



A company set up under section 42 of the Companies Ordinance, 1984

PHA FOUNDATION

MINISTRY OF HOUSING & WORKS

SHAHEED-E- MILLAT, SECRETARIAT, BLUE AREA, ISLAMABAD



No. PHA-F/41st BoD Meeting/2020/201

Dated: July 29, 2020

Subject: MINUTES OF 41ST BOD MEETING OF PHA FOUNDATION HELD ON JULY 27, 2020 IN THE COMMITTEE ROOM OF PHA FOUNDATION, ISLAMABAD.

I am directed to enclose copy of approved Minutes of 41st meeting of BoD of PHA Foundation held on July 27, 2020 at 12:30 PM under the chairmanship of Federal Minister for Housing & Works / Chairman, PHA Foundation in the Committee Room of PHA Foundation, Islamabad.

Encl: As above

(MUHAMMAD IRFAN KHAN)
Director (Monitoring & Coord)

Distribution:

1. Ch. Tariq Bashir Cheema,
Federal Minister for Housing & Works/
Chairman, PHA Foundation,
Islamabad.
2. Dr. Imran Zeb Khan,
Secretary Housing & Works,
M/o Housing & Works,
Islamabad.
3. Mr. Zahoor Ahmed,
Additional Secretary,
M/o Housing & Works,
Islamabad.
4. Mr. Tariq Rashid,
Chief Executive Officer,
PHA Foundation,
Islamabad.
5. Dr. Shahid Mehmood,
Member Engineering,
CDA, Islamabad.
6. Mr. Amir Mohyuddin,
Joint Secretary (Admin)/Estate,
M/o Housing & Works,
Islamabad.
7. Mr. Rizwan Ahmed Sheikh,
Financial Advisor (Works)/
Joint Secretary, Finance Division,
Islamabad.
8. Mr. Waseem Hayat Bajwa,
Director General,
FGEHA, Islamabad.
9. Mr. Anwar ul Haq Dogar,
Joint Engineering Advisor,
M/o Housing & Works,
Islamabad.
10. Mr. Shahid Farzand,
Director General,
Pak. PWD, Islamabad.

Copy for information to:

- i. PS to Chief Executive Officer, PHA Foundation, Islamabad.
- ii. PA to Chief Engineer, PHA Foundation, Islamabad.
- iii. PA to Company Secretary, PHA Foundation, Islamabad.
- iv. PA to All Directors, PHA Foundation, Islamabad.
- v. Section file.

MINUTES OF 41ST BOD MEETING OF PHA FOUNDATION

AGENDA ITEM NO.	SUBJECT	PAGE NO.
01	Confirmation of Minutes of 40 th BoD Meeting of PHAF	2
02	Approval of PC-I's of Kurri Road Project, I-12 Project & I-16/3 Project	2-8
03	Developing of Housing Scheme at Kuchlak Road, Quetta	8-9
04	Delegation of powers for procurement through purchase committee	9-10
05	Mechanism/SOP's for recruitment in PHA Foundation in light of Establishment Divisions' Office Memorandum No. 53/1/2008-SP dated 06-05-2020 and No. 53/19/2016-SP dated 4 th June, 2020	10-15
06	Establishment of IT Wing, Marketing Section and recruitment criteria for BS-17 or equivalent posts in PHA Foundation	15-20
07	Revision of Incidental Charges of Board Members and Sub-Committee Members due application of 20% With Holding tax on fees	20
08	Appointment/Posting of Dr. Shaista Nuzhat Director BPS-19 as Company Secretary of PHA Foundation	21
Addl. Agenda No. 1	Launching of PHA Residencia Peshawar Surizai Housing Project	22-25

41st meeting of the Board of Directors of PHA Foundation was held under the chairmanship of Honorable Federal Minister for Housing & Works / Chairman, PHA Foundation on July 27, 2020 at 12:30 PM in Committee Room of PHA Foundation Islamabad.

2. The meeting started with recitation from the Holy Quran.

AGENDA ITEM NO. 01

CONFIRMATION OF MINUTES OF 40TH BOD MEETING OF PHAF

The BoD was apprised that 40th Meeting of the Board of Directors of PHA Foundation was held under the Chairmanship of Honorable Federal Minister for Housing & Works / Chairman, PHA Foundation on June 10, 2020 at 11:30 AM in the Committee Room of Ministry of Housing & Works, Islamabad. The minutes were circulated among all members of the Board of Directors. No written objection to the minutes was received within stipulated time. Thus, Members of BoD were requested to confirm minutes of 40th BoD Meeting.

2. JS (Expenditure), Ministry of Finance added that Minutes of Finance & Accounts Committee meeting under which budget was recommended to the Board also contained recommendations for holding a biannual budget review as well as presentation to the Board of Directors of physical and financial progress of each project on quarterly basis. The Board endorsed the recommendations.

AGENDA ITEM NO. 02

APPROVAL OF PC-I'S OF KURRI ROAD PROJECT, I-12 PROJECT & I-16/3 PROJECT

- I. **DEVELOPMENT OF CAT-I, II & III GREY STRUCTURE HOUSES AND COMMERCIAL-CUM RESIDENTIAL BLOCK A,B & C AT KURRI ROAD ZONE-IV, ISLAMABAD**
- II. **DEVELOPMENT OF 3200 D & E-TYPE MULTI-STOREY APARTMENTS AT SECTOR I-12 ISLAMABAD.**
- III. **DEVELOPMENT OF 1584 B&E-TYPE MULTI-STOREY APARTMENTS AT SECTOR I-16 ISLAMABAD.**

The BoD was informed that Pakistan Housing Authority-Foundation was a public company registered with security and exchange commission of Pakistan under section 42 of companies' ordinance 1984, being one of the implementing arms of Ministry of housing and works, PHA-F was persistently striving to provide affordable shelter to the shelter-less across the country.

2. It was apprised that in compliance to the Planning and Development Division's O.M No. 21 (2-Gen) PIA/PC/2004, dated 18th December 2004, the Competent Authority vide Notification No. F.3(82)/2016-Works, dated 22-09-2016, notified the constitution of Development Working Party (DWP) of PHA-Foundation.

3. Consequently, PC-I of the projects namely; (I) Construction of Multi-story apartments at Sector I-12/1 Islamabad, (II) Development of Multi-story apartments at Sector I-16/3 Islamabad and (III) Construction of Row Houses Cat-I, II & III at Kurri Road Zone-IV, Islamabad were submitted to Joint Engineering Advisor, M/o Housing and Works, vide No. PHA-F/CE/ISL/2016/170, Dated 13-12-2016.

4. Some observations on PC-I were communicated vide Section Officer (Works) Letter No. F.3 (82)/2016-Works, dated 20-12-2016, which were accordingly redressed and reviewed PC-I were submitted vide No. PHA-F/CE/ISL/2017/29, Dated 08-02-2017.

5. Ministry of Housing & Works vide No. F.(DWP-III)/AEA/P&D, 28-03-2017 issued Notice for conducting meeting of DWP-PHA-F that was scheduled to be held on 04-04-2017, and was rescheduled vide Ministry of Housing & Works letter No.F.60(DWP-PHAF) PC-1/AEA, 05-03-2018, to be held on 07-03-2018, for the following projects:-

- (i) Development of Multi-storey apartments at Sector I-16/3 Islamabad
- (ii) Construction of Multi-storey apartments at Sector I-12/1 Islamabad.

6. Minutes of the said meeting were circulated vide letter no.PHA-F/Dir(Engg-II)/ISL/2018/384 dated 06-04-2018, wherein it was decided that:-

- a) No project in future shall be executed without approval of PC-1 by DWP of PHAF.
- b) The project under consideration be reviewed in light of the observation of DWP of PHAF Committee.
- c) Since the projects were started after the approval of PHAF Board, therefore it was advisable that PHA-F Board of Directors would be requested to approve the PC-I's.

7. Accordingly, in the light of the decision of DWP, adjustments in the PC-I's were carried in the light of the actual site conditions as per the report of the project consultants.

