

**SUBJECT: 18<sup>TH</sup> MEETING OF THE BOARD OF DIRECTORS (BOD) OF PHA FOUNDATION.**

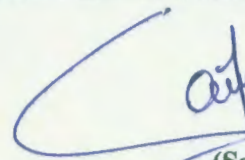
18<sup>th</sup> meeting of the Board of Directors of PHA Foundation was held on May 7, 2015 at 2:00 pm in the Committee Room of Ministry of Housing & Works under the Chairmanship of the Honorable Federal Minister for Housing & Works.

2. The draft minutes of the meeting along with covering letter are submitted for perusal and approval of the Honorable Chairman, PHA Foundation please.

Dy. No. 210  
Date 11-5-15  
Coord & Council Section  
PHA Foundation

Company Secretary, PHAF

F M J  
12/5/15

  
(Sana Abrar)  
Assistant Director  
(Coord & Council)

11/5/15

Managing Director/ CEO, PHAF

12/5/2015

Secretary Housing & Works/ Dy. Chairman, PHAF

12-5-2015

Federal Minister for Housing & Works/ Chairman, PHAF

DIRECTOR ADMIN  
Dy. No. 1261  
Date 21-05-15  
PHA FOUNDATION ISB

Pakistan Housing Authority  
MD's Office  
1448  
21/5/15

Office of the  
Federal Minister for Housing & Works  
Dy. No. F-6073  
Dated 19/5/15

Secretary Housing & Works Office  
Dy. No. 1915  
Date 20/5/15

SJS/MD PHA

Dy. Admin  
AD(C&C)

21/5/15

20/5/15  
20/5/2015

20.5.2015

**SUBJECT: MINUTES OF 18<sup>TH</sup> MEETING OF THE BOARD OF DIRECTORS (BOD) OF PHA FOUNDATION.**

I am directed to enclose copy of approved minutes of 18<sup>th</sup> meeting of the BoD of PHA Foundation which was held on May 7, 2015 at 2:00 pm in the Committee Room of Ministry of Housing & Works please.

**Encl: As above**

(Javed Iqbal)  
Director (Admin)/  
Company Secretary

**Distribution:**

1. Mr. Akram Khan Durrani,  
Federal Minister for Housing  
& Works/ Chairman, PHA  
Foundation, Islamabad.
2. Mr. Shahrugh Arbab,  
Secretary Housing & Works,  
M/o Housing & Works, Islamabad.
3. Mr. Akhtar Jan Wazir,  
Sr. Joint Secretary,  
M/o Housing & Works/ CEO,  
PHAF, Islamabad.
4. Mr. Ruhail Muhammad Baloch,  
FA (Works) / Joint Secretary,  
Finance Division, Islamabad.
5. Mr. Shahid Sohail,  
Member Engineering,  
CDA, Islamabad.
6. Mr. Waqas Ali Mehmood,  
Director General (FGEHF),  
FGEHF, Islamabad.
7. Mr. Faqir Muhammad,  
Joint Engineering Advisor,  
M/o Housing & Works,  
Islamabad.
8. Mr. Ali Akbar Sheikh,  
Director General,  
Pak PWD, Islamabad.
9. Mr. Jameel Ahmed Khan,  
Deputy Secretary (Admin)  
M/o Housing and Works,  
Islamabad.

**CC:**

1. PS to MD/ Chief Executive Officer, PHA Foundation, Islamabad.
2. PS to Chief Finance & Accounts Officer, M/o Housing & Works, Islamabad.
3. PS to All Directors, PHA Foundation.



**DG, Pak PWD:** We should freeze the contract of current Contractor and go for re-tendering; it will tell us about current rates other contractors may offer us. Then we will compare these rates with the ones offered by current Contractor. If the rate of current Contractor is not high then we will prefer him, otherwise, we will ask him to revise them. If he doesn't agree then we should cancel his contract.

**Joint Engineering Advisor, MOHW:** We should first compare the rates then make a decision.

### **DECISIONS:**

10. After weighing views offered by the participants the Chairman summed up that we do not want further delay in the project completion and the cost should not rise as well and gave following decisions:

- i. The soil test report, drawing/BOQs of houses and rates may be given to DG, Pak PWD.
- ii. The drawings showing the fill area with 10 ft to 15 ft depth may also be given to DG, Pak PWD so that he may prepare estimates of 6 houses. The area of the houses will remain the same. Only necessary required changes in design may be proposed.
- iii. The DG, Pak PWD may bring his assessment in upcoming BoD meeting which will be held on Friday, the 15<sup>th</sup> of <sup>May</sup> April, 2015 at 3:00 pm.
- iv. Meanwhile PHAF may issue a letter to the Contractor (Infrastructure Work) to speed up work at site in order to refrain from any legal action by PHAF.

### **AGENDA ITEM NO.10**


### **AUCTION OF UNSERVICEABLE VEHICLES AND PURCHASE OF NEW VEHICLES IN PHAF**

The CEO, PHAF briefed the Board that in 13<sup>th</sup> BoD meeting it was decided that unserviceable vehicles of PHAF may be disposed off according to Cabinet Division's Staff Car Rules, 1980. The prescribed life and mileage laid down for condemnation of various vehicles, in the staff car rules, 1980 was briefed as below:

**SUBJECT: MINUTES OF 18<sup>TH</sup> MEETING OF THE BOARD OF DIRECTORS (BOD) OF PHA FOUNDATION.**

I am directed to enclose copy of approved minutes of 18<sup>th</sup> meeting of the BoD of PHA Foundation which was held on May 7, 2015 at 2:00 pm in the Committee Room of Ministry of Housing & Works please.

