

DRAFT MINUTES OF THE BOARD MEETING
HELD ON 2ND AND 3RD JULY, 1983 AT
9.00 A.M. AND 12.30 P.M. RESPECTIVELY.

The meeting was presided over by Mr. Jan Nadir Khan,
Chairman, CDA. Following officers were present:-

1. Mr. Mohammad Afzal Kamat,
Commissioner,
Rawalpindi ... on 2.7.1983.
2. Mr. Mohammad Saeed Qureshi,
F.A. Member, CDA.
3. Mr. S.H. Roza,
Member (Admn), CDA.
4. Brig. Mohammad Anwar,
Member (Techs), CDA.
5. Mr. Ajaz A. Khan,
Secretary, CDA.

Mr. Shafi M. Sewhani, Director General Works, and
Abdul Waheed, Director Purchase and Stores, were also called
for discussion of " Review Summary for the month of May, 1983 "
(item 6) and provision/supply of cement (item 5) on 2nd and 3rd July,
3 respectively.

In his opening remarks, the Chairman observed that
a time short notice was given for the meeting due to typical
circumstances and in future adequate notice will be given.

Observing that the Board of the CDA has dual functions,
i.e. general directive as well as executive functions, its
meetings hitherto have been held in the following manner:-

- a) Quarterly Board Meetings will be held to cover
general directive functions. These meetings will be
attended by the Chairman, Members of the Board
(including the Commissioner, Rawalpindi) and Secretary.
All Officers will be on call in their offices. The
general policy matters will be discussed in these
meetings and the actions/decisions taken during the
period would be brought before the Board for
ratification. Progress on the decisions of the
previous meeting would also be reported in the next
meetings.
- b) General Executive Meetings will be held on the first
Saturday of each month which will be attended by the
Chairman, Members of the Board, Secretary and the
Directors of the CDA. These meetings will function
as clearing house for the executive functions. The
working papers will be prepared and circulated for
these meetings.

Action by Director General
Works.

All Directors.

Sectional Heads.

- o) Weekly Staff Meetings will also be held each Saturday to clear the day to day routine work. These meetings will be attended by the Chairman, Members of the Board and Secretary as well as the Officers concerned who will be called as and when required.

Action by Director General Works.
All Directors.
Sectional Heads.

CDA: The agenda circulated vide Coordination Directorate's No. CDA-659-BM-Coord/83, dated 27.6. 1983 was then considered and the following decisions were taken:-
REVIEW OF CDA BUDGET - 1982-83.
The working paper prepared by the Finance Wing circulated.

1) CAPITAL ACCOUNTS.

The F.A/Member explained the procedure of allocations and release of funds by the Government. These funds previously used to be released by the Government on quarterly basis but now the funds are being released on monthly basis, which adversely affects the execution of CDA's works. It was stressed that a working system should be made out to streamline the releases by the Govt; and we should press strongly for quarterly releases. The F.A/Member was advised to prepare a working system based on quarterly release of funds so that the matter may be taken up with the Government for release of funds on quarterly basis.

Action by Deputy Financial
Adviser.

2) REVENUE ACCOUNTS.

The resource position was explained by the F.A/Member and the history of the CDA's efforts to impose various taxes in Islamabad was also briefly explained. It was explained that the Govt; has not been providing adequate funds for the execution of maintenance and municipal functions etc., the CDA has been supplementing the allocations from its own resources. The meeting was informed that a campaign was launched to increase recovery of water rates during last two or three years. It has enabled to mobilise more resources and it is expected that the Municipal budget for 1982-83 is closing with a plus balance after many years. The Chairman observed that in principle we should not make any allocations from our own resources and carry out only as much works as can be done within the financial resources provided by the Government.

Contd.....P/3.

In case we have to supplement the allocation, then we must find ways & means to generate funds for these expenses rather than eating into our own resources, which are otherwise required for CDA's self financing programme. After some discussion following decisions were taken:-

- a) The CDA should remain within the limits of the funds allocated by the Government and no excess expenditure be incurred from its own resources.
- b) Return on investments in GIDR, etc. should in future be calculated separately for each grant-in-aid and self financing Sectors/ Schemes and credit given to each of them accordingly. This should enable the authority to undertake such of unforeseen and urgent works which cannot be carried out under Government grant-in-aid.
- c) When the demand for the budget is prepared we should work it out on two action/executive programmes, i.e.
 - (i) the ideal situation programme, and
 - (ii) a programme for lesser amount, so that we have the programme for execution available right from the very beginning of each year.
- d) E.A/Member will examine the ways and means for improving the financial position of the CDA and to increase the income of municipal functions, because more funds are needed for purchase of equipment like mechanical sweepers etc.

Action by. Dy. Financial Adviser

Director Municipal Administration.

3. SELF FINANCING SECTORS.

The Annexure 'D' containing the financial position of the self financing sectors was examined, and it was observed that 4 Sectors are in minus. The Chairman enquired as to whether the situation has been analysed to identify the reasons for excess expenditure on these Sectors. After some discussion the following decisions were taken:-

- a) No expenditure should henceforth be incurred on the development of Sectors by re-appropriation from the receipts of other Sectors. If it has to be done under certain pressing circumstances, then the reasons and the circumstances must always be cleared by the Board and recorded in the minutes of its proceedings.
- b) In future all P.C.-Is should be prepared on five years, development period basis, instead of three years as reported to be the present case. If development of a sector takes more than five years, some procedure to claim the excess expenditure from the Government as Grant-in-aid should be evolved.