8. In order to proceed further a committee was constituted in PHAF vide office order no. PHA/HR/MISC/213/2012/60 dated 30-06-2020 to review the PC-1's of I-12,I-16/3 and Kurri Road Project for placing the same before BoD. The committee after examining the PC-1's endorsed the working of PC-1's and recommended to place the same before the BoD for approval as per following :-

I. DEVELOPMENT OF CAT-I, II & III GREY STRUCTURE HOUSES AND COMMERCIAL-CUM RESIDENTIAL BLOCK A,B & C AT KURRI ROAD ZONE-IV, ISLAMABAD

A. EXPENDITURE

S.No	Description	Total Development Cost (Rs)
A	COST OF PHA-F OFFICER RESIDENCIA KURRI ROAD PROJECT	6,026,518,969
B	CONSTRUCTION COST OF COMMERCIAL CUM RESIDENTIAL BLOCK A&B AT KURRI ROAD ISB	470,706,444
C	TENTATIVE COST FOR DEVELOPMENT OF COMMERCIAL CUM RESIDENTIAL (North Side) AT KURRI ROAD ISB	78,467,168
F	TOTAL	6,575,692,581

B. REVENUE

S.No	Description	Total Revenue (Rs)
A	REVEUNE FROM SALE OF CAT-I,II & III GREY STRUCTURE HOUSES	4,568,753,580
B	REVEUNE FROM SALE OF SHOPS AND APARTMENTS OF COMMERCAIL CUM RESIDENTAIL BLOCK A & B.	1,360,343,886
C	REVEUNE FROM SALE OF SHOPS AND APARTMENTS OF COMMERCAIL CUM RESIDENTAIL (NORTH SIDE)	182,500,000
D	REVEUNE FROM DPC	90,510,000
E	BANK INTEREST	373,975,000
F	TOTAL	6,576,082,466

*The Costing (i.e. Revenue & Expenditure) of the project was approved vide Agenda Item No. 04 of the 33rd BoD Meeting.

I. DEVELOPMENT OF 3200 D & E-TYPE MULTI-STOREY APARTMENTS AT SECTOR I-12 ISLAMABAD.**A. EXPENDITURE**

S.No	Description	Amount (Rs)	MILLION
A	COST OF PROJECT	10,685,050,853.45	10685.05
	TOTAL COST OF PROJECT	10,685,050,853.45	10685.05
	TOTAL COST OF PROJECT (A)	10,685,050,853.45	10685.05
B	ESTIMATED ESCALATION		
	Escalation Cost	1,702,284,130.57	
	TOTAL ESTIMATED ESCALATION (B)	1,702,284,130.57	1,702.28
	TOTAL COST OF PROJECT INCLUDING ESCALATION (A+B)	12,387,334,984.02	12387.33
C	TENTATIVE UTILITIES/SERVICE CHARGES		
	WAPDA IESCO charges @ 2.15 % etc.	253,940,367.17	253.94
	SNGPL Charges @ 0.35 %	43,355,672.44	43.36
	Sewerage & Water Supply Charges @ 0.45%	55,743,007.43	55.74
	TOTAL (C)	353,039,047.04	353.04
D	CONSULTANCY CHARGES		
	DESIGN CHARGES @ 0.75 % OF (A)	80,137,881.40	80.14
	SUPERVISION CHARGES	295,000,000.00	295.00
	Environmental Charges @ 0.05%	5,342,525.43	5.34
	Electrical design Load charges by Wapda Authorized consultant	3,739,767.80	3.74
	TOTAL (D)	384,220,174.63	384.22
	TOTAL (A+B+C+D)	13,057,498,765.45	13061.24

E	DEPARTMENTAL CHARGES		
	CONTINGENCES @ 1% OF (A)	106,850,508.53	106.85
	ADMINISTRATIVE CHARGES @ 2% Of (A)	213,701,017.07	213.70
	MARKETING CHARGES @ 0.3% OF (A)	32,055,152.56	32.06
	TOTAL (E)	352,606,678.16	352.61
F	Land & Scapping		
	Land Scapping @ 0.05% of (A)	5,342,525.43	5.34
	TOTAL (F)	5,342,525.43	5.34
G	Land Cost Paid to CDA	288,000,000.00	288.00
	TOTAL (G)	288,000,000.00	288.00
	GRAND TOTAL COST OF PROJECT (A+B+C+D+E+F+G)	13,770,543,409.28	13,770.54
	AMOUNT IN BILLION (A+B+C+D+E+F)	13.77	

B. REVENUE

REVENUE OF I-12 PROJECT				
Category	Allotment	No. Of Apartment	Sale Price	Total Amount
D -Type	F.G Employees	278	3,600,000.00	1,000,800,000.00
D-Type	General Public	1383	3,975,000.00	5,497,425,000.00
E-Type	F.G Employees	189	2,975,000.00	562,275,000.00
E-Type	General Public	35	3,265,000.00	114,275,000.00
TOTAL (A) 7,174,775,000.00				
SALE PRICE OF LEFT OVER APARTMENT				
D-Type	F.G Employees	522	4,212,000.00	2,198,664,000.00
D-Type	General Public	217	4,650,750.00	1,009,212,750.00
E-Type	F.G Employees	211	3,480,750.00	734,438,250.00
E-Type	General Public	365	3,820,050.00	1,394,318,250.00
Parking	Dedicated Parking	1700	395,000.00	671,500,000.00
Shops	Auction	16	8,000,000.00	128,000,000.00
TOTAL (B)				6,136,133,250.00
ESCALATION COST ON ALREADY BOOKED APARTMENTS (OLD RATES)				
D -Type	F.G Employees	278	250,000.00	69,500,000.00
D-Type	General Public	1383	250,000.00	345,750,000.00
E-Type	F.G Employees	189	205,000.00	38,745,000.00
E-Type	General Public	35	205,000.00	7,175,000.00
TOTAL (C)				461,170,000.00
TOTAL REVENUE (A+B+C)				13,772,078,250.00
AMOUNT IN BILLION				13.77

II. DEVELOPMENT OF 1584 B&E-TYPE MULTI-STOREY APARTMENTS AT SECTOR I-16 ISLAMABAD.

A. EXPENDITURE

S.No	Description	Amount (Rs)	MILLION
A	COST OF PROJECT	5,807,531,445.06	5,807.53
	TOTAL COST OF PROJECT (A)	5,807,531,445.06	5,807.53
B	ESCALATION		
	Escalation	885,067,792.23	
	TOTAL ESCALATION (B)	885,067,792.23	885.07
	TOTAL COST OF PROJECT INCLUDING ESCALATION (A+B)	6,692,599,237.29	6,692.60
C	TENTATIVE UTILITIES/SERVICE CHARGES		
	WAPDA IESCO charges @ 2.15% etc.	124,861,926.07	124.86
	SNGPL Charges @ 0.50 %	14,518,828.61	14.52
	Sewerage & Water Supply Charges @ 0.2%	11,615,062.89	11.62
	Electrical design Load charges by Wapda Authorized consultant @ 0.02%	1,161,506.29	1.16
	TOTAL (C)	152,157,323.86	152.16
D	CONSULTANCY CHARGES		
	Design and Supervisory consultancy Charges @ 3.85%	223,589,960.63	223.59
	Environmental Charges @ 0.05%	2,903,765.72	2.90
	TOTAL (D)	226,493,726.63	226.49
	TOTAL (A+B+C+D)	7,071,250,287.51	7,071.25
E	DEPARTMENTAL CHARGES		
	CONTINGENCES @ 0.75% OF (A)	43,556,485.84	43.56
	ADMINISTRATIVE CHARGES @ 2% Of (A)	116,150,628.90	116.15
	MARKETING CHARGES @ 0.75% OF (A)	43,556,485.84	43.56
	TOTAL (E)	203,263,600.58	203.26
F	PARKING SHADES		
	550 Parking Shades	49,500,000	49.50
	TOTAL (F)	49,500,000	49.50
G	Land Cost Paid to CDA	254,000,000.00	254.00
	TOTAL (G)	254,000,000.00	254.00
	GRAND TOTAL COST OF PROJECT (A+B+C+D+E+F)	7,578,013,888.08	7,578.01
	AMOUNT IN BILLION (A+B+C+D+E+F)	7.58	

