

BEFORE THE SERVICES TRIBUNAL, K.P.K, PESHAWAR Khyber Pakhtunkhwa
Service Tribunal

CM. — 2023
Service Appeal No. 330 /2023

Diary No. 5112

Najam – uz – ZamanAppellant

Dated 5/5/2023

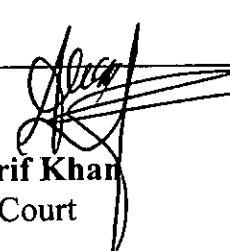
V E R S U S

Chief Secretary Government of KPK & others..... Respondents

I N D E X

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Appellant
Through


Muhammad Arif Khan
Advocate High Court
At Peshawar

Date: 5/5 /2023

BEFORE THE SERVICES TRIBUNAL, K.P.K, PESHAWAR

CM _____ 2023

Service Appeal No. 330 /2023

Najam – uz – ZamanAppellant

V E R S U S


Chief Secretary Government of KPK & others..... Respondents

SUBJECT: APPLICATION FOR SUBMITTING ADDITIONAL DOCUMENTS AS PER INSTRUCTIONS OF THIS HON'BLE COURT

Respectfully Sheweth:

1. That above service appeal is pending before this Hon'able Court & Fixed for 09.05.2023.
2. That on direction of this Hon'ble Court the following documents are thereby annexed with this application.
3. It is therefore requested that application in hand may kindly accept & allow the petitioner to annexed the documents as additional documents.

Appellant
Through



Muhammad Arif Khan
Advocate High Court
At Peshawar
03139606785

Date: 5/5 /2023

BEFORE THE SERVICES TRIBUNAL, K.P.K, PESHAWAR

CM _____ 2023

Service Appeal No. 330 /2023

Najam – uz – Zaman **Appellant**

V E R S U S

Chief Secretary Government of KPK & others..... **Respondents**


AFFIDAVIT

I, Najam – Uz - Zaman S/o Qamar – uz - Zaman R/O Falcon Complex Khyber Road Peshawar cantt, do hereby solemnly affirm and declare on oath that the contents of the application alongwith documents are true and correct to the best of my knowledge and belief and nothing has been concealed from this Hon'ble Court.


Identified by



Muhammad Arif Khan
Advocate High Court
At Peshawar
03139606785


Deponent
0333-9102737

ATTESTED


04-05-2023

GOVERNMENT OF NWFP
FINANCE DEPARTMENT.

No.1/42-Fund(FD)2001/Vol.V
Dated Peshawar, the 13th August, 2001

To

Mr.Najam-uz-Zaman,
S/O Qamar-uz-Zaman,
Street No.10, Ashrafla Colony,
Post office Afghan Colony,
Eidgah Road,
Peshawar City.

Annex 'A'

SUBJECT:- APPOINTMENT AS ACCOUNTANT ON CONTRACT BASIS IN FUND SECTION FINANCE DEPARTMENT, GOVERNMENT OF NWFP.

Reference your application for appointment as "Accountant" in this Department.

The Board for General Provident Investment Fund and Pension Fund has approved your appointment as Accountant on contract basis to maintain accounts of both Funds on double entry system on the following terms and conditions:-

- (i) You shall serve the Board as Accountant on contract basis for a period of one year. The period will commence from the date of assumption of the charge of the post. The contract period will be extendable subject to the approval of the competent authority depending upon your performance during one year.
- (ii) For the services rendered, you shall be entitled to receive a fixed salary of Rs.6000/- per month from NWFP General Provident Investment Fund and NWFP Pension Fund. The pay shall commence from the date of assumption of the charge of the post. You shall not be entitled to any other allowance/facility or honoraria.
- (iii) Your appointment will be subject to the production of a valid medical fitness certificate by the standing medical board.
- (iv) No TA/DA shall be allowed to you for joining duty.
- (v) Any conduct on your part violative of the provisions of the NWFP Government Servants (Conduct) rules 1987, shall amount to misconduct on your part.
- (vi) In the event of misconduct on your part or a breach of any of the terms and conditions highlighted above, the Government may at any time dispense with your services without any notice and without assigning any reason.
- (vii) You will report to Additional Finance Secretary(Budget) through Deputy Secretary(Resources) of Finance Department.
- (viii) The service rendered by you to the Board shall not be construed as service rendered to Government of NWFP.

