation and Government instructions in vogue. The qualifications prescribed for the computer related posts be at par with the qualifications given by the Pakistan Computer Bureau subject to clearance by Member (A).
 - v) Edit list (Officers) for personnel system be reported to the Computer Directorate by Personnel Director after making corrections and provision of missing information at the earliest.
 - vi) First test print of Pay Ledger, Pay slips, Reports (Officers) and Pay Ledger of CDA Staff, handed over to A&A Directorate be sent back after doing the needful upto 7th of August, 2002.
 - vii) Pay Roll System should be implemented by the end of September 2002.
 - viii) All Directorates/formations of the Authority should give their data to the Computer Centre within 30 days failing which the matter will be reported to the competent authority.
 - ix) ^{edit} The data list be verified by Director or his authorized officer before submission to the Computer Directorate.

- x) Proper incentive be given to data providing employees to speed up computerization. If possible fresh graduates may also be engaged in the process.
- xi) All amendments/changes made in the record be intimated to the Computer Directorate for insertion in the computerized record.
- xii) All prescribed forms in vogue in the Authority be loaded in the web site with the approval of Member/DG concerned and price of the forms, if any, be recovered at the time of submission of filled up forms.
- xiii) CDA Telephone Directory showing telephone Nos. of offices with designation of CDA Officers be added in the web site.
- xiv) All prevailing laws applicable to CDA be also given in the web site in consultation with Consultant (Law).
- xv) A hard copy of CDA proposed web site be circulated to all Member/DGs for updating and comments.
- xvi) All information to be provided on web site be sent to Computer Directorate with prior approval of the concerned Member/DG.
- xvii) The funds relating to Computer Directorate already allocated to Administration Directorate be placed at the disposal of Director Computer for streamlining the process.
- xviii) The administrative staff may be provided to the Computer Directorate by transfer.
- xix) PC-I upto Rs. 40 million for the development and maintenance of Computer Centre and computerization in the Authority be prepared immediately and submit to the Interior Division for further processing. Planning Wing to provide data on number of plots planned in various sectors and schemes of CDA by number of plot and street Nos. and size.

Action: Director Computer.
Director Personnel.
Director A&A
DFA-I
Director P&E
All Directors.

NON-AGENDA ITEMS

i) CDA (AMENDMENT) ORDINANCE, 2002.

Member (A) explained the summary. He stated that Sub sections (1), (2), (3) of section 36 of the CDA Ordinance 1960, read as under :-

Decision

- i) The Board decided to recommend to the Government for enhancement of limitation period for appeal against orders of DC, CDA to 30 days and reduction of limitation period for review from 5 years to 90 days in case of errors and to 365 days in case of fraud.
- ii) The amending Ordinance may be drafted and sent to the Interior Division for obtaining approval of the competent authority and further processing for legislation.

Action: Consultant (Law)

Melody Food Park Markaz G-6, Islamabad.

Decision

i) The Board approved the case of 27 applicants as recommended by the Committee.

ii) The following Management Committee was constituted:-

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| a) | DG (Env). | Chairman |
| b) | Director Municipal Administration. | Member |
| c) | Director Health Service. | Member |
| d) | A rep of Consumers Society. | Member |
| e) | A rep of Pakistan Tobacco Co.
(Sponsor) | Member |

- iii) The Management Committee will spend Rs. 500,000/- received as annual fee for maintenance and upkeep of the Food Park subject to fulfilment of codal formalities.

Action: DG(Env)
DMA.

- iii) Extension of lease period of plots I&T Centre in Aabpara Market, Islamabad.

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w) The Board clarified that the earlier decision of 15% increase in AGR after every 3 years is related to the revised rates of Rs. 6/- per sq. yard for I&T Centre in Aabpara Market.

Action: DEM-II

The meeting concluded with the word of "Thanks" to the Chair.