**Encl: As above**

  
(Javed Iqbal)  
Director (Admin)/  
Company Secretary

**Distribution:**

1. Mr. Akram Khan Durrani,  
Federal Minister for Housing  
& Works/ Chairman, PHA  
Foundation, Islamabad.
2. Mr. Shahrukh Arbab,  
Secretary Housing & Works,  
M/o Housing & Works, Islamabad.
3. Mr. Akhtar Jan Wazir,  
Sr. Joint Secretary,  
M/o Housing & Works/ CEO,  
PHAF, Islamabad.
4. Mr. Ruhail Muhammad Baloch,  
FA (Works) / Joint Secretary,  
Finance Division, Islamabad.
5. Mr. Shahid Sohail,  
Member Engineering,  
CDA, Islamabad.
6. Mr. Waqas Ali Mehmood,  
Director General (FGEHF),  
FGEHF, Islamabad.
7. Mr. Faqir Muhammad,  
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Islamabad.
8. Mr. Ali Akbar Sheikh,  
Director General,  
Pak PWD, Islamabad.
9. Mr. Jameel Ahmed Khan,  
Deputy Secretary (Admin)  
M/o Housing and Works,  
Islamabad.

**CC:**

1. PS to MD/ Chief Executive Officer, PHA Foundation, Islamabad.
2. PS to Chief Finance & Accounts Officer, M/o Housing & Works, Islamabad.
3. PS to All Directors, PHA Foundation.



**SUBJECT: 18<sup>TH</sup> MEETING OF THE BOARD OF DIRECTORS (BOD) OF PHA FOUNDATION HELD ON MAY 7, 2015**

18<sup>th</sup> meeting of the Board of Directors, PHA Foundation was held under the Chairmanship of Honorable Federal Minister for Housing & Works/ Chairman, PHA Foundation on May 7, 2015 at 2:00 pm in the Committee Room of Ministry of Housing & Works. List of participants is annexed.

2. The meeting started with recitation of the Holy Quran. The MD, PHA Foundation gave a briefing to the members of the Board regarding current meeting. Afterwards business as per following agenda items was conducted:

**AGENDA ITEM NO.1**

**CONFIRMATION OF MINUTES OF 17<sup>TH</sup> BOD MEETING**

The Managing Director/ Chief Executive Officer, PHA Foundation briefed the Board and stated that minutes of 17<sup>th</sup> BoD meeting held on December 22, 2014 were circulated among the members. However, no objection was raised/received; therefore, the Board may confirm the minutes of 17<sup>th</sup> BoD meeting.

**DECISION:**

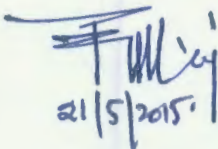
**“The minutes were confirmed unanimously.”**

**AGENDA ITEM NO.2**

**BUDGET FOR FISCAL YEAR 2014-15**

The Board of Directors was apprised that as per decision of the BoD given in its 17<sup>th</sup> meeting a Committee comprising of Financial Advisor, M/o H&W and Director (Finance), PHAF was notified on January 5, 2015. The Director (Finance), PHAF informed that after holding several meetings this Committee prepared its report and made following recommendation:

“The Budget committee discusses at length the PHAF budget and recommends the ex-post facto approval of budget estimates of PHA Foundation for financial year

  
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period of July, 2014 to April, 2015 please.”

2. The Chief Finance & Accounts Officer (CF&AO), M/o Housing & Works raised concern that why PHAF is asking for post-facto approval and why the approval was not taken in time. In response the Director (Finance) explained that at those times the sanctioning authority, CEO, PHAF was not posted, therefore, the matter could not be taken up with the BoD, because approval of the budget from BoD is mandatory.

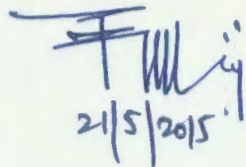
3. The Director (Finance) also elaborated that PHAF has reduced its budget from Rs. 141 million to Rs. 124 million which was appreciated by the Board members.

4. The Chairman directed that in future PHAF should not delay approval of the Budget and in absence of regular CEO, PHAF the matter of budget be put up before Deputy Chairman and Chairman of PHAF, whichever option is feasible.

**DECISION:**

5. After extensive deliberation the BoD gave following decision:

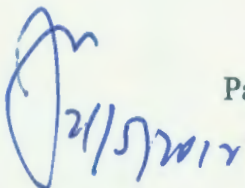
- i. **The BoD gave ex-post facto approval for budget estimates of PHA Foundation for the financial year 2014-15 along with development and operational expenditure made during the period of July, 2014 to April, 2015.**
- ii. **The BoD also directed to take in time approval of the budget estimates in future.**

  
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**AGENDA ITEM NO.3**

**APPROVAL OF AUDITED ACCOUNTS OF PAKISTAN  
HOUSING AUTHORITY (PHA) FOR FINANCIAL YEARS  
1999-2000 TO 2008-09 FROM BOARD OF DIRECTORS**

The Director (Finance), PHAF informed the BoD that annual audited accounts of Pakistan Housing Authority (PHA) for the financial years 1999-2000 to 2008-09 have been audited and the audit reports are being presented before the BoD for approval.

  
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missing of some record. In response, the Director (Finance) briefed that audit was taken up after a lapse of considerable time, therefore, some record missing was not produced to the auditor which led to this qualification.

3. The MD, PHAF and Director (Finance) explained that PHAF has already reduced these qualifications from 21 to 7 and is trying to reduce them to zero.

4. The qualifications in the reports regarding the abandoned projects and non-deposit of income tax were also discussed. The Chairman emphasized that PHAF should ensure deposit of income tax obtained from contractors in time. He further directed to maintain completion of record in future.