If the above terms and conditions of appointment on contract basis are acceptable to you, you should report to the Addl. Finance Secretary(Budget) by 1.9.2001 failing which the offer shall be treated as withdrawn/cancelled

ATTACHED

(Signature)

(SAJJAD AHMAD)
SECTION OFFICER(FUNDS/LOANS)

4

Annex 'B'

F.Misc.

**GOVERNMENT OF NWFP
FINANCE DEPARTMENT.**

No.1/42(Accountant)Fund(FD)2001
Dated Peshawar, the 31st October 2002

To

Mr.Najam-uz-Zaman,
Accountant,
Funds/Loans Section,
Finance Department.

Received
Hajji
2-11-2002

36/

SUBJECT:- EXTENTION IN THE CONTRACT PERIOD.

Kindly refer to this Department letter No.1/42-Fund(FD)2001/Vov-V dated 13.08.2001 on the subject noted above.

The Board for General Provident Investment Fund and Pension Fund have approved extension in your contract period for another one year with effect from 01.09.2002. The terms and conditions of the contract will remain the same as mentioned in this Department letter quoted above. However, you shall be entitled to receive a fixed salary of Rs.8000/- per month during the extended period of contract.

(Signature)
(SAJJAD AHMAD)
BUDGET OFFICER(FUNDS/LOANS)

Endost of even No & Date.

Copy forwarded for information to:-

- 1- P.S. to Secretary Finance.
- 2- P.A. to Additional Finance Secretary (B/R).

1-10/11
2/11

ATTESTED

(Signature)
BUDGET OFFICER(FUNDS/LOANS)

5

Annex 'C'

ME
GOVERNMENT OF NWFP
FINANCE DEPARTMENT

No.1/42 (Accountant) Fund/FD/2001
Dated Peshawar the 6th September 2003

To

08-9-2003

Mr. Najam uz Zaman,
Accountant,
Funds/Loans Section,
Finance Department.

52/-

Subject: EXTENSION IN THE CONTRACT PERIOD.

Kindly refer to this Department letter No. 1/42-Fund (FD) 2001/Vol-V dated 31.10.2002 on the subject noted above.

The Boards of NWFP General Provident Investment Fund and NWFP Pension Fund have approved extension in your contract period for another term of one year with effect from 01.09.2003. Your pay and other terms and conditions of the contract will remain the same as mentioned in this department's letters of even number dated 13.08.2001 and 31.10.2002.

36/-

37/-

(SAJJAD AHMED)
BUDGET OFFICER (FUNDS/LOANS)

Endost even No. & Date.

Copy forwarded for information to: -

- 1. P.S to Secretary Finance.
- 2. Provincial Finance Controller, Finance Department.

SW (01)
08/9/03
869

ATTESTED

BUDGET OFFICER (FUNDS/LOANS)

F Misc

(6)
Annex 'D'

GOVERNMENT OF NWFP
FINANCE DEPARTMENT
No.1/42(Accountant) Fund (FD) 2001
Dated Peshawar, the 6th September 2004

To

✓
Mr. Najam-uz-Zaman,
Accountant,
Funds/Loans Section,
Finance Department.

Subject: - EXTENSION IN THE CONTRACT PERIOD.

Kindly refer to this Department letter No.1/42-Fund (FD) 2001/ dated 06.09.2003 on the subject noted above.

The Boards of General Provident Investment Fund and Pension Fund have approved extension in your contract period for another one year with effect from 01.09.2004. The terms and conditions of the contract will remain the same as mentioned in this Department letter of even number dated 13.08.2001. However, you shall be entitled to receive a fixed salary of Rs.8800/- per month during the extended period of contract.

(SAJJAD AHMAD)
BUDGET OFFICER (FUNDS/LOANS)

End of even No & Date.