B. REVENUE

Sr	Type of Apartment	B-Type Apartment (1496 Sft)	E-Type Apartment (912 Sft)	Total PKR	Unit
1	No of Apartments	672	912	1584	Numbers
2	Average Sale Price of Each Apartment	PKR 5,200,000	PKR 2,950,000	-	Rupees
3	Total Sale Price	PKR 3,494,400,000	PKR 2,690,400,000	6,184,800,000	Rupees
4	Escalation Cost of Each Apartment	PKR 755,000	PKR 455,000	-	
5	Total Escalation Cost	PKR 507,360,000	PKR 414,960,000	PKR 922,320,000	
6	Total Revenue from Sale of Apartments			7,084,560,000	Rupees
7	Income from Sale of 32 Shops @ Rs.8,000,000/-			256,000,000	Rupees
8	Revenue from sale of 550 numbers of parking sheds @ Rs.395,000/-			PKR 217,250,000	Rupees
9	Total Revenue of the project			7,578,810,000	Rupees
				PKR 7,579	Millions
				PKR 7.58	Billion

DISCUSSION:

9. Deputy Chairman BoD inquired whether the BOD was the appropriate forum for retrospective approval of PC-I for such ongoing projects. It was responded that as per Planning Commission Guidelines issued vide O.M No. 21 (2-Gen) PIA/PC/2004, Dated 18th December 2004 Para-2 (iv) which stated that "The decision of the Development Working Party will be subject to the endorsement of the Board of the Organization".

10. Further the said projects/schemes were started with the approval of BoD as per following:

- i) I-16/3 Project was approved in the 21st BoD meeting vide agenda Item no.2
- ii) Kurri Road Project was lastly approved in the 33rd BoD meeting vide agenda Item no.04
- iii) I-12 Project was approved in the 21st BoD meeting vide agenda Item no. 4

11. During the annual audit in year 2016 an Audit Para regarding non-preparation/approval of PC-1 of the said schemes was raised and accordingly DWP-PHA Foundation was constituted and all the PC-1's were presented before the said DWP. It was decided by the DWP that "since the projects were started after the approval of PHAF Board, therefore it was advisable that PHA-F Board of Directors may be requested to approve the amended PC-I's".

12. Therefore the agenda has been placed before the BoD for decision.

DECISION:

It was decided that the PC-Is of the above mentioned projects shall be presented before DWP for scrutiny. Thereafter, these PC-1's would be presented before BoD for endorsement.

AGENDA ITEM NO. 03

DEVELOPING OF HOUSING SCHEME AT KUCHLAK ROAD, QUETTA

S.H: ASSIGNING THE NATURAL FLOW TRAINING WORKS TO M/S NLC AS ADDITIONAL WORK.

The BoD was informed that PHAF initiated Housing Scheme for Federal Government, Provincial Government and General Public at Kuchlak Road Quetta. The project consisted of Total 1350 Nos of Housing units and 535 Nos of commercial shops/offices. The tendering process for the said scheme has been completed and physical work at site commenced on various packages of row houses and apartments.

2. Furthermore, the said scheme was located at downstream of a Dam. The Dam was constructed in 1975; it was very likely that after passing more than 40 years it had silted and lost its full storage capacity. The data obtained from Irrigation Department and the locals also confirmed that during rainy season flooding occurred which resulted in suspension of traffic due to over flow of water on the Highway passing by the project site.

3. In order to protect the scheme from possible flooding during rainy season, water natural flow training works were proposed and designed by the Design Consultant and were included in the package of Infrastructure works. However, the lowest bidder of Infrastructure work got entangled in litigation and the construction activity on proposed training works has been delayed.

4. The design and supervision consultant of the said scheme have strongly recommended to commence the work on natural flow training works prior to start of building works in order to avoid any untoward situation during the upcoming monsoon season. The consultant had proposed that keeping in view the exigency of situation and to avoid any possible damage to the under construction building works, water natural flow training works be assigned to **M/s NLC being a Government Organization, who had already mobilized at site**, as additional works.

DISCUSSION:

5. The chairman BoD stressed upon the commencement of work on site and completion of the project within the stipulated time. It was suggested that the issue needed to be resolved on priority basis.

6. It was apprised that the matter was pending before PPRA for decision. PHAF was pursuing it with PPRA for early decision. Since the matter was under adjudication, therefore, the component of the said package could not be awarded to any other contractor till the decision of PPRA.

DECISION:

The BoD resolved that PPRA was the appropriate regulatory forum for the management / recommendations of procurement related matters. This fact had also been endorsed by Honorable High Court, Quetta by referring the subject case to PPRA for early recommendation. Therefore, the case may be pursued with PPRA for early disposal which shall be placed before BoD for final decision so that work at site could be started at the earliest.

AGENDA ITEM NO. 04

DELEGATION OF POWERS FOR PROCUREMENT THROUGH PURCHASE COMMITTEE

It was apprised that in PHA Foundation all types of procurements were being made through purchase committees notified vide Notification No. 01/PHAF/Admin-I/F. Powers/2018/456. As per this office order procurements below Rs.100, 000/- were made by inviting quotations through following purchase committee:

Purchase Committee

Deputy Director (Admin)	Chairman
Deputy Director (Finance)	Member
Assistant Director (Admin)	Secretary

Inspection Committee

Director (Engineering)	Chairman
Deputy Director (Finance)	Member
Deputy Director (Admin)	Secretary

02. However, recently PPRA vide S.R.O 442(I)/2020 published in the Gazette of Pakistan had made following amendments in rule 42, of PPRA Rules, 2004:

2.1. In rule 42, in clause (b), for sub-clause (i), the following shall be substituted, namely:

- (a) Petty purchases: "Procuring agency may provide for petty purchases through single quotation where value of the object of the procurement is up to the financial limit of one hundred thousand Pakistani Rupees, without resorting to bidding or quotations and the contract for the provision of such goods, services or works may be a local purchase order."

2.2. In rule 42, in clause (b), for sub-clause (i), the following shall be substituted, namely:

- (i) where the value of procurement is more than one hundred thousand Pakistani Rupees but does not exceed five hundred thousand Pakistani Rupees, the procuring agency may engage in procurement through request for three quotations from GST registered firms, original equipment manufacturers or authorized dealers, without resorting to bidding"

3. The Board was apprised that PHA Foundation was already making procurements of less than Rs. 500,000/- by calling quotations as the respective boards of autonomous bodies were authorized to fix an appropriate limit for quotations methods of procurement subject to a maximum of rupees five hundred thousand which would become financial limit under rules.

However, the procurement up to limit of Rs. 100,000/- was carried out by calling quotation which required to be amended in light of the amendments made by the PPRA.

4. In view of the above-mentioned facts, it was proposed that petty purchases up to financial limit of one hundred thousand Pakistani Rupees, would be made through obtaining single quotation and for procurements above financial limits of one hundred thousand and five hundred thousand Pakistani Rupees through following purchase committees:

Sr. No.	Powers Delegated	Purchase Committee
01	Procurement Rs. 100,000/- to Rs. 500,000/- through purchase committee by inviting quotations from GST registered firms.	Director (Admin) -Chairman Director (Finance) -Member Deputy Director (Engineering) -Member Deputy Director (Admin) -Member
02	Procurement above Rs. 500,000/- through purchase committee through open tender.	Director (Finance) - Chairman Director (Admin) - Member Director (Land/Estate) - Member Director (Engineering) - Member Deputy Director (Admin) - Secretary

DECISION:

The Board unanimously approved the procurement of Rs. 100,000/- to 500,000/- and above Rs. 500,000/- through aforementioned purchase committees along with procurement up to financial limit of one hundred thousand Pakistani Rupees by obtaining single quotation in accordance with amended Public Procurement Rules, 2004 notified on 19-05-2020. The BoD further directed to adopt any future amendments in PPR Rules in letter and spirit and inform the Board accordingly.