**DECISION:**

5. After thorough deliberations, the BoD gave following decision:

**“The BoD gave approval of the audited financial statements for the year 1999 to 2008-09, however, it was desired that efforts should be made to reduce the qualifications.”**

**AGENDA ITEM NO.4**

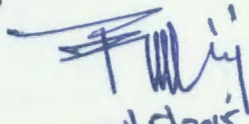
**EXTENSION OF EXTERNAL AUDIT ASSIGNMENT TILL  
FINANCIAL YEAR 2013-14 (TWO FINANCIAL YEARS)**

The Director (Finance), PHAF briefed the BoD that M/s Aslam Malik & Co., Chartered Accountants has been appointed as external auditor of Pakistan Housing Authority (PHA) for the financial years 2009-10 to 2011-12. He further elaborated that PHA Foundation having been transformed into a public limited company now has to comply with the requirement of Companies Ordinance, 1984 that requires every company to appoint an external auditor at the start of each financial year.

2. In the light of above, it was proposed that external audit assignment of M/s Aslam Malik & Co, Chartered Accountants may be extended till financial year 2014-15 so that requirements of Companies Ordinance, 1984 can be complied with.

3. After thorough deliberations the BoD gave following decision:

**“The BoD approved extension in external audit assignment of M/s Aslam Malik & Co, Chartered Accountants till financial year 2014-15 (two financial years).”**

  
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**AGENDA ITEM NO.5**

**RENEWAL OF MEMBERSHIP AFTER EXPIRY DATE**

The CEO, PHAF briefed the BoD that in 17<sup>th</sup> BoD meeting, approval for renewal of membership for Federal Government Employees was granted. The same was advertised nationwide on 31-01-2015, 01-02-2015 and 02-02-2015 in Daily Jang, Daily Dawn and Daily Express with the cut-off date of 28-02-2015.

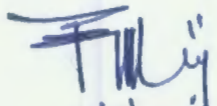
2. He informed the BoD that the cut-off date was extended twice upon the recommendations of National Assembly Standing Committee and Ministry of Housing and Works till 10-03-2015 and 16-03-2015 respectively. But so far PHAF has received more than 50 applications from ex-members of PHAF requesting to allow them to renew their membership after cut-off date.

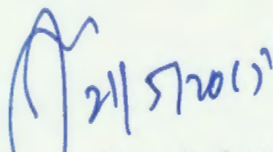
3. The Chairman inquired about number of renewed memberships so far. He was apprised that so far 11,777 members have renewed their memberships. He further inquired about exact number of applicants who are requesting for extension in cut-off date. The Chairman was informed that 305 applications have been received so far for renewal of membership.

**DECISION:**

4. After detailed discussions, the BoD gave following decision:

**“The BoD allowed renewal of membership to 305 applicants who have requested for renewal of membership till today i.e. May 7, 2015.”**

  
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## RE-LAUNCHING OF APARTMENTS AT UET, LAHORE

The Director (Land & Estate), PHAF briefed that UET shops and apartments were launched by PHAF for general public in June, 2009. The shops stand constructed on site. However, construction of apartments could not be initiated due to inquiry of seven stalled projects.

2. She further informed that the Engineering Wing has initiated the case for construction of apartments and as per their working, 08 apartments shall be constructed above the shops as per following details:

S. No.	Size of apartments (Sft)	Category	No. of apartments
1	1098	D2	2
2	1273	D1	4
3	1340	C	2

3. The Chairman desired that the cost as well as the price of the total project as well as individual unit be worked out and placed before the BoD in its next meeting. He further desired that the profit by launching these apartments should also be provided.

### DECISION:

4. After detailed discussions, the BoD gave following decision:

**“The BoD directed to provide complete proposal along with cost per apartment and draft plan and pended the decision till next BoD meeting.”**

### AGENDA ITEM NO.7

### FINALIZATION OF FEE FOR THE SERVICES PROVIDED TO THE ALLOTTEES AND PENALTY IN CASE NOT TAKING POSSESSION OF UNIT WHEN OFFERED

The Director (Land & Estate), PHAF briefed the BoD that PHAF provides different services to the allottees other than routine transfers and possessions. These services include change of name, verification of power of attorney, CTC, property status report etc. Currently PHAF is not charging any fee for above mentioned services.

*F. M. Ij*  
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21/5/2015

2. The Director (Land & Estate) highlighted that in carrying out completed projects, many allottees do not take possession. In order to avoid such situation, it is proposed that penalty charges per month may be imposed.

3. The BoD was informed that keeping in view of the services provided to the allottees, it is proposed that a fee may be fixed for these services. The proposed fees are as follows:

Sr. No.	Services	Proposed Fee	Remarks
1	Association recognition/facilitation	Rs. 15000/-	Verbally approved by Secretary (Housing & Works)
2	Property Status Report	Rs. 2500/-	
3	Duplicate copies of documents / CTC	Rs.3,000/- (for duplicate) Rs. 6000/- (for triplicate)	
4	NOC & NEC for Bank loan/lien marking	Rs. 3000/-	
5	Change of nominee	Rs. 2,500/-	
6	Change of name of married lady	Rs. 2,500/-	

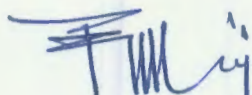
4. It was also proposed that all type of fees may be deposited in Account No. 50038-2, HBL Corporate Branch, Blue Area, Islamabad on the deposit slips already available in the said bank. The proposed fees along with procedure for its collection were submitted before the Board.

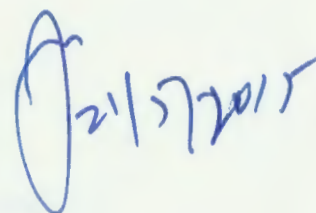
5. Penalty charges @ Rs. 2,500/- per month may be charged from the allottees in all those projects in which possession is offered.