Copy forwarded for information to: -

1. P.S. to Secretary Finance.
2. P.A. to Provincial Finance Controller, Finance Department.

ATTESTED

BUDGET OFFICER (FUNDS/LOANS)

7

Annex 'E'

GOVERNMENT OF NWFP,
FINANCE DEPARTMENT,
No.1/5(F/L)FD/2005/AFM
Dated Peshawar, the 28th January 2006

ORDER

The Boards of NWFP General Provident Investment Fund and NWFP Pension Fund in joint meeting held on 12.12.2005 are pleased to approve the extension with effect from 1.9.2005 to 30.11.2005 in the contract appointment of Mr.Najam-uz-Zaman, Accountant of the Boards subject to the existing terms and conditions.

2. The Boards are further pleased to appoint Mr.Najam-uz-Zaman as Assistant Fund Manager at fixed salary of Rs.15,000/- PM for a period of two years w.e.f. 1.12 2005 to 30.11.2007 subject to the following terms and conditions:-

- (i) Any conduct on his part violative of the provisions of the NWFP Government Servants (Conduct) rules 1987, shall amount to misconduct on his part.
- (ii) In the event of misconduct on his part of or a breach of any of the terms and conditions, the Government may at any time dispense with his services without any notice and without assigning any reason.
- (iii) The service rendered by him to the Board shall not be construed as service rendered to Government of NWFP.

3. On his appointment as Assistant Fund Manager his duties will be as under:-

- i) He would work under Investment Committees and be responsible to Boards as broadly required:-
- ii) To maintain Books of Accounts on double entry system.
- iii) To assist the Fund Manager in managing Government Trust Fund transactions, equity market portfolio and mutual funds efficiently and effectively.
- iv) To assist the process for Money Market and Foreign Exchange transactions equity market portfolio.
- v) Any other responsibility assigned.
- vi) To assist in the conduct of annual external & internal audit.
- vii) To prepare periodic financial statements, reports as per requirements of INTOSAI
- viii) To maintain record/record minutes of the meetings of Investment Committees/Boards and publications/compilation of the same on annual basis.


PROVINCIAL FINANCE CONTROLLER/
SECRETARY OF THE BOARDS

Copy forwarded for information to:-

- 1. Secretary to Government of NWFP, Finance Department,
- 2. Secretary to Government of NWFP, Administration Department.
- 3. Chief Manager, State Bank of Pakistan, Peshawar.
- 4. Member Inspection Team, Peshawar High Court, Peshawar.
- 5. Managing Director, Bank of Khyber, Peshawar.
- 6. Mr. Sajid Khan, Representative of the Subscribers.
- 7. President Stock Exchange, Islamabad.
- 8. PS, Chief Secretary, NWFP.
- 9. Mr.Najam-uz-Zaman,

ATTACHED
25-11-06


(MUSHTAQ AHMAD)
BUDGET OFFICER(FUNDS/LOANS)

7
2011

(8)
Annex 'F'

Subject: MINUTES OF THE MEETING OF NWFP GENERAL PROVIDENT INVESTMENT & PENSION FUNDS BOARDS:

1. A joint meeting of the above mentioned Committees was held in office of the Secretary to Govt. of NWFP, Administration Department under his Chairmanship on 31-10-2007 at 11:00 A.M (F/A). The following attended: -
 1. Mr. Muhammad Humayun, Chief Manager, State Bank of Pakistan, Pesh.
 2. Mr. Sajid Khan, Representative of the Subscribers.
 3. Mrs. Hashmat Iqbal, Secretary of the Boards/ Provincial Finance Controller.
 4. Mr. Amjad Pervez, Financial Advisor to the Boards.
 5. Mr. Mushtaq Ahmad, Deputy Secretary, Admin.

2. The meeting started with recitation from "The Holly Quran" and thereafter the following agenda items were placed before the committees:
 - (i) Investment / Reinvestment of Funds
 - (ii) Extension in the contract period of Mr. Najam-uz-Zaman, Assistant Fund Manager.