AGENDA ITEM NO. 05

PREPARATION OF SOP'S/ MECHANISM FOR RECRUITMENT IN PHA FOUNDATION IN LIGHT OF ESTABLISHMENT DIVISIONS' OFFICE MEMORANDUM NO. 53/1/2008-SP DATED 06-05-2020 AND NO. 53/19/2016-SP DATED 4TH JUNE, 2020.

1. The BoD was apprised that PHAF floated two advertisement for recruitment through Universal Testing Services (UTS) wherein UTS had provided status of applications received against above advertisements as per following detail:-

Advertisement Published vide PID0(i)5839/19(c)			
SN	Post	No. of posts	Applications received
01	Assistant Director, Electrical and Mechanical (EM)	01	02
02	Accounts officer	01	09
03	Steno-Typist	02	21
04	Lower Division Clerk (LDC)	01	13
Total		05	45
Advertisement Published vide PID -(I)No-5840/19			
SN	Post	No. of Posts	Applications received
01	Consultant (Contract Management)	01	00

02	Consultant (HR/Finance)	01	01
03	Deputy Consultant (Marketing)	01	00
04	Consultant (Marketing)	01	00
Total		04	01

2. It was further apprised that due to prevailing situation of pandemic Corona Virus Covid-19 against four (4) posts of Consultants only one applicant applied against the post of Consultant (HR/Finance), whereas, 45 applications were received against advertisement of regular vacant posts. It was brought in to the notice of the committee that recently Establishment Division vide Office Memorandum No. 53/1/2008-SP dated 06-05-2020 had communicated that; **"the initial screening of the applicants may be conducted by the concerned Ministries/Division/Sub-ordinate Offices/ Autonomous/Semi-Autonomous Bodies/ Corporation/ Companies/ Authorities themselves till Cabinet committee give its final decision on the subject"**. Moreover, vide Office Memorandum No. 53/19/2016-SP dated 4th June, 2020 the Establishment Division further communicated that; **"recruitment process initiated before issuance of above referred O.M. dated 06-05-2020 can be completed as procedure in vogue at the time"**.

3. It was further apprised that after approval of PHAF Employees (Service) Regulation, 2020 some regular posts of Assistant Directors (technical cadre), Sub-Engineers and UDCs were also identified as vacant posts which were also required to be filled due to launching of housing projects at Peshawar and Quetta. Accordingly, the matter was placed before the HR Committee of PHAF BoD headed by JS (Admn), H&W.

4. The convener of HR Committee i.e. JS Admin, Ministry of Housing & Works briefed the BoD that the committee after examining all the relevant record recommended the filling of following vacant posts as per criteria/quota mentioned against each:

SN	Name of Post	No. of vacancies	BPS	Allocation of Provincial/Regional Quota	Age Limit	Required Qualification & Experience
01	Assistant Director Electrical & Mechanical (E/M)	01	17	01-Open Merit 01-Punjab Merit 01-Punjab Minorities 01-Sindh (U) 01-KPK (Women)	30	Qualification: Second class Bachelor's Degree in Civil/ Electrical Engineering or equivalent from a university recognized by the HEC and registered with PEC. Candidates with higher qualifications will be given preference.
02	Assistant Director (Civil)	04				
03	Accounts Officer	01	17	01-Punjab Merit	30	Qualification: Second Class Master's Degree in Commerce/Finance or equivalent from a university recognized by the HEC
04	Marketing Officer	01	17	01-Punjab Merit	30	Qualification: Second class Master's Degree in Marketing or MBA (Marketing) or equivalent from a University recognized by the HEC.
05	Assistant Marketing Officer	01	16	01-Punjab Merit	28	Qualification: i.Second class Master's Degree in Marketing or MBA (Marketing) or equivalent from a University recognized by the HEC. ii.Candidates with higher qualification will be given preference.
06	Sub-Engineer(Civil/Electrical)	Civil:03 Electrical:01	14	01-Merit 01-Punjab (women) 01-GB/FATA 01-Balochistan	25	Qualification: Diploma (DAE) in Civil, Electrical / Mechanical /Electronics Engineering from any recognized institute. Minimum relevant post qualification experience: 3 years experience in relevant field.
07	Steno-typist	02	14	01-Punjab Minorities 01-Balochistan	25	Second Class Intermediate with 80/40 wpm speed in shorthand and typing respectively. Computer literate preferable.
08	Upper Division Clerk	05	11	01-Open Merit 02-Punjab Merit 01-Sindh (R) 01-KPK	25	i. Intermediate ii. Successfully completed 3 weeks basic IT training course (including Ms Office) conducted by NITB within one year of appointment.

09	Lower Division Clerk	01	09	Disable	25	i. Matric. Computer knowledge is preferable. ii. Successfully completed 3 weeks basic IT training course (including Ms Office) conducted by NITB within one year of appointment.
----	----------------------	----	----	---------	----	---

5. The Convener of HR Committee further briefed the BoD that committee deliberated upon the guidelines of Establishment Division and recommended that in line with Establishment Division's Office Memorandum No. 53/1/2008-SP dated 06-05-2020, **initial screening of the applicants may be conducted by** PHA Foundation against above mentioned various posts as a fresh recruitment by observing the following SOP's/Mechanism:-

A. Syllabus (Contents Weightages) for the Tests:

PHAF management shall design and prepare the syllabus as per the requirements of relevant wings and provide to HR committee.

B. Advertisement:

PHA Foundation shall publish advertisement in at least two leading daily national newspapers.

C. Application Form:

- i. PHAF shall design/develop the online application form(s) as per the requirements of their posts. The PHAF shall upload the specimen form for manual application on official website and print in newspaper along with advertisement to facilitate the applicants of remote areas.
- ii. PHAF shall integrate the online application form(s) on its official website www.pha.gov.pk and enter the data of manual application forms in database.
- iii. In application form PHAF will offer the following Tests Centers to the candidates for the test appearance in Islamabad and major cities of Punjab, Sindh, KPK, Balochistan, GB/FATA and AJK and candidates shall be required to select one (01) desired place according to his/her convenience:
 - a. Karachi b. Sukkur c. Multan/Bahawalpur d. Quetta
 - e. DIKhan/Bannu f. Lahore g. Peshawar h. Islamabad/Rawalpindi
- iv. PHAF shall establish the test centers in above mentioned cities where minimum 200 candidates are available. In case of less strength candidates will assigned nearest test city.
- v. PHAF shall receive the applications from the candidates on the prescribed online form of application and manual application form through courier service. However, by hand receiving will not be entertained.
- vi. PHAF shall receive the required information, including CNIC, educational/experience certificates, local certificate / domicile, picture through online application.
- vii. PHAF shall take an Undertaking from the candidates on the Application form that the information provided by the candidates are true and correct and in case of any false or wrong information, the applicant's candidature shall be liable to be cancelled at any stage even after employment (if so revealed later) and that legal action shall be taken against such candidate(s).

- viii. PHAF shall receive the online/manual applications without the copies of educational certificates/documents, however, after conducting of the test, candidates must bring original certificates along with attested copies at the time of interview.
- ix. The information provided by the candidates in the online/manual application form may be verified by the PHAF as and when required, in respect of the selected candidates.

D. Scrutiny of Applications on the basis of Eligibility Criteria:

- i. PHAF shall perform the scrutiny of the applications through scrutiny committee dully notified, based on the eligibility criteria mentioned in the advertisement. One technical expert of relevant field must be included in the scrutiny committee for shortlisting of only relevant applicants.
- ii. After completion of scrutiny, separate list of Eligible and Rejected candidates shall be prepared by Scrutiny Committee.
- iii. Rejected candidates list shall be uploaded on PHAF website and the candidates shall be asked to provide his / her missing/correct information within five (05) days with evidence.
- iv. After the prescribed duration, no query / objection shall be entertained and the lists shall be finalized.