**DECISION:**

6. The Chairman discussed all type of services mentioned above in detail and deliberated all proposed fees. After detailed discussion the BoD gave following decision:

**“The proposed fees and penalty charges given above were approved by BoD. However, Widows will be exempted from said fees & charges.”**

  
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## CRITERIA FOR PHAF DUTY ALLOWANCE

The Director (Finance), PHAF briefed the BoD that in 17<sup>th</sup> BoD meeting held on December 22, 2014 following decision was made:

**“The board decided that PHAF duty allowance will not be granted during suspension period and constituted the subsequent Committee to determine the criteria regarding duty allowance which is to be based on performance of the officers/officials:**

- i. Mr. Ruhail Muhammad Baloch (Financial Advisor, M/o H&W)**
- ii. Mr. Waqas Ali Mehmood (Director General, FGEHF)**
- iii. Mr. Tafakhar Ali Asadi (Director Finance, PHAF)”**

2. The Director (Finance) presented the report of the Committee comprising following recommendations:

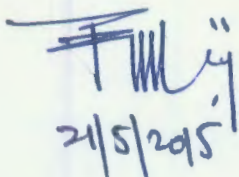
“The PHAF Duty Allowance should not be admissible under following conditions:

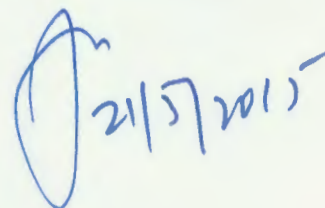
- i. During any kind of leave (except casual leave & LFP less than a month).
- ii. During posting/deputation of any employee of PHAF to other organization.
- iii. During suspension period.
- iv. As minor penalty Duty Allowance can be stopped for three months, no arrears.
- v. Attendance should be verified from the biometric machine already installed and PHAF Duty Allowance will be deducted as per following:
  - a. If any employee is late for more than 4 times but less than 8 times in a month then 10% of PHAF duty allowance will be deducted.
  - b. If any employee is late for more than 8 times but less than 12 times in a month then 20% will be deducted.”

### DECISION:

3. After deliberations, the BoD gave following decision:

**“The BoD approved the recommendations of the Committee subject to the condition that duty allowance will not be deducted from the employees with satisfactory performance based on their Quarterly Performance Reports by the reporting officers.”**

  
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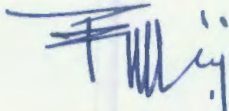
**BREIFING BY THE CONTRACTOR AND CONSULTANT ON**  
**PHAF OFFICERS RESIDENCIA PROJECT**

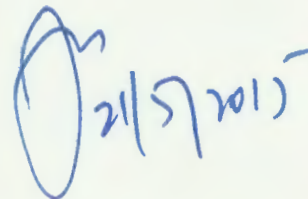
Mr. Zafar H. Siddiqui, Managing Director of M/s Engineering & Management Services (EMS), the Detailed Supervisory Consultant of PHAF Officers Residencia Project, Islamabad gave a detailed briefing to the Board members regarding their findings, opinions and recommendations on the provisions of bidding documents of construction of different category of houses/buildings and their latest correspondence with the bidders.

2. The MD, EMS informed about the number of projects they are doing in Pakistan and their existence on International level by dealing almost 30 arbitration cases regarding construction business.

3. The Consultant raised concerns about the bidding document issued by PHAF for building works by highlighting that it is not based on the Standard Bidding Documents (SBDs) issued by Pakistan Engineering Council, with this bidding document the rules-4, 38 & 40 of PPRA cannot be complied with and payment schedule is inconsistent with the construction of Grey Structure. He informed that the document binds the contractor not to claim Escalation Charges which he said is against BOQ Item 9. He further informed that this document should be client protected so that the client takes interest in doing and completing the project in time.

4. He further explained that they cannot apply variation in design because variation clauses have been deleted from the document. He said if they bring necessary changes in the design of the project then it may increase the cost from 18 to 25%. He then elaborated their way of handling the Contractors so that the work can be performed in time and up to standard. He highlighted that the key to success is not to give contract to the bidder who quotes lowest cost because such contractors linger on their activities intentionally so that escalation cost may increase and they can earn more. He told same is the condition faced by PHAF in this project. He informed that infrastructure work at PHAF Officers Residencia Project was held up for three (03) years, therefore; now the rates have been increased from those planned in 2011.

  
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work within 06 months but they have failed to do so. In response the Consultant explained that they have been unable to meet their commitment due to following items:

- i. Excavation and leveling of ground.
- ii. The material obtained from excavation will be utilized for doing other tasks and because of different soil condition on same land, it is time consuming.
- iii. Common filth present in excavation material and graveyard.

6. He further informed that M/s EMS has managed to increase the pace of work of Contractor from Rs.15,000/- per day to Rs. 1 lac per day.

7. The Chairman directed that the Contractor may speed up the work in order to refrain from any legal action by PHAF.

8. The Consultant informed that present Contractor is demanding payment of escalation to complete remaining infrastructure work. He further added that the project needs redesigning, change in BOQs and contract document. The Chairman raised following queries:

**Question 1:** If payment of escalation is made to the Contractor, will it be favorable for PHAF?

**Question 2:** If escalation charges are not paid to the Contractor and re-tendering is done, will it be favorable for PHAF?

9. The Chairman requested the participants for their views. The participants responded as below:

**CEO, PHAF:** PHAF should go for re-tendering.

**Director (Finance), PHAF:** We should first make a comparison of market rates with those offered by the current Contractor. If the difference is not higher, then we should take work from current Contractor by paying him escalation charges. Otherwise, we should cancel his contract and go for re-tendering.

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**DG, Pak PWD:** We should freeze the contract of current Contractor and go for re-tendering; it will tell us about current rates other contractors may offer us. Then we will compare these rates with the ones offered by current Contractor. If the rate of current Contractor is not high then we will prefer him, otherwise, we will ask him to revise them. If he doesn't agree then we should cancel his contract.