The recommendations/minutes of the Investment Committees are reproduced below:

AGENDA ITEM I

Investment / Reinvestment of Funds

3. The Secretary of the Boards, apprised the house about the maturities, occurring in the month of November 2007 and investment / reinvestment proposals. The detail of maturing amounts are as under: -

NWFP General Provident Investment Fund						
Amount	DOI	DOM	Rate	Days	Profit	Total
Bank of Khyber						
680,249,383	1-May-07	1-Nov-07	11.50%	184	39,435,827	719,685,210
109,916,457	4-May-07	4-Nov-07	11.50%	184	6,372,143	116,288,600
852,132,038	9-May-07	9-Nov-07	11.50%	184	49,400,312	901,532,350
6,229,551	18-May-07	18-Nov-07	11.50%	184	361,143	6,590,694
175,582,973	20-May-07	20-Nov-07	11.50%	184	10,179,002	185,761,975
Habib Metropolitan Bank						
41,517,371	12-May-07	12-Nov-07	10.50%	184	2,197,577	43,714,948
Habib Bank Ltd						
125,684,380	14-May-07	14-Nov-07	10.50%	184	6,882,664	132,337,044
12,863,280	21-May-07	21-Nov-07	10.50%	184	6,114,008	133,557,286
Faysal Bank Ltd						
5,390,760	7-May-07	7-Nov-07	10.85%	184	294,286	5,674,697
50,000,000	14-May-07	14-Nov-07	11.00%	184	2,772,603	52,772,603
2,173,535,844	Total A				124,174,563	2,297,916,407

ATTACHED

NWFP Pension Fund						
Amount	DOI	DOM	Rate	Days	Profit	Total
Bank of Khyber						
688,772	1-May-07	1-Nov-07	11.50%	184	39,279	728,051
521,715,339	1-May-07	1-Nov-07	11.50%	184	30,245,196	551,960,535
219,983,313	4-May-07	4-Nov-07	11.50%	184	12,753,005	232,736,318
3,151,119	18-May-07	18-Nov-07	11.50%	184	182,679	3,333,798
130,303,785	20-May-07	20-Nov-07	11.50%	184	7,554,050	137,857,835
Habib Metropolitan Bank						
26,425,685	20-May-07	20-Nov-07	10.50%	184	1,398,751	27,824,436
Bank Al-Falah Ltd						
21,140,548	22-May-07	22-Nov-07	10.50%	184	1,119,001	22,259,549
Habib Bank Ltd						
38,052,980	21-May-07	21-Nov-07	10.50%	184	2,014,202	40,067,182
United Bank Ltd						
142,656,164	19-May-07	15-Nov-07	10.50%	180	7,306,853	150,043,017
Faysal Bank Ltd						
10,000,000	23-May-07	23-Nov-07	11.00%	184	554,521	10,554,521
1,114,117,705	Total B				63,440,016	1,177,557,721
3,287,653,549	Total A +B			187,819,579	3,475,473,128	

4. The Committee after detail deliberation upon the investment opportunities, recommended as under: -

- i) The Government Policy regarding placement of funds in Bank of Khyber issued vide Finance Department circular # 2/3-(F/L)/FD/2007-08/Vol-IX Dated: 11th October 2007 was discussed in detail. It was observed that at the moment 22% of funds are invested in Bank of Khyber; whereas according to the Government policy placement in Bank of Khyber should be upto 15% by 31st December 2007. The house was of the view that to meet the target of 15% in Bank of Khyber a sum of Rs. 908 million would have to be withdrawn. This abrupt withdrawal at the close-end of the banks Financial Year would adversely effect the financial position of the bank on one hand and security of the remaining fund in Bank of Khyber could be jeopardized on the other. Considering all the aspects of the policy and its implications the house unanimously resolved that instead of withdrawal of 908 million in one go it will be prudent and appropriate to withdraw 50% of the due amount immediately and remaining 50% upto June 2008, so as to bring the placement of funds in Bank of Khyber upto the notified level / limit of 15%. By doing so a sum of Rs. 450 million was agreed to be withdrawn from the Bank of Khyber for further investment in various profitable schemes. The remaining

(10)

amount of Rs. 2,406,475,366/- may be reinvested from the date of maturity in the same bank @ 10.50% for a period of six months.