E. Written Test and Result:

- i. The HR committee of PHAF BoD shall prepare the written test paper in line with syllabus and shall conduct the written tests of vacant posts.
- ii. The HR committee of PHAF BoD may co-opt any member for assistance in paper preparation/marking as per requirement of the post.
- iii. The HR committee of PHAF BoD shall carry out designing of question papers and answer sheets and printing thereof, and shall maintain fool-proof secrecy / confidentiality in all respect.
- iv. After deciding the test date, the PHAF shall confirm the test venues and prepare the Roll Number Slips (with picture), and roll number slips will be uploaded on PHAF website and will also intimate the candidates through SMS alerts about the roll number slips.
- v. PHAF shall inform/call all candidates through SMS/Courier for appearing in test.
- vi. PHAF shall constitute the monitoring teams for assistance of HR committee of PHA BoD.
- vii. The HR committee of PHAF BoD shall mark the paper and prepare the result of the written test and provide the list of top five (05) candidates to PHA-F management who will qualify for interview against each post.
- viii. The Departmental selection committee of PHAF shall conduct Skill Test (Typing / Shorthand) and interview of the candidates who will qualify the written test in line with establishment division guidelines.

- F. Merit List:** PHAF shall prepare the merit list of the candidates on the basis of their performance in written/skill test and interview.

DECISIONS:

- a. The BoD unanimously approved the filling of following vacant posts as per criteria/quota mentioned against each:

SN	Name of Post	No. of vacancies	BPS	Allocation of Provincial/Regional Quota	Age Limit	Required Qualification & Experience
01	Assistant Director Electrical & Mechanical (E/M)	01	17	01-Open Merit 01-Punjab Merit 01-Punjab Minorities 01-Sindh (U) 01-KPK (Women)	30	Qualification: Second class Bachelor's Degree in Civil/ Electrical Engineering or equivalent from a university recognized by the HEC and registered with PEC.
02	Assistant Director (Civil)	04				
03	Accounts Officer	01	17	01-Punjab Merit	30	Qualification: Second Class Master's Degree in Commerce/Finance or equivalent from a university recognized by the HEC
04	Marketing Officer	01	17	01-Punjab Merit	30	Qualification: Second class Master's Degree in Marketing or MBA (Marketing) or equivalent from a University recognized by the HEC.
05	Assistant Marketing Officer	01	16	01-Punjab Merit	28	Qualification: i. Second class Master's Degree in Marketing or MBA (Marketing) or equivalent from a University recognized by the HEC.
06	Sub-Engineer(Civil/Electrical)	Civil:03 Electrical:01	14	01-Merit 01-Punjab (women) 01-GB/FATA 01-Balochistan	25	Qualification: Matric with 3 Years Diploma of Associate Engineer (DAE) in Civil, Electrical / Mechanical /Electronics Engineering from any recognized institute.
07	Steno-typist	02	14	01-Punjab Minorities 01-Balochistan	25	Second Class Intermediate with 80/40 wpm speed in shorthand and typing respectively. Computer literate preferable.
08	Upper Division Clerk	05	11	01-Open Merit 02-Punjab Merit 01-Sindh (R) 01-KPK	25	iii. Intermediate iv. Successfully completed 3 weeks basic IT training course (including Ms Office) conducted by NITB within one year of appointment.
09	Lower Division Clerk	01	09	Disable	25	iii. Matric. Computer knowledge is preferable. iv. Successfully completed 3 weeks basic IT training course (including Ms Office) conducted by NITB within one year of appointment.

- b. After threadbare point wise discussion, the BoD approved the recommendations of HR Committee of PHAF BoD regarding SOP's/ Mechanism mentioned at para-5 above with following amendments in para-5(G) for recruitment/filling of vacant posts in PHA Foundation from time to time in light of Establishment Divisions' Office Memorandum No. 53/1/2008-SP dated 06-05-2020 and No. 53/19/2016-SP dated 4th June, 2020:

G. Written Test and Result:

- The HR committee of PHAF BoD shall approach NUST or Comsats University for preparation of written test paper in line with syllabus and shall conduct the written tests of vacant posts.
- The HR committee of PHAF BoD shall provide the syllabus to NUST or Comsats University as per requirement of the post for designing of question papers and preparation of written test paper.
- The HR committee of PHAF BoD shall carry out printing of question papers, answer sheets, and shall maintain fool-proof secrecy / confidentiality in all respect.

- iv. After deciding the test date, the PHAF shall confirm the test venues and prepare the Roll Number Slips (with picture), and roll number slips will be uploaded on PHAF website and will also intimate the candidates through SMS alerts about the roll number slips.
- v. PHAF shall inform/call all candidates through SMS/Courier for appearing in the test.
- vi. PHAF shall constitute the monitoring teams for assistance of HR committee of PHA BoD.
- vii. The HR committee of PHAF BoD shall mark the MCQ's paper as per the answer key provided by NUST or Comsats University and may forward the descriptive part of answer sheet of BS-16 and BS-17 posts to relevant university for marking and prepare the result of the written test and provide the list of top five (05) candidates to PHA-F management who will qualify for interview against each post.
- viii. The Departmental Selection Committee of PHAF shall conduct Skill Test (Typing / Shorthand) and interview of the candidates who will qualify the written test in line with establishment division guidelines.

AGENDA ITEM NO. 06

ESTABLISHMENT OF IT WING, MARKETING SECTION AND RECRUITMENT CRITERIA FOR BPS 17 AND EQUIVALENT POSTS.

A. ESTABLISHMENT OF MARKETING SECTION

It was apprised that Board of Directors of PHA-F in its 38th meeting held on 18-02-2020 approved the creation of Marketing Cell and appointment of Consultant (Marketing), Deputy Consultant (Marketing) on contract basis. Accordingly, an advertisement was floated in National dailies vide PID No. PID-(I) No-5840/19 wherein no application was received against these posts. Marketing plays a vital role in the success of any task therefore, PHA-F intends to establish marketing section for proper marketing of its ongoing and upcoming projects, through proper marketing strategies PHAF will not only improve the sales of the apartments but also improve image building by creating good will for the organization. Accordingly, the matter was placed before the HR Committee of PHAF BoD headed by JS (Admin) H&W, wherein the HR Committee recommended the creation of two posts i.e. one post of Marketing Officer (BS-17) and one post of Assistant Marketing Officer (BS-16) as per following criteria / detail:

S. N O	Designation of the Post	BP S	Qualification & Experience	Mode of Appointment	Maximum Age for Initial Appointment	No of posts recommended for creation	Promotion criteria	Justification
1	Marketing Officer	17	Qualification. Second class Master's Degree /BBA(4Years) in Marketing or MBA (Marketing) or equivalent from a University recognized by the HEC. ii.Candidates with higher qualification and (or) foreign degree will be given preference.	100% by Initial Appointment	30 +5 years general relaxation	01	As mentioned in Regulation 27 of PHAF Employees Service Regulations 2020	The creation of the post is dire requirement of PHAF for proper marketing of its ongoing and upcoming projects. Due to nonexistence of proper marketing staff the booking of PHAF apartments is very slow. Keeping in view of the financial impact and cabinet decision regarding rationalization only two posts are recommended for creation as per bottle net of the requirement
2	Assistant Marketing Officer	16	Qualification: Second class Master's Degree /BBA(4 years)in Marketing or MBA (Marketing) or equivalent from a University recognized by the HEC.	100% by Initial Appointment	28 +5 years general relaxation	01	-	

B. ESTABLISHMENT OF IT WING

The BoD was apprised that PHAF was computerizing/digitizing its manual processes whereby E-applications including Management Information System (complete ERP which included automation of all manual processes of Finance & Estate Wing), Balloting Management System, Online Membership, Biometric Attendance System, Domain and Active Directory Services, SMS & E-mail scheduling, Intranet, Scanning & Archiving of manual record etc. had been successfully developed and deployed. Moreover, in line with vision of Prime Minister, the project regarding E-tendering and allottees online payments were in pipeline. PHAF was planning to completely automate its manual processes for effective and transparent operations which included E-billing and E-office. In order to meet the growing needs, innovation and advancement in IT industry PHAF proposed to establish full-fledged IT wing by creating new posts to overcome the deficiencies of technical experts and fulfillment of PHAF requirements. In this regard it was further apprised that previously PHAF hired four computer operators BS (16), out of which the qualification & experience of only one computer operator was related to information technology/computer sciences therefore, it was proposed that the post of Computer Operator(BS-16) may be re-designated and three Computer Operators(BS-16) may be re-designated as Admin Officer(BS-16) and one post held by Mr. Muhammad Ali, Computer Operator(BS-16)who possessed the relevant qualification and experience may be re-designated as Assistant Network /System Administrator (BS-16). Accordingly, the matter was placed before the HR Committee of PHAF BoD headed by JS (Admin) H&W, wherein the HR Committee recommended the establishment of IT Wing by creating new posts as per following details / criteria:-

