

CONFIDENTIAL

CAPITAL DEVELOPMENT AUTHORITY
(S E C R E T A R I A T)

MINUTES OF THE BOARD MEETING - 7TH MEETING.

A meeting of the Board of the Capital Development Authority was held on Thursday, November 14, 1985 at 1100 hours. It was attended by the following :-

- a. Chairman. - In chair.
- b. Member Finance.
- c. Member Engineering.
- d. Member Planning.
- e. Member Administration.

The Commissioner, Rawalpindi and Administrator, Islamabad Capital Territory, could not attend the meeting due to their pre-occupation.

2. The meeting commenced with the recitation of the Holy Quran.
3. The Board reviewed the Minutes of the 6th Board Meeting held on July 7, 1985 and confirmed them with the following directives/orders :-

i) Recruitment Policy and Line of Promotion.

The Chairman directed that as a next logical step the Director Personnel should draw up phase wise lists of employees of basic scale 1 to 15 for filling up promotion gaps, bearing out testing procedures as given in the Service Regulation 1985. To avoid discontentment amongst the employees the task should be expeditiously accomplished.

Action by: Director Personnel.

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4049/717/85.
660/BF-.

4050/717/85. ii) Service Regulation 1985.

661/BF-.

The Regulation should be updated in conformity with the orders received lately from the Federal Government, such as, indexation of pension, etc.

Action by: Director Coordination.
Director Personnel.

4051/717/85. (iii) Commercial Accounting.

662/BF-.

The first phase of the introduction of Commercial Accounting in certain formations of the Authority which could not so far be reviewed due to certain unavoidable reasons be reviewed without any further delay. Second phase of this system should be introduced from January 1, 1986.

Audit of accounts of the Estate Management Dte: which has been delayed be completed immediately and uptodate position submitted within a fortnight.

Action by: F.A/Member.
Director Estate Management.

4052/717/85. (iv) Computerization.

655/BF-.

In the first phase of the introduction of computer system the Estate Management Directorate, Development Wing (re-settlement of affected persons) Audit and Accounts Directorate, Personnel Directorate and Revenue Branch of DMA are to be benefitted. Switch over from Manual System operative in these formations to computerization should be expedited. Additional funds required for Hardware and Software of the System be sanctioned immediately.

Action by: F.A/Member.
Member Administration.
Director (T & E).

4053/717/85.
67/BF-.

v) Review of Master Plan and preparation of Regional Development Plan Islamabad.

The proposal of Director Regional Planning for sanction of funds, staff, etc. which is under examination by F.A./Member be finalized on priority basis as its further processing was getting delayed.

Keen watch over the progress of the following studies be kept so that these schemes could be taken up with the Government :-

- (a) Regional study on water resources development by JICA ;
- (b) Regional study on agricultural development by M/s. Electro - Consult, Italy.
- (c) Micro Regional study on mass transit system.

Action by: F.A./Member.

Member Engineering.

Member Planning.

Director Regional Planning.

4054/717/85.
47/BF-.

vi) CDA's Housing Policies.

The " Position Paper " in regard to Mass Housing Programme prepared by Planning Wing be carefully analysed for further processing and implementation. The Chairman directed that first preference should be given to the construction of Followers Colony which was getting delayed. Chairman also directed that the design of the individual houses and the Colony alongwith the cost aspect should be reviewed by Member Planning so that it could serve as a model of economy and comfort for other similar schemes. Member Planning assured that the re-hashed design would be laid before the Board within a week.

Action by: Member Planning.

D.D.G. (Planning).

D.D.G. (Design).

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4055/717/85.

ADHOC ITEM

47/BF-.

The Chairman advised F.A/Member that the letter from Banking Council in connection with the construction of middle salary Houses should be examined immediately to formulate further course of action.

Action by: F.A/Member.

4. The Agenda points were thereafter taken up one by one as explained below :-

RESOLUTION NO. 1. - REVIEW OF DELEGATION OF ADMINISTRATIVE AND FINANCIAL POWERS.

4056/717/85.

637/BF-.

The revised draft of Delegation of Administrative and Financial Powers was placed before the Board. The Chairman explained that these powers have been reviewed very carefully. Views of Deputy Directors General and other independent Directors have been obtained and incorporated, where necessary, during a meeting of the Board held on November 10, 1985. Chairman directed that;

- i) these should now be cyclostyled and circulated to all the formations of the Authority immediately by adding general provisions as a foreward in regard to their efficient and effective implementation;
- ii) exercise of these powers will be effective from the date approved by the Board i.e. November 14, 1985;
- iii) these should subsequently be printed in a booklet form by giving proper title and shape; and
- iv) these powers supersede all administrative and financial powers in force earlier and that old copies thereof be retrieved from all the formations and destroyed, excepting retention of one copy each by the Coordination Directorate and Personnel Dte: for purposes of record.

DECISION.

The revised Administrative and Financial Powers were approved by the Board.

Action by: Director Coordination.
Director Personnel.
Dir: Public Relations.

4057/717/85.
666/BF-.

RESOLUTION NO. 2 - CDA CORPORATE OPERATIONAL PLAN.

