

CAPITAL DEVELOPMENT AUTHORITY

( Coordination Directorate )

\*\*\*\*\*

Subject:- DRAFT MINUTES OF THE EXECUTIVE MEETING HELD  
ON DECEMBER 10, 1983 AT 10.00 HOURS.

The Executive Meeting presided over by the Chairman and attended by the following, was held on December 10, 1983 at 10.00 hours.

1. Member (Administration).
2. Member (Technical).
3. F.A/Member.
4. Director Coordination.

68/83. ✓

2. The following points were discussed:-

i) TELEPHONE BILLS.

Member (Admin) explained the latest position according to which General Administration Branch is busy in sorting out the outstanding bills in consultation with T & T. Member (Tech:) also informed about his meeting with the Director General, T & T as a result of which most of the telephones were restored. The Chairman desired that the matter regarding outstanding bills should be sorted out without any further delay.

Action by: Administrative Officer.

658/83

F-Coord/83 ✓

ii) DELEGATION OF FINANCIAL AND ADMINISTRATIVE POWERS.

The paper regarding delegation of financial powers has already been circulated. The Chairman desired that the paper regarding Administrative Powers should also be circulated to all concerned. Both these papers will be discussed in the General Executive Meeting to be held on last Saturday of this month.

Action by: Director Coordination.

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

8/83  
Coord/83.

✓ iii)

DRAFT PROGRESS REPORT.

The Chairman desired that the existing progress report should continue for the time being and progress of the works reported accordingly. The revised progress report proforma will be introduced in due course.

Action by: All concerned.

8/83

✓ iv)

STANDARDISATION OF OFFICE FURNITURE.

The Chairman desired that the exercise on preparation of lists of disposable furniture i.e. office tables, office chairs and almirahs should be completed as quickly as possible and the lists submitted to the Board for approval. The specimen of office table and office chair should be got approved from the Board. Director Maintenance should carryout survey of all the offices of CDA Secretariat and put up estimate for erection of 7' high racks of angle iron with steel sheets in respective offices to replace the existing almirahs. The Chairman further desired that estimate for ready made Acro System racks of aluminium may also be obtained and put up to the Board for consideration alongwith angle iron racks.

Action by: Director Maintenance  
Administrative Officer (Sectt.)

Coord/83.  
668/83.

✓ v)

GDA PRESENTATION MADE BY CHAIRMAN CDA TO THE PRESIDENT OF PAKISTAN ON NOVEMBER 28, 1983.

The Chairman informed the Members about the summary of the decisions made by the president of Pakistan on the presentation. Director Coordination was directed to forward copies of the summary of the decisions to all the Members for information and necessary action in the light of directions given by the Chairman in the meeting.

Action by: Director Coordination.



MINUTES OF THE GENERAL EXECUTIVE MEETING  
HELD ON SATURDAY THE 26TH NOVEMBER, 1983.

The meeting was presided over by the Chairman, CMA and was attended by Board Members, Secretary, S.G. and all Directors. It started with the recitation of Holy Quran by Mr. Shafi Mohammad Sehwan, DGI and following aspects came under discussion:-

56/1667/0  
1. General

The Chairman informed of the ensuing visit of the President of Pakistan to CMA on 28.11.1983. He desired that the final touches to the general standard of upkeep of offices be given. He particularly laid emphasis on cleanliness. Director Public Relations was directed to make suitable arrangements for prayers and lunch to the President and other guests.

Action:- 1. Director Public Relations.  
2. Admin. Officer, CMA.

55/1665/0  
2. Progress of various on-going works.

The Chairman emphasized that in future meetings, the main topic for discussion will be the progress of works. All concerned were asked to come prepared about their respective works.

Action:- All Directors  
Sectional Heads.

3. Schedule of Financial Powers.

This will be discussed in details after the re-organization is completed.

4. Schedule of Administrative Powers.

This subject will also be discussed after the re-organization.

12/11/83: 10:30 AM  
CMA  
26/11/83

12/11/83  
CMA  
26/11/83