S. No	Designation of the Post	BPS	Qualification & Experience	Mode of Appointment	Maximum Age for Initial Appointment	No of posts recommended for creation	Promotion Criteria	Justification
1	Director(IT)	19	Qualification: Second class Master's Degree /BS(4 Years)in Computer Sciences/IT or Software Engineering from a University recognized by the HEC. Minimum Relevant Post Qualification Experience: 12 years' experience in relevant field.	75% by Promotion 25% by transfer	-	01	The qualifying service for promotion to BPS 19 will be: i.12 years in BPS 17 & above in relevant field Or 07 years in BPS 18 in relevant field ii.Satisfactory completion of mandatory training(MCMC) iii. Complete PER record	The creation of the posts for strengthening of IT wing is dire requirement of PHAF. PHAF is computerizing/digitizing its manual processes therefore, in order to meet the growing needs, innovation and advancement in IT industry establishment of full-fledged IT wing is recommended to overcome the deficiencies of technical experts and fulfillment of PHAF requirements. Keeping in view of the financial impact and cabinet decision regarding rationalization new posts are recommended for creation as per bottle net of the requirement
2	Network /System Administrator	17	Second class Master's Degree/ BS(4 Years) in Computer Sciences/IT or software engineering or equivalent from a University recognized by the HEC. Experience: Person holding network/system administration Certification and Post qualification experience in Network/System Administration with sound knowledge of LAN/WAN, Linux, windows server, internet and network security in Government / Semi Government organization or firm of	75% by Promotion 25% by transfer	-	01	i.5 years satisfactory service as IT(Assistant Network/System Administrator) ii. Complete PER record	

			repute in public or private sector shall be given preference				
3	Web Developer	17	Second class Master's Degree/ BS(4 Years) in Computer Sciences/IT or software engineering or equivalent from a University recognized by the HEC. Experience: Post qualification experience in web development /computer programming, SQL schema, design, ASP. Net, HTML web development, MySQL, designing & building, DB configuration shall be given preference.	100% by initial appointment	30+5 years general relaxation	01	-
4	IT(Assistant)	15	i. Second class Master's Degree in Computer Sciences/IT or equivalent from a University recognized by the HEC. Experience: Post qualification experience in hardware/software installation of ICT, repair/maintenance/troubleshooting, network configuration/security shall be given preference.	100% by initial appointment	28+5 years general relaxation	02	-

Note: The post of Director (IT) shall be placed in general cadre and filled through promotion of qualified professional however the qualification in relevant field and service shall be the pre-requisite criteria for promotion.

2. The HR Committee of PHAF BoD further recommended the re-designation of one (01) post of Computer Operator (BS-16) as Assistant Network/System Administrator (BS-16) and three (03) as Admin Officer (BS-16).

C: RECRUITMENT CRITERIA FOR BPS 17 AND EQUIVALENT POSTS

The BoD was apprised that the existing criteria for appointment in BS 17 or equivalent posts in PHAF was Second class in Business/ Public Administration, Economics, Project Management, Social Sciences, Computer Sciences/IT and Mass Communication / Commerce/Finance /Accounts/Marketing, LLB/LLM or equivalent from a University recognized by the HEC. or A Chartered Accountant or Cost and Management Accountant or Bachelor's Degree in Civil/Electrical Engineering or equivalent from a University recognized by the HEC and registered with PEC or Bachelor degree in city & regional planning/architecture or equivalent from a University recognized by the HEC and registered with PEC or Bachelor degree in engineering along with Master degree in Project Management/Contract Management from a University recognized by the HEC and registered with PEC along with 3-5 years' experience in relevant field.

2. The BoD was further apprised that requirement of experience for initial appointment in BPS 17 and equivalent posts had narrowed down the competition as fresh degree holders were not eligible to apply. In this regard it was informed that against the various posts of BPS-17 and equivalent advertised by FPSC no experience was required for initial appointment in the competitive examinations. Moreover, sister organization of PHAF i.e. Federal Government

Employees Housing Authority (FGEHA) had also excluded the requirements of 03 years experience for initial appointment for BS-17 or equivalent posts.

3. The BoD was also informed that PHA-F twice advertised for hiring of Accounts Officer (BS-17), however, no suitable candidate was shortlisted due to condition of PIPFA qualification. It was imperative to mention here that PIPFA qualification was usually included in Audits and Accounts group for the promotion of Assistant Account Officer (AAO) who possessed lower qualification. Accordingly the matter regarding exclusion of experience and PIPFA qualification was placed before the HR Committee of PHAF Board headed by JS (Admin) H&W wherein the Committee recommended the following:

"The committee deliberated upon the proposal and after examining the recruitment criteria of FGEHA and FPSC the committee recommended that requirement of experience may be excluded for initial appointment in BS-17 or equivalent posts in PHAF. The committee also recommended to exclude the requirement of PIPFA qualification for the post of Account Officer."

DISCUSSION:

4. The Chairman BoD inquired whether creation of only two posts in Marketing Section would fulfill the requirement as PHAF was dealing with mega projects and marketing was consistently required. In this regard the BoD was informed that Marketing Section of PHAF would prepare the SoPs / Policies and engage the media firms. The Director General, FGEHA inquired about the hierarchy of IT Wing as posts of Deputy Director (IT) and Assistant Director (IT) were not proposed for creation wherein, it was informed that posts of DD and AD (IT) already existed. The BoD unanimously directed that posts of IT Wing should be filled with professionals who possessed the relevant approved qualification. The Board further asked about the requirement of experience for the post of Sub-Engineer in Pak PWD wherein it was informed that experience is not required for initial appointment of Sub-Engineer (BS-14). The BoD directed that PHAF may also omit the requirement of experience for initial appointment of Sub-Engineer (BS-14) on the analogy of PAK. PWD from the Service Regulations.

DECISIONS:

A. The BoD approved recommendations of HR Committee of PHAF BoD regarding establishment of Marketing Section by creating the following new posts as per criteria mentioned against each:

S. N O	Designation of the Post	BPS	Qualification & Experience	Mode of Appointment	Maximum Age for Initial Appointment	No of posts recommended for creation	Promotion criteria
1	Marketing Officer	17	Qualification: Second class Master's Degree /BBA(4Years) in Marketing or MBA (Marketing) or equivalent from a University recognized by the HEC.	100% by Initial Appointment	30 +5 years general relaxation	01	As mentioned in Regulation 27 of PHAF Employees Service Regulations 2020
2	Assistant Marketing Officer	16	Qualification: Second class Master's Degree /BBA(4 years)in Marketing or MBA (Marketing) or equivalent from a University recognized by the HEC.	100% by Initial Appointment	28 +5 years general relaxation	01	-

B. The BoD approved the recommendations of HR Committee of PHAF BoD regarding establishment of IT Wing by creating the following new posts as per criteria mentioned against each:

S N O	Designation of the Post	BPS	Qualification & Experience	Mode of Appointment	Maximum Age for Initial Appointment	No of posts recommended for creation	Promotion Criteria
1	Director(IT)	19	Qualification: Second class Master's Degree /BS(4 Years)in Computer Sciences/IT or Software Engineering from a University recognized by the HEC. Minimum Relevant Post Qualification Experience: 12 years' experience in relevant field.	75% by Promotion 25% by transfer	-	01	The qualifying service for promotion to BPS 19 will be: i. 12 years in BPS 17 & above in relevant field Or 07 years in BPS 18 in relevant field ii. Satisfactory completion of mandatory training(MCMC) iii. Complete PER record
2	Network /System Administrator	17	i). Second class Master's Degree/ BS(4 Years) in Computer Sciences/IT or software engineering or equivalent from a University recognized by the HEC. ii) 6 months Diploma in network/system administration or Certification in network/system administration	75% by Promotion 25% by transfer	-	01	i. 5 years satisfactory service as IT(Assistant Network/System Administrator) ii. Complete PER record
3	Web Developer	17	i. Second class Master's Degree/ BS(4 Years) in Computer Sciences/IT or software engineering or equivalent from a University recognized by the HEC. ii. The applicant must have sound knowledge of web development /computer programing, SQL schema, design, ASP. Net, HTML web development, MySQL, designing & building, DB configuration	100% by initial appointment	30+5 years general relaxation	01	-
4	IT(Assistant)	15	i. Second class Master's Degree in Computer Sciences/IT or equivalent from a University recognized by the HEC. ii. The applicant must have sound knowledge in hardware/software installation of ICT, repair/maintenance/troubleshooting, network configuration/security shall be given preference.	100% by initial appointment	28+5 years general relaxation	02	-

Note: The post of Director (IT) shall be placed in general cadre and filled through promotion of qualified professional however the qualification in relevant field as mentioned at Serial No. 1 and service shall be the pre-requisite criteria for promotion.

