

MINUTES OF THE GENERAL EXECUTIVE MEETING
HELD ON SATURDAY, SEPTEMBER 10, 1983 AT
0900 HOURS IN THE CONFERENCE ROOM.

The meeting was presided over by the Chairman

and was attended by the following:-

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| 1. Mr. S.H. Reza, | Member (Admin), CDA. |
| 2. Brig. (Retd)
Mohammad Anwar, | Member (Tech), CDA. |
| 3. Mr. Saghir Asad Hassan, | F/A Member, CDA. |
| 4. Mr. Mohammad Shafi Sewhani, | Director General Works, CDA. |
| 5. Mr. Ajaz A. Khan, | Secretary, CDA. |
| 6. Mr. A. R. Javaid, | Project Director (Simly Dam), CDA. |
| 7. Mr. Imtiaz Ali Shah, | Project Director (S. F. M), CDA. |
| 8. Mr. Mohi-ud-Din Jameeli, | Director Works, CDA. |
| 9. Mr. A. Q. Norani, | Director Water & Sewerage, CDA. |
| 10. Mr. Tayyeb Ali Sheikh, | Director Buildings, CDA. |
| 11. Mr. Mohammad Aslam, | Director Roads, CDA. |
| 12. Mr. Abdus Salam Khan Wazir, | Director Maintenance, CDA. |
| 13. Mr. Habib-ullah, | Director Designs & Research, CDA. |
| 14. Mr. Abdul Khaliq Baig, | Director Electrical, CDA. |
| 15. Mr. Abdul Waheed, | Director Purchase & Stores, CDA. |
| 16. Mr. Z. D. Butt., | Director Personnel, CDA. |
| 17. Mr. Mustafa Hussain, | Director Audit & Account, CDA. |
| 18. Mr. Qinaat Ali, | Director Estate Management, CDA. |
| 19. Mr. Mohammad A-shraf Hafeez, | Director Horticulture, CDA. |
| 20. Mr. Mahboob Elahi, | Director Planning, CDA. |
| 21. Mr. S.A.T. Wasti, | Director Public Relations, CDA. |
| 22. Col. (Retd)
Mahboob Alam Malik, | Director Municipal Admin., CDA. |
| 23. Lt. Col. (Retd)
Mubarak Ahmed Malik, | Director Enforcement & Intelligence, CDA. |
| 24. Mr. Anwar Said, | Director Architecture, CDA. |
| 25. Dr. A.A.N. Wasti, | Chief Medical Officer, CDA. |
| 26. Mr. Ali Khan, | Director Training & Evaluation, CDA. |
| 27. Mr. Fida Hussain, | Deputy Financial Adviser, CDA. |
| 28. Mrs. M. Hussain, | Chief Health Officer, CDA. |
| 29. Mr. M. R. Malik, | Deputy Director Coordination, CDA. |

2. Before the start of the meeting, Director Estate Management recited from Holy Quran.

3. Opening the discussion, the Chairman reviewed the progress on the minutes of the last General Executive Meeting.

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4.

ATTENDANCE IN THE GEN. EXECUTIVE MEETINGS
AND EXECUTIVE MEETINGS.

64/83

-Coord/83.

The Chairman again informed the gathering the manner in which the Executive Meetings and the General Executive Meetings are held. The Executive Meetings are held on every Saturday which are to be attended by the Members of the Board and such of the executive heads who may be required in these meetings shall be invited to attend. The General Executive Meetings shall be held on last Saturday of the month which shall be attended by all Heads of Departments upto the level of Grade-19 Officers or such directorates headed by Directors irrespective of their grade.

5.

DELEGATION OF FINANCIAL/ADMINISTRATIVE POWERS.

-Coord/83.

In the last Gen. Executive Meeting as well as the Executive Meeting held on 20.8.1983, it was decided that the note prepared by Finance shall first be discussed in the Executive Meeting and then circulated to all the Directors so that they could prepare themselves for discussion in the General Executive Meeting. Unfortunately, this was not done. Chairman ordered that the note relating to Financial/Administrative Powers shall now positively be discussed in the Executive Meeting to be held on September 12, 1983. A copy of the note, with amendments as may be made in the Executive Meeting, should then be circulated to all Directors. These powers shall be discussed in the Special General Executive Meeting on September 28, 1983 or earlier (between 24-28 September 1983 subject to the convenience of the Chairman) where all Directors should come fully prepared.

Action by: Deputy Financial Adviser.

6.

BOARD ORDERS/INSTRUCTIONS.

-Coord/83.

The Chairman explained the system of Board Orders/Instructions again and remarked that the policy so far has been to go slow but will pick up pace with the passage of time. Each B.O.I. has a force of an executive order and it should be taken as such by all concerned.

Action by: Director General Works
All Directors.

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7. OUTLINE OF THE FUNCTIONAL ORGANIZATION.

664/83.
Coord/83.

The Chairman briefed the meeting about the details of the functional organization. He informed that in phase-I, re-grouping of the existing Dtes/Branches/Sections has been done for better functioning of the Board. This was, however, temporary and that we will ultimately have the whole organization re-structured to make it more fit for the purpose we have in mind. The process of discussion with individual Directors has since started to facilitate smooth working in the transitory period. The phase-I was to be implemented by the end of July, 1983. Complete phase-II projection will, however, be available in the next General Executive Meeting and implementation order will be issued after considering all pros & cons of the phase-II programme.

8. GENERAL.

Coord/83.

The Chairman observed that the injunction of new ideas in an old system definitely creates some problems; but this is natural. We should be a little more generous to accept it cheerfully. However, there should be no cause of alarm on that score, and we should work like a team to achieve our objective efficiently & effectively. Unless we all make a conscientious effort, the desired objective cannot be achieved.

9. The Chairman further advised the Executive Heads that they can discuss with him direct in case they develop any doubt about these changes. The Chairman assured them that he has their future welfare in mind and that he will make best use of their capabilities, experience etc, in future. He advised the officers not to spread rumours or to listen to rumours and do not create negative thinking, because it causes damage to the organization. Be-loyal to the organization.

Action by: Director General Works.
All Directors.

10. VIEW-POINTS.

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2/BF-Coord/78.

The Chairman then enquired from every Executive Head for their view-points:-

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- i) Director Buildings requested that while finalizing the delegation of powers, the criteria of Pak P.T.D. may not be adopted in toto, and changes to suit our typical situation be made.
- ii) Director Horticulture requested about the Coordinated effort/action by all concerned Dtes; to check the activities in between Tree Line & Building Line. Director Horticulture Director Planning and Director Architecture (B&B.C) were advised to sit together and consult the Building Bye-Laws and suggest action. Press Release may then be issued for the information of general public.

Action by: Director Horticulture.
Director Planning.
Director Architecture.
Director Public Relations.
Deputy Director B & B.C.

11.
64/83.
SPECIAL TASKS.

The following special tasks were given for compliance:-

1. Preparation of plan of National Park Area showing the various scheme areas; a cadastral survey of the area by Survey of Pakistan, and later fixation of site visit of the Chairman.

Action by: Director Horticulture.

2. Proposal regarding fruit and vegetable market.

Action by: Director Estate Management.

3. Progress on standing Planning Committee.

Action by: Member (T).

4. Disposal of the shop in Aabpara.

Action by: Director Municipal Administration.

5. Formulation of Citizens Committee.

Action by: Director Public Relations.

6. Job Analysis.

Action by: Director Training & Evaluation.

7. Compilation of revised CDA Service Rules duly vetted by Director Audit & Account and Law Officer.

Action by: Deputy Director (Personnel).
Deputy Director (C & M).