**Joint Engineering Advisor, MOHW:** We should first compare the rates then make a decision.

**DECISIONS:**

10. After weighing views offered by the participants the Chairman summed up that we do not want further delay in the project completion and the cost should not rise as well and gave following decisions:

- i. **The soil test report, drawing/BOQs of houses and rates may be given to DG, Pak PWD.**
- ii. **The drawings showing the fill area with 10 ft to 15 ft depth may also be given to DG, Pak PWD so that he may prepare estimates of 6 houses. The area of the houses will remain the same. Only necessary required changes in design may be proposed.**
- iii. **The DG, Pak PWD may bring his assessment in upcoming BoD meeting which will be held on Friday, the 15<sup>th</sup> of May, 2015 at 3:00 pm.**
- iv. **Meanwhile PHAF may issue a letter to the Contractor (Infrastructure Work) to speed up work at site in order to refrain from any legal action by PHAF.**

**AGENDA ITEM NO.10**

**AUCTION OF UNSERVICEABLE VEHICLES AND PURCHASE OF  
NEW VEHICLES IN PHAF**

The CEO, PHAF briefed the Board that in 13<sup>th</sup> BoD meeting it was decided that unserviceable vehicles of PHAF may be disposed off according to Cabinet Division's Staff Car Rules, 1980. The prescribed life and mileage laid down for condemnation of various vehicles, in the staff car rules, 1980 was briefed as below:

*F. M. Iqbal*  
21/5/2015

*[Signature]*  
21/5/2015



1	Motorcycle	5 Years	100,000
2	Suzuki Car/Van	6 Years	160,000
3	Car 1300 CC	6 Years	200,000
4	Car 1600 CC	7 Years	250,000
5	Jeep, Station Wagon, Bus Truck, 2000 CC and above	8 Years	200,000

2. The BoD was further informed that as per staff car rules, 1980 following vehicles of PHAF are unserviceable and have also completed the prescribed life mentioned at Para 1 above:

SN	Vehicle	No. of Years
1	Suzuki Baleno Car, Model 2004, 1300CC, Regn No. GA-242	11
2	Toyota Double Cabin, Model 1993, 2400CC, Regn No.IDF-5768	22
3	Mitsubishi Double Cabin, Model 1995, 2400CC, Regn No. IDF-5021	20

3. The BoD was apprised that in order to formalize auction procedure and declare the vehicles as condemned, a "Vehicle Condemnation Committee" comprising of following members may be constituted to proceed further in the matter:

1	Mr. Jameel Ahmed Khan, Deputy Secretary, M/o H&W	Chairman
2	Mr. Javed Iqbal, Director (Admin), PHAF	Member
3	Mr. Raheel Saleem, Dy. Director (Engg), PHAF	Technical Member

4. The Chairman discussed the details of vehicles to be disposed off and composition of proposed Vehicle Condemnation Committee.

#### **DECISIONS:**

5. After detailed discussion the BoD gave following decisions:

- i. **The BoD approved the proposed vehicles to be condemned and approved auction of the same by giving advertisements in newspapers about model of vehicle etc.**
- ii. **The BoD further approved the proposed Committee as per pre-para No. 3.**
- iii. **The BoD did not approve the purchase of new vehicles.**

**AGENDA ITEM NO.11**

*F. M. Iqbal*  
21/5/2015

*[Signature]*  
21/5/2015

The Honorable Federal Minister for Housing and Works/ Chairman, PHAF raised following queries in 17<sup>th</sup> BoD meeting and directed to review the proposal. The Director (Land & Estate), PHAF explained the queries raised as below:

**Q.1. Is there any other person who has not paid full down payment?**

Ans. There is no such person who has not paid full down payment.

**Q.2. Whether cancellation letter was issued to Mr. Fazal-ur-Rehman?**

Ans. Due to nonpayment of full down payment no allotment letter has been issued to Mr. Fazal-ur-Rehman against which cancellation could be made.

The case of allotment was under consideration since 2012.

2. The Chairman inquired about the payment made by Mr. Fazal-ur-Rehman. In response the Director (Land & Estate) informed that he made payment but it was less than requisite down payment.

**DECISION:**

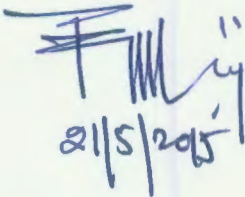
3. The BoD after thorough discussion gave following decision:

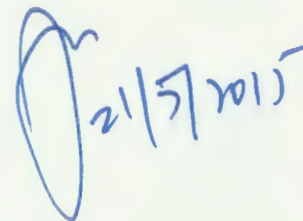
**“The BoD approved allotment of Housing Unit No. 83, Lane 10, Cat-I to Mr. Iftikhar Rashid. It was also approved that Mr. Fazal-ur-Rehman will be considered for allotment in case of availability of house in the project in future provided he deposits full payment of the unit in lump sum and he has not been allotted a flat/ housing unit by PHAF previously.”**

**AGENDA ITEM NO.12**

**UPGRADATION OF THE POST OF ACCOUNTS OFFICER  
FROM BPS-17 TO BPS-18**

The Director (Finance), PHAF briefed the case that the post of Accounts Officer in BPS-17 was advertised on 18<sup>th</sup> November, 2011. Later on, post was filled on 17<sup>th</sup> April, 2012.

  
21/5/2015

  
21/5/2015



Officer from BPS-17 to 18 as per notification issued on August 24, 2011. He informed that many other Government organizations like Controller General of Accounts, CDA etc. have also upgraded the post from BPS-17 to 18. Therefore, the BoD may allow PHAF to upgrade this post in PHAF too.

**DECISION:**

3. After thorough discussion the BoD decided as below:

**“The BoD decided to obtain views of Regulation Wing, Finance Division before placing the matter before the BoD.”**

**AGENDA ITEM NO.13**

**AMENDMENTS/ CORRECTIONS AND ADDITION IN SERVICE RULES, 2011 OF PHA FOUNDATION**

The CEO, PHAF briefed the BoD that during 1<sup>st</sup> Board meeting of PHAF it was resolved that the Service Rules framed for the former Pakistan Housing Authority may be changed to the extent of title and contents to be called “Service Rules of PHA Foundation”.