- 4 -
- a) A review of all the I.C.-Is of self-financing schemes should be carried out, and the I.C.-Is should be revised wherever necessary.

Action by: Director General Works.
Deputy Financial Adviser.
Deputy Director (Eval.).

The Commissioner Rawalpindi observed that the area in or L-14 which has been earmarked for the rehabilitation of Lich Nullah affects is not being developed by the CDA, and asked as to what was the plan of the CDA for its development. It was decided that the Member (Tech.) would present a comprehensive plan for circulation and as a follow up for the reaction of all Members.

Action by: Member (Technical).
Director General Works.
Director Planning.
Director Design and Research.

4. MODEL VILLAGES.

The Annexure ' E ' containing the financial position of Model Villages was discussed at length. Basically the Model Villages in minus were due to the fact that the plots have not so far been allotted because of non-completion of development work. After detailed discussion, following decisions were taken :-

- a) The Director Planning should bring up a comprehensive plan indicating the Model Villages and explaining the whole idea of the Model Villages within the master plan concept.

Action by: Director Planning.
Director Estate Management.

- b) The scope, nature and standard of development and the design parameters of the infra-structure services for the development of these Model Villages should be put up by the Project Director (Simly Dam) for the examination of the Board for further directions. In the meantime no expenditure on development should be incurred.

Action by: Project Director (S.D.).

- c) Allotments of plots in the Model Villages should not be made for the next few months until the case at (b) above has been examined and further directions are issued by the Board.

Action by: Director Estate Management.

8) 864 FLATS IN SECTOR I-8.

It was observed that expenditure in excess of receipts has been incurred on these flats. Director General Works explained the back-ground and the present position of the working of the contractors on these flats. It was decided that the Director General Works should complete his exercise on measurement and put up the analysis along with his recommendations for completing the works to the Board most expeditiously.

Action by: Director General Works
Director Works.

ALLOCATION OF BUDGET FOR 1983-84.

The consideration of this item was deferred 20th July, 1983.

RE-ORGANIZATIONAL CHANGES.

The proposal of re-organizational changes was outlined by the Chairman. It was observed that the various projects need to be directly and indirectly related to the Chairman, as proposed in the chart. The functions directly under the Chairman were discussed. It was pointed out that a new Directorate of Training & Evaluation is to be created which will ultimately absorb the present O & M Wing. Public Relations Section should be strengthened and brought up to the Directorate level. Present Complaints Cell should be strengthened and consist of two Wings to cover the entire area of Islamabad weekly basis. The two functions of present Directorate of Procurement and Intelligence have been separated and the Intelligence functions placed under the Chairman as Security Section.

Action by: Director Personnel.
Director Enforcement & Intelligence.
Director Public Relation.
Chief Complain Officer.
Deputy Director (O & M).

Further consideration of the proposals was postponed, which the time and date will be indicated by the Chairman.

DRAFT POLICIES FOR ALLOTMENT OF LAND/LOTS.

The revised draft of policies for allotment of plots was distributed, and it was decided that another meeting may be fixed for its consideration so that in the time the Members may examine it. It was decided that the meeting may be held on 16.7.1983 subject to confirmation of availability by the Commissioner, Rawalpindi.

Action by: Director Planning.

Director Estate Management.

REVISION/SUPPLY OF CEMENT.

The Chairman observed that the purchase and supply of cement to the contractors was creating problems in the progress of the works. The idea of the present discussion was to see as to what can be done to improve the position of procurement and stocking of cement. The Director Purchase and Stores explained the procedure of the allocation of CDA cement by the State Cement Corporation of Pakistan. The position of the quota is allocated from the sources which are far away from Islamabad as against our request for supply from the nearer sources was also explained by the Director Purchases and Stores. The average daily consumption and the storage capacity indicated to be 200 tons and 1200 tons respectively. The Director Purchase and Stores further observed that annual demand indicated by the Director General Works is not systematically prepared and is always on the higher side. He emphasised the need for accurate forecasting indicating the monthly schedule of requirement. After some discussion it was decided that:-

- a) the Directorate General Works should forecast the cement requirements accurately. If it is done for the current year, it can be used for improvement in future.
- b) F.A. Member should hold meetings with the State Cement Corporation to secure the supply of CDA's requirements of cement from another in and closer sources.

- c) The present storage capacity of 1200 tons was insufficient. It should increase the storage capacity upto one month's consumption or 3,000 tons. The structure of the Cement Store to be constructed should be very simple.
- d) Director Purchase and Stores and P.A./Member shall examine the possibility of obtaining an agency from the State Cement Corporation.
- e) A purposeful examination of the formula of supply/issue of cement to the contractors against cash payment through bank drafts should be carried out. The advantages and disadvantages of the existing system as well as the system of cash payment should be recorded during this examination. It was further decided that the system of cash payment should be applied to a pilot (new) project to observe its effects.
- f) The Director General Works should issue instructions to its constituent Directorates to work out realistic requirement of cement for supply to the Purchase and Stores Directorate.

Action by: Director Coordination
Director Purchase and Stores.
Deputy Financial Adviser.

REVIEW SUMMARY FOR THE MONTH OF MAY, 1983.

The Chairman observed that the present form of "Review Summary" did not reflect the correct and meaningful picture. It was further observed that in future quarterly review reports should be submitted for consideration of the Board in a format which will be indicated by the Chairman. Monthly review on the same format may be carried out by the Director General Works with his Directors.

Action by: Director General Works.
Deputy Financial Adviser.
Deputy Director (Evaluation).

There being no other business the meeting was closed by the Chairman.