C. The BoD also approved the re-designation of one post of Computer Operator (BS-16) held by Muhammad Ali as Assistant Network / System Administrator (BS-16) and other three posts of Computer Operator (BS-16) as Admin Officer (BS-16) along with incumbents.

D. The BoD considered the recommendations of HR Committee regarding requirement of experience for initial appointment in BS-17 or equivalent posts in PHAF along with requirement of PIPFA qualification for the post of Account Officer and approved the omission of requirement of experience and PIPFA qualification from PHAF Employees (Service) Regulations, 2020. The BoD also approved the omission of requirement of experience for the post of Sub-Engineer (BS-14) on the analogy of Pak. PWD from PHAF Employees (Service) Regulations, 2020.

AGENDA ITEM NO. 07

REVISION OF INCIDENTAL CHARGES OF BOARD MEMBERS AND SUB-COMMITTEE MEMBERS DUE APPLICATION OF 20% WITH HOLDING TAX ON FEES

It was apprised that due to application of 20% With Holding tax (WHT) under section 149 (3) of Income Tax 2001 amended on 30th June, 2019 as per Finance Act, 2019 on incidental charges/ fee of Board Members and Sub-Committee Members the existing rates needed to be revised as per following details so that With Holding Tax could be deducted and submitted to Govt. Treasury accordingly:-

Particulars	Existing Rates	Revised Rates including W.H.T	With Holding Tax 20%	Net Amount payable to members
a) For Each Board Members for each meeting	Rs.50,000/-	Rs.62,500/-	Rs.12,500/-	Rs.50,000/-
b) For Each Sub-Committee Members alongwith Co-opted Member for each meeting	Rs.25,000/-	Rs.31,250/-	Rs.6,250/-	Rs.25,000/-

2 In view of above, Board of Directors of PHA-F was requested to accord approval of revised rates of fee/ incidental charges including With Holding Tax (WHT) as proposed above with immediate effect.

DECISION:

The BoD after detailed deliberation approved the revised rates of incidental charges including withholding tax as per following details:

Particulars	Existing Rates	Revised Rates	With Holding Tax 20%	Revised Rates with WHT
a) For Each Board Members for each meeting	Rs. 50,000/-	Rs. 500,00/-	Rs. 12,500/-	Rs. 62,500/-
b) For Each Sub-Committee Members alongwith Co-opted Member for each meeting	Rs. 25,000/-	Rs. 35,000/-	Rs. 7,000/-	Rs. 42,000/-

APPOINTMENT / POSTING OF DR. SHAISTA NUZHAT, DIRECTOR BPS-19 AS COMPANY SECRETARY OF PHA FOUNDATION.

It was apprised that PHA Foundation was registered with Securities Exchange Commission of Pakistan (SECP) under section 42 of Companies Ordinance, 1984 (Companies Act 2017). As per Companies Act, 2017 the post of Company Secretary was mandatory to deal with the affairs of the company. The responsibilities of the Company Secretary as mentioned in Section 53 of Article of Association of PHAF were as under:-

"The Secretary shall be responsible for all secretarial functions and shall ensure compliance with respect to requirements of the Ordinance concerning the meetings and record of proceedings of the Board, committees and the general meeting of members review the applications for admission to membership and the recommendations accompanying the same to ensure that they are in the form prescribed, ensure that all notices required by these Articles or under the Ordinance are duly sent and that all returns required under the Ordinance are duly filed with concerned Company Registration Office".

2. Moreover, as per Article 52 of Articles of Association of PHAF, the Secretary shall be appointed (or removed) by the Chairman of the Company with the approval of the Board.

3. In this regard, it was further apprised that in PHAF the post of Company Secretary was lying vacant. Now, in order to submit statutory returns to SECP, PHAF recently posted Dr. Shaista Nuzhat, Director, PHAF as Company Secretary vide Office Order dated 30-06-2020.

4. In view of above, the Board was requested to pass the following resolutions:-

- i) In pursuance to Article-52 of PHAF Article of Association ex-post facto approval may be granted for posting of Dr. Shaista Nuzhat, Director (BPS- 19), as Company Secretary, PHAF w.e.f. 30-06-2020.
- ii) As per Direction No. 4 of 2017 of Company Law Division Dr. Shaista Nuzhat, Director (BPS-19), PHAF be authorized to represent the Company at Securities & Exchange Commission of Pakistan and its Company Registration office, to sign off various forms / documents and to do all needful acts in order to complete all procedural and legal formalities incidental and ancillary thereto. Any and all actions of the authorized representative/nominated officer in pursuant to or in furtherance of the intent and purposes of the foregoing, are hereby in all respects adopted, approved, confirmed and ratified as the valid and subsisting acts of this Company.

DECISION:

The BoD unanimously passed the proposed resolutions at Para 4 (i, ii) above.

LAUNCHING OF PHA RESIDENCIA PESHAWAR SURIZAI HOUSING PROJECT.

The BoD was apprised that in compliance with the direction of the BoD passed in the 40th Board of Director's Meeting, NESPAK was directed to improve further the design development of grey structure housing units and financial modeling based on tentative cost estimates.

2. Accordingly, field surveys and studies had to be carried out, however, land issue brewed up at site. PHAF in consultation with the provincial government has been striving hard for the early resolution of the issue.

3. For the purpose of Master Planning it was decided that Planning standards of Local Government, Election and Rural Development Department Site Development Scheme Rule 2005 would be adopted with land use distribution as under:

Land Use	%age Allocated	Area Allocated (Kanals)
Residential	51.35%	4,365
Commercial	5%	425
Public Buildings	8%	680
Roads	26.65%	2,265
Parks and Open Spaces	7%	595
Graveyard	2%	170
Total	100%	8,500

4. It was further apprised that NESPAK prepared multiple options with varying covered area, space utilization, design and prices. Architectural layout plans were developed in detail meeting the requirements of PHAF in line with Model Building Bye-laws 2017 of Local Government. Covered Areas of each category of house with three options for each category were as under:

House Category	Plot Size	Covered Area (Sft)		
		Option A	Option B	Option C
I	50' x 90'	4,519	3,937	3,740
II	40' x 80'	3,051	2,983	2,941
III	30' x 60'	2,203	1,991	1,958
IV	25' x 50'	1,539	1,394	1,272

5. As per the details of the applicants for various category of houses, it was suggested that housing units in various categories would be allocated on the basis of total applicants for each category. It was worked out that 48% (4080 Kanals) of total area would be used for the purpose of construction of housing units, while remaining space would be allocated for the construction of residential apartments. Details were as under, which were recommended to be followed to the maximum possible extent during detailed planning/ design phase:

Houses Category	%age Allocation	No of Housing Units	Unit Plot Area (Sft)	Total Plot Area (Kanals)	No. of Housing Units (Round Figure)
I (50'x90')	11	1,092	4,500	902.3	1,090

II (40'x80')	22.5	2,233	3,200	1,312.4	2,235
III (30'x60')	35	3,474	1,800	1,148.3	3,475
IV (25'x50')	31.5	3,126	1,250	717.7	3,125
Total	100	9,925		4,080.7	9,925