- ii) Following amounts invested in Habib Metropolitan Bank (credit rating A1+: AA+) and maturing in the month of November 2007 may be reinvested from the date of maturity in the same bank (alongwith profits) @ 9.60% for a period of six months:

Habib Metropolitan Bank						
Amount	DOI	DOM	Rate	Days	Profit	Total
NWFP General Provident Investment Fund						
41,517,371	12-May-07	12-Nov-07	10.50%	184	2,197,577	43,714,948
NWFP Pension Fund						
26,425,685	20-May-07	20-Nov-07	10.50%	184	1,398,751	27,824,436

- iii) Following amounts invested in Faysal Bank Ltd. (credit rating A-1+: AA) and maturing in the month of November 2007 may be reinvested from the date of maturity in the same bank (alongwith profits) @ 10.00% for a period of six months:

Faysal Bank Ltd.						
Amount	DOI	DOM	Rate	Days	Profit	Total
NWFP General Provident Investment Fund						
5,380,411	7-May-07	7-Nov-07	10.85%	184	294,286	5,674,697
50,000,000	14-May-07	14-Nov-07	11.00%	184	2,772,603	52,772,603
NWFP Pension Fund						
10,000,000	23-May-07	23-Nov-07	11.00%	184	554,521	10,554,521

- iv) Following amount invested in Bank Al-Falah Ltd. (credit rating A1+: AA) and maturing in the month of November 2007 may be reinvested from the date of maturity in the same bank (alongwith profit) @ 9.50% for a period of six months:

Bank Al-Falah Ltd.						
Amount	DOI	DOM	Rate	Days	Profit	Total
NWFP Pension Fund						
21,140,548	22-May-07	22-Nov-07	10.50%	184	1,119,001	22,259,549

- v) Following amount invested in United Bank Ltd. (credit rating A-1+: AA) and maturing in the month of November 2007 may be reinvested from the date of maturity in the same bank (alongwith profit) @ 9.75% for a period of six months:

United Bank Ltd.						
Amount	DOI	DOM	Rate	Days	Profit	Total
NWFP Pension Fund						
142,656,164	19-May-07	15-Nov-07	10.50%	180	386,853	150,043,017

ATTESTED

- vi) The Committee observed that profit rate of 9.25% offered by Habib Bank Ltd is not compatible therefore following amounts invested in Habib Bank Ltd and maturing in the month of November 2007 may be withdrawn on maturity for further investment in United Bank Ltd @ 9.75% for a period of six months:

Habib Bank Ltd.						
Amount	DOI	DOM	Rate	Days	Profit	Total
NWFP General Provident Investment Fund						
125,684,380	14-May-07	14-Nov-07	10.50%	184	6,652,664	132,337,044
126,843,280	21-May-07	21-Nov-07	10.50%	184	6,714,006	133,557,286
NWFP Pension Fund						
38,052,980	21-May-07	21-Nov-07	10.50%	184	2,014,202	40,067,182

5. Besides above, the committees were informed that after withdrawal of Rs. 450 million from Bank of Khyber an amount of Rs. 580 million is available in running accounts of the Funds. The committees thoroughly discussed the available opportunities in various financial markets and recommended as under:

- i) An amount of Rs. 100.000 million may be invested in open-ended Mutual Funds.
- ii) An amount of Rs. 50.000 million may be invested in National Investment (Unit) Trust (NIT).
- ✓ iii) An amount of Rs. 100.000 million may be invested in Saudi Pak Commercial Bank Ltd., @ 10.50% for a period of six months.
- ✓ iv) An amount of Rs. 50.000 million may be invested in My Bank Ltd., @ 10.00% for a period of six months.
- ✓ v) An amount of Rs. 50.000 million may be invested in KASB Bank Ltd., @ 10.00% for a period of six months.
- ✓ vi) An amount of Rs. 30.000 million may be invested in Habib Metropolitan Bank Ltd., @ 9.60% for a period of six months.
- ✓ vii) An amount of Rs. 50.000 million may be invested in Bank Al-Falah (Islamic) @ 9.65% for a period of six months.
- ✓ viii) An amount of Rs. 150.000 million may be invested in United Bank Ltd., @ 9.75% for a period of six months.