The CDA Corporate Operational Plan was placed before the Board. The Chairman highlighted the salient features of the corporate plan and explained that it provides for policy directives, better methods of management and improved level of job satisfaction in the Authority. Chairman directed that the plan should be followed and reviewed every year. Its printing in proper shape should be arranged for circulation amongst all the formations of the Authority.

DECISION.

CDA Corporate Operational Plan was approved by the Board.

Action by: Director Coordination.
Director (T & E).

4058/717/85.
47/BF-.

RESOLUTION NO. 3 - SCHEME FOR HOUSE BUILDING ADVANCES.

The summary of the scheme for house building advances was placed before the Board. The Board were unanimously of the view that introduction of the scheme was in the larger interests and benefit of the employees of the Authority.

DECISION.

The scheme was approved by the Board.

Action by: Director Personnel.

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RESOLUTION NO. 4 - CDA MODEL SCHOOL.4059/717/85.528/BF-.

The summary of the CDA Model School was placed before the Board. The Board unanimously held the view that in view of the scarcity of good educational institutions in Islamabad it was necessary to provide this facility both for the children of CDA's employees and outsiders in order to build a strong foundation for their academic achievement. As the institution will operate on a self financing basis, the consensus of opinion was that the Authority should go ahead with the setting up of the school and make all necessary arrangements so that the classes could commence according to schedule. Initially capital investment of Rupees 5 lacs will be provided by the Authority as a loan repayable within a period of 4 years from the receipts of the institution. The school shall be accommodated in Sector I-9 by shifting the Dispensary of CDA. It was considered that an alternate site for the Dispensary shall be found in some other area. In case no suitable alternative site is available within the time framework this dispensary may be merged into one of the other ones.

DECISION.

Setting up of the CDA Model School in Sector I-9 was approved by the Board.

Action by: F.A/Member.Member Administration.Director (T & E).

Contd....P/7.....

RESOLUTION NO. 5 - REVISION OF CONDUCT OF BUSINESS REGULATION.

4060/717/85.

661/BF-.

The summary of revision of Conduct of Business Regulation was placed before the Board. Some of the functional aspects contained in the Regulation and Organization Chart attached thereto were discussed in detail by the Board. The Chairman explained that for efficient functioning of the Organization some elementary changes have been proposed. After detailed discussions it was considered that :-

- i) The post of Director Coordination should be re-designated as Secretary of the Board whereas the other existing set up of the Directorate of Coordination and nomenclature of posts should remain undisturbed. The present incumbent of the post of Director Coordination should accordingly be re-designated as Secretary with immediate effect.
- ii) Law Officer has to give advice to all formations of the Authority and as such it was appropriate to place him under direct administrative control of Member Administration.
- iii) The suggestion of Inspector of Works for placement of Central Engineering Laboratory under him (since broken into two parts) to facilitate effective carrying out of inspections, final checks and other investigative work on behalf of the Chairman and Members of the Board was not accepted. The assistance required by I.O.W. from Laboratory will continue to be provided to him from the already approved set up. It was however, considered that the scope of functions of I.O.W. be enlarged and charter re-defined. To make his office more effective some additional technical staff viz. one or two officers of basic scale 17/18 and other ministerial staff would be provided. I.O.W., as hithertofore should remain directly under the Chairman's Secretariat.

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iv) Water pollution is a constant source of agitation by the consumers in Islamabad. A small unit to exercise quality control needs to be set up. It was decided that the post of "Scientific Officer" in Water and Sewerage (Maintenance) Directorate be re-designated as Assistant Director (Water Quality Control) and this Unit should work in close collaboration with I.O.W.

It was agreed upon that changes in the Conduct of Business Regulation 1985 be made according to above decisions and thereafter its printing be arranged.

Chairman observed that in the preparation of this document Mr. Abdul Waheed, Director Coordination has done an excellent job and the Board's appreciation should be officially conveyed to him.

DECISION.

The revised Conduct of Business Regulation 1985 was approved by the Board with the observations as stated above.

Action by: Director Coordination.
Director Personnel.
Dir: Public Relations.
Inspector of Works.

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4061/717/85. RESOLUTION NO.6 - CIVIC CENTRE.
658/BF-.

The brief of the CDA Civic Centre was placed before the Board. The Chairman highlighted the need which warranted the planning and construction of the Civic Centre of the Authority. He observed that a lot of money was being spent in hiring office accommodation, besides causing inconvenience to the public who have to visit offices of the Authority scattered all over Islamabad. Chairman further observed that though it was a good project, no financial support from the Government was expected. CDA would, therefore, have to manage it as a self financing project to be built in phases. The Plaza proposed for this project could be rented out even before it was completely constructed and we should try to get advantage of this situation. F.A/Member was advised to carry out an exhaustive exercise of financial implications and generation of funds keeping in view the available offers for participation in the project. Chairman also observed that no harm was likely to be done if we go ahead with the stone laying ceremony of this project as it would decidedly attract outside participation.

DECISION.

The Board approved the planning and construction of the Civic Centre project in Sector G-8/4.

Action by: F.A/Member.
Member Planning.
D.D.G (Design).