6. Detailed studies of site area would be performed after clearance of the outstanding land issues, however, the Consultants (M/s NESPAK) worked out cost for grey structures on the basis of best possible estimates at this stage using MRS Schedule of Rates KP 2020. These costs were exclusive of cost of Infrastructure / land development cost, price escalation, departmental charges, consultancy charges and land cost. Per Sft cost for different category of houses were estimated as under:

House Category	Cost Per Sft (Rs.)	Remarks
I	2,530/-	Cost per sft included grey structure with overhead water tank, underground water tank, Septic tank and plumbing & electrical piping & conducting work limited to grey structure house.
II	2,622/-	
III	2,835/-	
IV	3,215/-	

7. Based on the estimated cost of various category of houses and estimated per Sft cost, total cost of grey structure houses were estimated to be Rs. 62.523 Billion with details as under:

Houses Category	No. of Units	Average Estimated Cost per Sft (Rs.)	Average Covered Area (Sft.)	Total Cost (Rs. in Billions)
I (50'x90')	1,090	2,530	4,065.33	11.210
II (40'x80')	2,235	2,622	2,991.58	17.531
III (30'x60')	3,475	2,835	2,050.67	20.202
IV (25'x50')	3,125	3,100	1,401.67	13.579
Total	9,925			62.523

8. It was also suggested that Ground plus 3 storey apartments of various categories detailed hereunder would be provided to the aspiring applicants. Cost per Sft for complete apartments was estimated to vary from Rs. 4,600 to Rs. 5,000 per Sft, however, the figures would be firmed up after detailed designs:-

Apartment Category	Foot Print Area per Unit (Sft.)	No. of Apartments	Total Units	Construction Cost per Sft (Rs.)	Total Cost (Rs. in Billions)
A	4,065.33	40	640	5,000	5.760
B	2,991.58	60	960	4,800	6.912
C	2,050.67	100	1,600	4,800	8.448
D	1,401.67	128	2,048	4,600	8.479
Total		200	5,248		29.599

9. The BoD was informed that the Infrastructure planning and design would commence soon, however, based on the previous experiences of the Consultants (M/s NESPAK) on similar housing Projects, the same was estimated as Rs. 1.6 Million per Gross Kanal area with total expenditure on Infrastructure development as Rs. 13.887 Billion.

10. It was assessed that 75% of the total area allocated for commercial activity would be saleable that would fetch Rs. 17 Million per Kanal, thereby generating revenue of Rs. 5.419 Billion. The proceeds from the sale of commercial units was recommended to be used to provide subsidy to the government employees.

11. Based on above, various category of houses were proposed to be offered to applicants at the following price, which would vary based on actual conditions at site:

a. For Government Employees

House Category	Plot Size	Offered Price (Rs. in Million)		
		Option A	Option B	Option C
I	50' x 90'	13.652	11.637	10.954
II	40' x 80'	9.471	9.227	9.075
III	30' x 60'	7.607	6.798	6.672
IV	25' x 50'	5.993	5.377	4.857

b. For General Public

House Category	Plot Size	Offered Price (Rs. in Million)		
		Option A	Option B	Option C
I	50' x 90'	15.847	13.832	13.149
II	40' x 80'	11.032	10.788	10.636
III	30' x 60'	8.485	7.676	7.550
IV	25' x 50'	6.603	5.986	5.467

12. Due to constraints mentioned above, approximately 80% houses of various categories were proposed to be put to balloting in First Phase, while apartments and rest of the houses would be offered subsequently:

Houses Category	No. of Housing Units offered for Balloting
I (50'x90')	900
II (40'x80')	1,800
III (30'x60')	2,800
IV (25'x50')	2,500
Total	8,000

DISCUSSION:

13. The BoD was informed that in light of the decision made vide agenda item no.07 of the 40th BoD, three different options (Option-A, B & C) for each category of houses with tentative cost were prepared by consultant M/s NESPAK as mentioned above.

14. Thereafter a detailed presentation was given by the Chief Engineer M/s NESPAK to the BoD members on the layout plans, adoption of the relevant bye-laws to be adopted for the scheme.

15. It was inquired by BoD members whether the aspects of cultural sensitivities and future development including servant quarter/room had been considered. It was responded that separate access to the first floor, separate access to drawing room and space for future extension on first floor have been provided in different options based on the cultural sensitivities of the area.

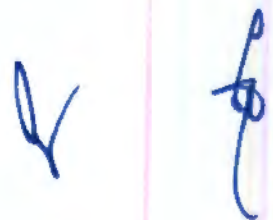
16. It was pointed out whether an option in lowest category had been prepared which could be compensated through Prime Minister's Housing Package i.e. with cost less than 3.5 Million. It was responded that the price of category-IV Option-C (with ground+1 configuration) having least covered area was tentatively 4.8 Million. In order to bring it within the said bracket an option in Cat-IV will be designed accordingly.

17. It was also informed that PC-I of the project has been drafted and will be presented in the DWP-PHAF in its upcoming meeting.

DECISION:

The Board appreciated the efforts of PHAF and approved the scheme in principle with direction that all efforts should be made for the execution of the project. Further, the PC-I after approval from DWP-PHAF shall be placed before BoD for endorsement. Balloting against above mentioned housing units shall be conducted after Eid-ul-Azha on a date and time convenient to Chairman of the Board of Directors PHAF.


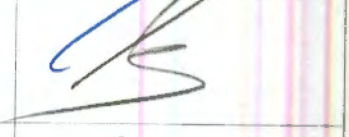
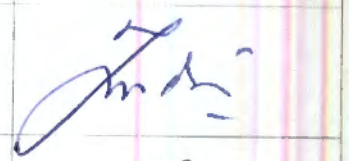
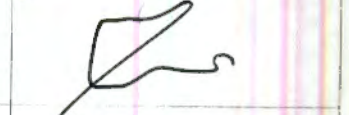
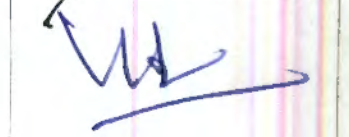
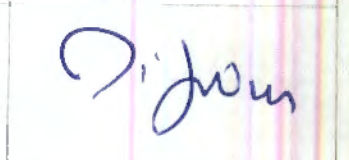
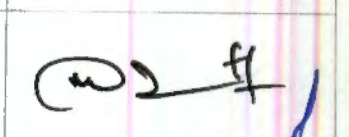
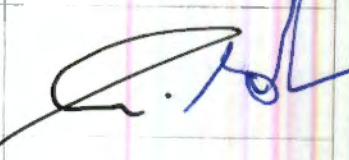
The meeting ended with a vote of thanks to and from the chair.



41ST BOD MEETING OF PHA FOUNDATION

JULY 27, 2020

ATTENDANCE SHEET

S. No.	Name	Designation	Signature
1	Mr. Tariq Bashir Cheema, Federal Minister for Housing & Works/ Chairman, PHA Foundation, Islamabad	Chairman	
2	Dr. Imran Zeb Khan, Secretary, M/o Housing & Works, Islamabad	Dy. Chairman	
3	Mr. Zahoor Ahmed, Additional Secretary, M/o (H&W), Islamabad	Member	✓
4	Mr. Amir Mohyuddin, Joint Secretary (Admin)/Estate, M/o Housing & Works, Islamabad	Member	
5	Mr. Shahid Farzand, Director General, Pak. PWD, Islamabad	Member	
6	Mr. Anwar ul Haq Dogar, Joint Engineering Advisor, M/o Housing & Works, Islamabad	Member	
7	Mr. Rizwan Ahmad Sheikh, Financial Advisor (Works)/ Joint Secretary, Finance Division, Islamabad	Member	
8	Mr. Waseem Hayat Bajwa, Chief Executive Officer, FGEHA, Islamabad	Member	
9	Dr. Shahid Mehmood, Member Engineering, CDA, Islamabad	Member	
10	Mr. Tariq Rashid, Chief Executive Officer, PHA Foundation, Islamabad	Member	