

CAPITAL DEVELOPMENT AUTHORITY
(Coordination Directorate)

Executive Meeting presided over by Chairman and attended by the following was held on 1.10.1983 at 9.00 hours:-

1. Member (A), CDA.
2. Member (T), CDA.
3. F.A./Member, CDA.
4. Secretary, CDA.

Director Coordination was in attendance.

Before discussing agenda points, the Chairman brought out some points and gave directions as under:-

665/83.

- Coord/83.

1. DEVELOPMENT OF SECTORS IN F SERIES 10 TC 13.

The Chairman desired that a study for these series be carried out. Planning Directorate should prepare a study paper indicating available land so that a decision for its development could be taken.

Action by: Director Planning.

65/83.

- Coord/83.

2. PRESIDENT'S VISIT TO CDA.

Chairman informed that President is likely to pay visit to CDA on 12 October, 1983. A presentation will be made to him in his office. Chairman desired that instructions may be issued to Directorates/Offices located in the Secretariat for cleaning and giving tidy look to the whole Secretariat. Final programme of President's visit will be issued at appropriate time.

Action by all concerned in
the CDA Secretariat Building
and Director Public Relations.

665/83.

- Coord/80.

3. HOUSING SOCIETIES.

In accordance with the directions already given by the Chairman, Director Planning should prepare and submit a draft to deal with housing societies in consultation with Director Estate Management. He will also prepare draft Rules for the housing corporation for CDA employees.

Action by: Director Planning.
Director Estate Management.

Contd.....P/2...

65/83.

Coord/78.

4. LOCATION/ALLOTMENT OF KHOKHAS.

Director Estate Management to prepare Rules to govern location/allotment of Khokhas within municipal limits of Islamabad. Director Municipal Administration should be associated.

Action by: Director Estate Management.
Director Municipal Admin.,

5. DELEGATION OF FINANCIAL POWERS.

83.

Coord/83.

Chairman informed that a framework on the subject has been evolved. Director Coordination has been asked to arrange fair action which will be discussed in a meeting to be called at a short notice on any working day.

Action by: Director Coordination.

6. DRAFT PROGRESS REPORT.

5/83.

Chairman desired that follow-up action to finalize the pattern of Progress Report proforma be completed quickly so that paper work is reduced on adoption of the progress report proforma.

Action by: Member (T).

7. OFFICE FURNITURE.

5/83.

Coord/83.

Chairman desired that old fashioned and out-dated furniture is a major cause of shortage of office accommodation as this type of furniture occupies more space. With a view to easing accommodation situation and giving tidy look to the offices, he directed to take the following action:-

- a) Prepare an inventory of disposable items of Furniture including large ~~size~~ Almirahs and its residual value.
- b) Prepare list of replacements with standard small size tables and chairs and have it costed.
- c) Provision of racks ground to ceiling on end walls of offices to replace large size Almirahs.
- d) Suggest phased programme for replacement and the budget for it.

Action by: Administrative Officer.

Contd.....P/3...

5/83. 8. PURCHASE OF TRUCKS FOR MUNICIPAL ADMINISTRATION.

Coord/78. The Chairman desired that a study be completed quickly so that action to procure the Trucks could be taken,

Action by: P.A/Member.
Director Purchase
Director Municipal Admin.

5/83. 9. VISIT TO VARIOUS CAPITALS.

Coord/83. The Chairman desired Director Architecture to submit report on his subject visits.

Action by: Director Architecture.

5/83. 10. RE-ORGANISATION OF COORDINATION DIRECTORATE.

Coord/83. The matter regarding transfer of the subjects of transport and inquiries to Coordination Directorate was discussed in detail. After considering all the aspects, it was decided that B.C.I. No. 04/83 already published on the subject should now be implemented. The Chairman further directed Director Coordination to put up a separate draft B.C.I. covering legal aspects of inquiries in relation to Government Servants (E & D) Rules 1973.

Action by: Director Coordination.
Director Personnel
Administrative Officer (Sectt:).

5/83. 11. USE OF CDA TRANSPORT BY OFFICERS AND STAFF.

-Coord/78.

A summary on the subject was presented by Director Coordination. After thorough discussion, it was decided to accept the recommendations as amended. Chairman directed Director Coordination to submit draft B.C.I. covering all the details. He was further asked to submit draft allocation of vehicles to entitled categories.

Action by: Director Coordination.

65/83. 12. PURCHASE OF NEWS-PAPERS/MAGAZINES.

Chairman directed Director Coordination to submit details once again for study in Executive Meeting.

Action by: Director Coordination.

665/83.

13. LOCATION OF DIRECTORATES/OFFICES IN THE MAIN BUILDING

With a view to removing congestion in the main building, the Chairman asked Members to recommend shifting of some Directorates to some other suitable place.

Action by: Member (A).
Administrative Officer.

664/83.

14. ACCOMMODATION FOR SINGLE LOW PAID EMPLOYEES.

Chairman desired to study the possibility of acquiring some accommodation to house single low paid employees for some time until they manage to arrange some alternate accommodation.

Action by: Member (A).

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