2. It was explained that accordingly existing rules of former Pakistan Housing Authority have been thoroughly examined and it has been observed that besides change of name from Pakistan Housing Authority to that of PHA Foundation, amendments/corrections along with addition of two new paras 57 and 58 may be placed before the BoD for consideration and incorporation into the Service Rules, 2011 of PHA Foundation, detail of which is as under:

Para 40.	The employees of PHA Foundation shall be governed by the <b><u>efficiency and discipline rules</u></b> of the Federal Government employees.
Para 42.	The employees of PHA Foundation shall be governed by the appeal rules of the Federal Government Employees.
Para 57.	In case of <b>death of an employee during his/her service</b> , the incentives announced by the Prime Minister or any other authority from time to time as notified by the Cabinet Division/Finance Division shall mutatis mutandis apply to all employees of PHA Foundation.
Para 58.	In all matters not provided in these rules, the employees shall be <b>governed by the rules applied to the Federal Government Employees.</b>

*F. Malik*  
21/5/2015

*[Signature]*  
21/5/2015

**DECISION:**

3. After detailed discussions the BoD gave following decision:
- i. The BoD approved inclusion of proposed paras No. 40 and 42.
  - ii. The BoD approved the change in Schedule-II Column 4 as "the Minimum Age Limit may be read as Maximum/Upper Age Limit".
  - iii. The BoD pended the decision regarding inclusion of proposed paras No. 57 and 58.

**AGENDA ITEM NO.14****PAYMENT OF SALARIES TO THE EMPLOYEES OF DEFUNCT MAINTENANCE SERVICES WING OF PHAF**

The BoD was briefed about the establishment and then abolishing of MS Wing by BoD. The BoD was apprised that the MS Wing could not generate the revenue due to the corruption and mal practices of the then Additional Director and Assistant Directors. The salaries drawn were not disbursed properly. The salaries were disbursed in cash against procedures and not to the whole staff.

2. The Chairman inquired about the number of employees of the then MS Wing and total amount to be paid to them and desired that the same information should be submitted to the BoD.
3. The Chairman further inquired about the steps taken by PHAF regarding fact finding and charges related to the said accusations upon Mr. Fateh Ali Khan, the then Additional Director, MS Wing. It was informed that charges have been established in the fact finding departmental inquiry. It was further informed that the case is to be referred to FIA for inquiry. Thereafter, the Chairman directed that PHAF may take concrete steps regarding allegations against said officer, otherwise, this case may be referred to NAB.

21/5/2015

F. Ali Khan  
21/5/2015

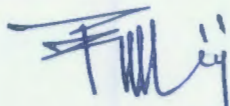


4. After detailed discussions the BoD gave following decision:

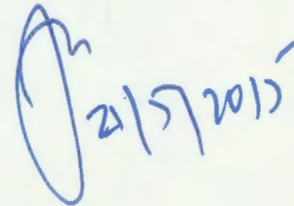
**“The BoD constituted following Inquiry Committee to examine the issue of MS Wing in detail, fix responsibility and give report to BoD regarding revenue/ expenditure of MS Wing, amount collected from allottees on account of maintenance charges, amount paid to employees of MS Wing as salaries and embezzlement and fraud in the MS Wing:**

- i. Mr. A. R. Zaidi, CF&AO, M/o Housing & Works**
- ii. Mr. Ruhail Muhammad Baloch, Financial Advisor, M/o Housing & Works**

There being no other business the meeting ended with a vote of thanks from and to the Chair.

  
21/5/2015

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21/5/2015

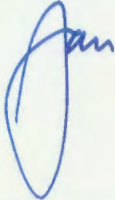
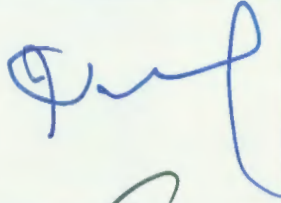
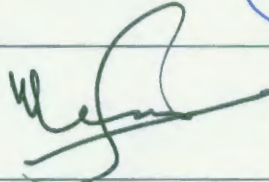
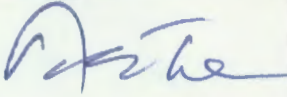
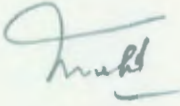
SN	Name & Designation	Status in the Board	Presence
1	Mr. Akram Khan Durrani, Federal Minister for Housing & Works/ Chairman, PHA Foundation, Islamabad	Chairman	Attended
2	Mr. Shahrukh Arbab, Secretary Housing & Works, M/o Housing & Works, Islamabad.	Deputy Chairman	Attended
3	Mr. Akhtar Jan Wazir, Sr. Joint Secretary, M/o Housing & Works/ CEO, PHAF, Islamabad.	Member	Attended
4	Mr. Ruhail Muhammad Baloch, Financial Advisor (Works) / Joint Secretary, Finance Division, Islamabad.	Member	Attended
5	Mr. Shahid Sohail, Member Engineering, CDA, Islamabad.	Member	Not Attended
6	Mr. Waqas Ali Mehmood, Director General, FGEHF, Islamabad.	Member	Attended
7	Mr. Faqir Muhammad, Joint Engineering Advisor, M/o Housing & Works, Islamabad.	Member	Attended
8	Mr. Ali Akbar Sheikh, Director General, Pak PWD, Islamabad.	Member	Attended
9	Mr. Jameel Ahmed Khan, Deputy Secretary (Admn), M/o Housing & Works, Islamabad.	Member	Not Attended

### PARTICIPANTS OTHER THAN BOD MEMBERS

1	Mr. A.R. Zaidi	Chief Finance & Accounts Officer, M/o Housing & Works on Special Invitation
2	Mr. Javed Iqbal	Company Secretary, PHAF
3	Mr. Tafakhar Ali Asadi	Director (Finance), PHAF
4	Mr. Shahid Farzand	Director (Engineering), PHAF
5	Ms. Shafaq Ali	Director (Land & Estate), PHAF
6	Ms. Roomana Kakar	Director (Monitoring), PHAF