RESOLUTION NO. 7 - RATIFICATION OF REGULATIONS/POLICIES.

4062/717/85.
660/BF-.

The Working Paper for the ratification of following policies/Regulations was placed before the Board :-

- i) Rehabilitation Policy 1984.
- ii) Settlement Policy for Katchi Abadis in Islamabad.
- iii) Policy regarding location of cabin shops, kiosks, tea stalls and temporary structures in Islamabad.
- iv) Land Disposal in Islamabad Regulation 1985.
- v) Islamabad Capital Territory Industrial Regulation 1985
- vi) Islamabad Residential Sectors Zoning Regulation, 1985.

The Board ratified these Policies/Regulations with the following observation made by the Chairman:-

" Para 18 (b) of the Land Disposal in Islamabad Regulation 1985 provides that 40% of affectees as individuals or as a group who have individually or jointly lost in acquisition a minimum of 100 kanals cultivable land will be given priority for Agro-farming and Agro Industry plots whereas paragraph 4(B), (2) of the Rehabilitation Policy 1984 provides that those affectees whose land and built up property acquired is 40 kanals to 100 kanals would become entitled to consideration for allotment of one agro unit (approximately 20 kanals of agriculture land) and residential plot in an agrovillage. This discrepancy has to be rectified. As the policy of Land Disposal is under review by the Government necessary modification would be made after receipt of a decision from the Government "

DECISION.

The Regulations/Policies were ratified by the Board subject to above observations.

Action by: D.D.G (Development).

Director Estate Management.

Director Coordination.

D.D.G (Designs)

D.D.G (Planning)

D.M.

ADHOC ITEMS.

4063/717/85.

CDA OFFICERS CLUB.

672/BF+.

5. The Board considered that at present no facilities exist for Officers of CDA for recreation and sports. It was, therefore, decided that for the welfare of the Officers a Club should be planned and constructed at some suitable central place. One of the possibilities considered was that the club should be located at the site of the existing ~~Central~~ Stores Depot in Sector-G-7 which was likely to be shifted shortly. The Chairman observed that

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the club should have the following accommodation/ facilities ;

- i) Auditorium.
- ii) a minimum of 10 guest rooms out of which three should be for VIPs.
- iii) a large lounge and a private lounge.
- iv) a Card Room.
- v) a hall for indoor games such as table tennis, badminton court.
- vi) space for tennis courts, squash court and swimming pool
- vii) Separate enclosure for children's games and library.
- viii) Main room/ante room to serve as a library.

The Chairman further observed that at the planning and designing stage the structure and the facilities provided in the Club of Defence Housing Society, Karachi, be studied.

Action by: F.A/Member.

Member Planning.

Member Engineering.

D. D. G. Planning.

D. D. G. Design.

COORDINATION WITH ADMINISTRATOR I.C.T.

4064/717/85.

673/BF-.

6. Chairman observed that administration of Islamabad Capital Territory were granting leases for mining rights without reference to CDA. This was in contravention of the provisions of CDA Ordinance 1960 which provide that no changes in land use could take place without obtaining NOC from the Authority. A letter had already been sent to the Administrator on the subject. This practice which comes into clash with the planned development of Islamabad should be stopped. The Chairman directed that a summary for the Administrator Islamabad be prepared apprising him

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of the correct procedure to be followed in future.

Action by: Member Planning.
D. D. G. Planning.

PROCEDURE FOR GRANT OF LEASES FOR MINING RIGHTS, ETC.

4065/717/85.
678/BF-.

7. The Chairman observed that the public in general were not aware of the correct procedure in regard to grant of lease hold rights for mining, within the specified areas of Islamabad. Chairman directed that a paper be prepared in the shape of a brochure wherein the correct procedure in keeping with the provisions of CDA Ordinance be fully highlighted and the basis and conditions on which NOCs are issued by the Authority. It should be emphasised in the brochure that obtaining of NOCs from the Authority was in the interest of the public and if mining in specified areas was done legally the concerned persons would be eligible for compensation. This paper should also include briefly the specific provisions of Control and Land use Regulation. The paper should be drafted by Law Officer.

Action by: D.D.G Planning.
Law Officer.
Director Coordination.

TRANSLATION IN URDU OF REGULATIONS/POLICIES.

4066/717/85.
661/BF-.

8. ~~Chairman~~ Chairman directed that the ratified Regulations/ Policies of the Authority be translated into Urdu. If a suitable employee from within the Authority was not available for translation, a person be engaged from Quaid-i-Azam University or some other institution, for carrying out the translation, on payment of mutually agreed upon remuneration.

Action by: Director Personnel.
Director Coordination.

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AUCTION - COMMERCIAL AREAS.

4067/717/85.

649/BF-.

9. The Chairman directed that the third auction of commercial area (blue area) up to Sector F-8 should take place by December, 1985 or January 1986. Similarly auction of commercial plots in F-11 should take place after a decision from the Government was received. In regard to development of Sector G-11, the Chairman advised F.A/Member and Member Administration to discuss the issue jointly with the Cabinet Division so that a scheme could be launched as early as possible

Action by: F.A/Member.

Member Administration.

Dir:Estate Manggement.