\*\*\*\*\*



SN	Name & Designation	Status in the Board	Presence
1	Mr. Akram Khan Durrani, Federal Minister for H&W / Chairman PHA Foundation, Islamabad	Chairman	✓
2	Mr. Shahrukh Arbab, Secretary Housing & Works, M/o Housing & Works, Islamabad.	Deputy Chairman	✓
3	Mr. Akhtar Jan Wazir Sr. Joint Secretary M/o Housing & Works, Islamabad. MD/CEO, PHAF, Islamabad	Member	
4	Mr. Jameel Ahmad Khan Deputy Secretary (Admin) M/o Housing & Works Islamabad.	Member	X
5	Mr. Shahid Sohail, Member Engineering, CDA, Islamabad.	Member	X
6	Mr. Ruhail Muhammad Balouch, Financial Advisor (Works) / Joint Secretary, Finance Division, Islamabad.	Member	
7	Mr. Waqas Ali Mehmood, Director General, FGEHF, Islamabad.	Member	
8	Mr. Ali Akbar Sheikh Director General, Pak PWD, Islamabad.	Member	
9	Mr. Faqir Muhammad, Joint Engineering Advisor, M/o Housing & Works, Islamabad.	Member	

**SUBJECT: 18<sup>TH</sup> MEETING OF THE BOARD OF DIRECTORS (BOD) OF PHA FOUNDATION.**

I am directed to enclose the working paper for the 18<sup>th</sup> meeting of the BoD of PHA Foundation which is rescheduled to be held on May 5, 2015 at 1100 hours in the Committee Room of Ministry of Housing & Works. The Federal Minister for Housing & Works/ Chairman, PHA Foundation will chair the meeting.

*P 30-4-15*

*(Javed Iqbal)*  
Company Secretary/  
Director (Admin)

**Distribution:**

1. Mr. Akram Khan Durrani,  
Federal Minister for Housing  
& Works/ Chairman, PHA  
Foundation, Islamabad.

2. Mr. Shahrukh Arbab,  
Secretary Housing & Works,  
M/o Housing & Works, Islamabad.

3. Mr. Akhtar Jan Wazir,  
Sr. Joint Secretary,  
M/o Housing & Works/ CEO,  
PHAF, Islamabad.

4. Mr. Ruhail Muhammad Baloch,  
FA (Works) / Joint Secretary,  
Finance Division, Islamabad.

5. Mr. Shahid Sohail,  
Member Engineering,  
CDA, Islamabad.

6. Mr. Waqas Ali Mehmood,  
Director General (FGEHF),  
FGEHF, Islamabad.

7. Mr. Faqir Muhammad,  
Joint Engineering Advisor,  
M/o Housing & Works,  
Islamabad.

8. Mr. Ali Akbar Sheikh,  
Director General,  
Pak PWD, Islamabad.

9. Mr. Jameel Ahmed Khan,  
Deputy Secretary (Admin)  
M/o Housing and Works,  
Islamabad.

**CC:**

1. All Directors, PHA Foundation.
2. PS to MD/ Chief Executive Officer, PHA Foundation, Islamabad.



NO.	OTHER FACSIMILE	START TIME	USAGE	TIME	MODE	PAGES	RESULT	*CODE
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06	9253244	23 Apr. 11:05	00'25		SND	001	OK	
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\*CODE = FOR SERVICE CENTRE USE ONLY

**SUBJECT: MINUTES OF 18<sup>TH</sup> MEETING OF THE BOARD OF DIRECTORS (BOD) OF PHA FOUNDATION.**

I am directed to enclose copy of approved minutes of 18<sup>th</sup> meeting of the BoD of PHA Foundation which was held on May 7, 2015 at 2:00 pm in the Committee Room of Ministry of Housing & Works please.

Encl: As above

*21-5-15*

*F. Iqbal*  
(Javed Iqbal)  
Director (Admin)  
Company Secretary

**Distribution:**

1. Mr. Akram Khan Durrani,  
Federal Minister for Housing  
& Works/ Chairman, PHA  
Foundation, Islamabad.

2. Mr. Shahrukh Arbab,  
Secretary Housing & Works,  
M/o Housing & Works, Islamabad.

3. Mr. Akhtar Jan Wazir,  
Sr. Joint Secretary,  
M/o Housing & Works/ CEO,  
PHAF, Islamabad.

4. Mr. Ruhail Muhammad Baloch,  
FA (Works) / Joint Secretary,  
Finance Division, Islamabad.

*22/5/15*  
*10:00 am*

5. Mr. Shahid Sohail,  
Member Engineering,  
CDA, Islamabad.

6. Mr. Waqas Ali Mehmood,  
Director General (FGEHF),  
FGEHF, Islamabad.

7. Mr. Faqir Muhammad,  
Joint Engineering Advisor,  
M/o Housing & Works,  
Islamabad.

8. Mr. Ali Akbar Sheikh,  
Director General,  
Pak PWD, Islamabad.

Received  
R & I Section  
D.G.'s Office  
Pak. PWD, Islamabad

9. Mr. Jameel Ahmed Khan,  
Deputy Secretary (Admin)  
M/o Housing and Works,  
Islamabad.

**CC:**

- 1. PS to MD/ Chief Executive Officer, PHA Foundation, Islamabad.  
PS to Chief Finance & Accounts Officer, M/o Housing & Works, Islamabad.  
PS to All Directors, PHA Foundation.

*21/5/15*

*21-5-15*

*21/5/15*

*21-5-15 Dis Enk*





## OFFICE ORDER

**Subject: FORMATION OF INQUIRY COMMITTEE TO PROBE INTO ISSUES REGARDING MS WING AS PER DECISION TAKEN IN THE 18<sup>TH</sup> BOD MEETING OF PHA FOUNDATION**

As a consequence of the decision taken in the 18<sup>th</sup> BoD meeting, the Competent Authority has been pleased to constitute following Committee to probe into issues regarding MS Wing:

- i. The Chief Finance & Accounts Officer, M/o Housing & Works **Member**
- ii. The Financial Advisor, M/o Housing & Works **Member**

2. The TORs of the Committee will be as under:

- i. To examine the issues of MS Wing in detail.
- ii. To fix responsibility on defaulters.
- iii. To submit comprehensive report to BoD regarding revenue/ expenditure of MS Wing, amount collected from allottees on account of maintenance charges, amount paid to employees of MS Wing as salaries and embezzlement and fraud in the MS Wing.

(Javed Iqbal)  
Director (Admn)/  
Company Secretary

### Distribution:

- i. Mr. A. R. Zaidi, CF&AO, M/o Housing & Works
- ii. Mr. Ruhail Muhammad Baloch, Financial Advisor, M/o Housing & Works

### Copy for information to:

- i. PS to Federal Minister for Housing & Works, M/o Housing & Works, Islamabad
- ii. PS to Secretary Housing & Works, M/o Housing & Works, Islamabad
- iii. PS to MD/ CEO, PHAF

*May kindly be seen before issuance please.*

*Dir (A)*

*CEO/MD, PHAF*

*FMI*  
*22/5/2015*

*22/5/2015*

*13/5/15*



**PHA FOUNDATION  
MINISTRY OF HOUSING & WORKS**

No. PHA-F/18<sup>th</sup> –Board Meeting/2015/  
May 11, 2015

**SUBJECT: MINUTES OF 18<sup>TH</sup> MEETING OF THE BOARD OF DIRECTORS  
(BOD) OF PHA FOUNDATION.**

I am directed to enclose copy of approved minutes of 18<sup>th</sup> meeting of the BoD of PHA Foundation which was held on May 7, 2015 at 2:00 pm in the Committee Room of Ministry of Housing & Works please.

**Encl: As above**

**(Javed Iqbal)  
Director (Admin)/  
Company Secretary**

**Distribution:**

1. Mr. Akram Khan Durrani,  
Federal Minister for Housing  
& Works/ Chairman, PHA  
Foundation, Islamabad.
2. Mr. Shahrukh Arbab,  
Secretary Housing & Works,  
M/o Housing & Works, Islamabad.
3. Mr. Akhtar Jan Wazir,  
Sr. Joint Secretary,  
M/o Housing & Works/ CEO,  
PHAF, Islamabad.
4. Mr. Ruhail Muhammad Baloch,  
FA (Works) / Joint Secretary,  
Finance Division, Islamabad.
5. Mr. Shahid Sohail,  
Member Engineering,  
CDA, Islamabad.
6. Mr. Waqas Ali Mehmood,  
Director General (FGEHF),  
FGEHF, Islamabad.
7. Mr. Faqir Muhammad,  
Joint Engineering Advisor,  
M/o Housing & Works,  
Islamabad.
8. Mr. Ali Akbar Sheikh,  
Director General,  
Pak PWD, Islamabad.
9. Mr. Jameel Ahmed Khan,  
Deputy Secretary (Admin)  
M/o Housing and Works,  
Islamabad.

**CC:**

1. All Directors, PHA Foundation.
2. The Chief Finance & Accounts Officer, M/o Housing & Works, Islamabad.
3. PS to MD/ Chief Executive Officer, PHA Foundation, Islamabad.



File No. PHA-F/18<sup>th</sup> –Board Meeting/2015/ 87  
May 22, 2015**OFFICE ORDER**

**Subject: FORMATION OF INQUIRY COMMITTEE TO PROBE INTO ISSUES REGARDING MS WING AS PER DECISION TAKEN IN THE 18<sup>TH</sup> BOD MEETING OF PHA FOUNDATION**

As a consequence of the decision taken in the 18<sup>th</sup> BoD meeting, the Competent Authority has been pleased to constitute following Committee to probe into issues regarding MS Wing:

- i. The Chief Finance & Accounts Officer, M/o Housing & Works **Member**
- ii. The Financial Advisor, M/o Housing & Works **Member**

2. The TORs of the Committee will be as under:

- i. To examine the issues of MS Wing in detail.
- ii. To fix responsibility on defaulters.
- iii. To submit comprehensive report to BoD regarding revenue/ expenditure of MS Wing, amount collected from allottees on account of maintenance charges, amount paid to employees of MS Wing as salaries and embezzlement and fraud in the MS Wing.

  
(Javed Iqbal)  
Director (Admn)/  
Company Secretary

**Distribution:**

- i. Mr. A. R. Zaidi, CF&AO, M/o Housing & Works
- ii. Mr. Ruhail Muhammad Baloch, Financial Advisor, M/o Housing & Works

**Copy for information to:**

- i. PS to Federal Minister for Housing & Works, M/o Housing & Works, Islamabad
- ii. PS to Secretary Housing & Works, M/o Housing & Works, Islamabad
- iii. PS to MD/ CEO, PHAF

# Peon Book of \_\_\_\_\_

Date	Name	Description	By Whom Delivered	Acknow- ledgement
29/5/15	Mr. Obaid ud-din	HEW 1813 PHA-F/Dir Engg/ing/2015/26,		
11	M. B. Khattar	Chief PWD Crq/1813		
22/5/15	A. R. Zaidi	KAF-18-BoD/2015/87 CF. AO M/o, H&W,		(Admin)
20/5/15	Rahail Muhammad Baloch	Finnal Admin PSTO Federal Minister H&W, M/o, PS to Secretary H&W, M/o,	DIR (Admin)	2015

Office, Islamabad

Dispatched: P & I Section  
M/o Planning and Works  
Islamabad