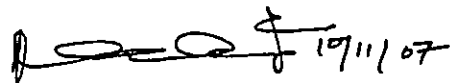
AGENDA ITEM II

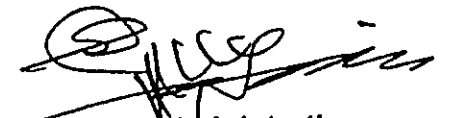
Extension in the contract period of Mr. Najam-uz-Zaman (Assistant Fund Manager)

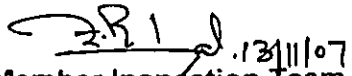
6 The Committees discussed the extension in the contract period of Mr. Najam-uz-Zaman (Assistant Fund Manager) in detail and keeping in view his performance, the Committees recommended the extension in the contract period for


further two years w.e.f. 01-12-2007 to 30-11-2009. The committees further recommended an increase of Rs. 5,000/- per month w.e.f. 01-12-2007 in his salary package. The other terms and conditions of his service will remain intact.

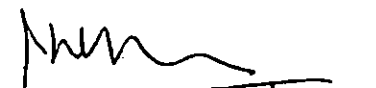
- 7. The above recommendations of the Investment Committees are considered and approved by the members of GPI and Pension Funds Boards, through circulation.



 Secretary to Govt. of NWFP,
 Finance Department.
 (Member)

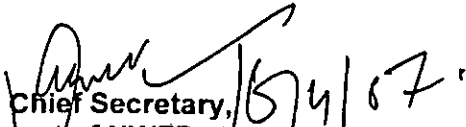

 Secretary Administration
 E & A Department Peshawar
 (Member) 8/11/2007


 Member Inspection Team,
 Peshawar High Court
 Peshawar. (Member)


 Managing Director,
 Bank of Khyber, Peshawar
 (Member)


 Sajid Khan
 Representative Of the
 subscribers (Member)


 Chief Manager,
 State Bank of Pakistan,
 Peshawar (Member)


 Chief Secretary,
 Government of NWFP, Peshawar
 (Chairman)

ATTESTED

13

Annex G



**GOVERNMENT OF N.W.F.P
FINANCE DEPARTMENT**

No.1/5 (FC) FD / 2009 / Vol. 59
Dated Peshawar the 8th February, 2010

To

8/2/10

1. PS to Secretary to Govt. of NWFP, Administration Department.
2. Mr. Sajid Khan Jadoon, Representative of the subscribers.
3. The Chief Manager, State Bank of Pakistan, Peshawar.
4. The Managing Director, The Bank of Khyber.
5. President, Stock Exchange, Islamabad.
6. Member, Provincial Inspection Team, Peshawar High Court, Pesh.
7. Mr. Amjad Pervez, Financial Advisor to the Board.

SUBJECT:- 22ND MEETING OF THE BOARD OF NWFP GENERAL PROVIDENT INVESTMENT AND NWFP PENSION FUNDS.

Dear Sir,

I am directed to refer to this office letter of even no. dated 4th February 2010 and to state that the subject meeting has been rescheduled to 15th February 2010 at 11:30 AM instead of 9th February 2010.

You are requested to make it convenient to attend the meeting on the date / time mentioned above. Working paper has already been provided.

Kindly acknowledge receipt

Yours truly,

olc

**Najam-uz-Zaman
Assistant Fund Manager**

Endst of Even N o. & Date

Copy forwarded to: -

8/2/10
8/2/10
8/2/10

8. PS to Chief Secretary, NWFP.
9. PS to Secretary to Government of NWFP, Finance Department.
10. PA to Senior Economist / Secretary of the Boards.

olc

Assistant Fund Manager

Endst of Even N o. & Date

Copy forwarded to the Section Officer (Admn) Administration Department for necessary arrangements.

8/2/10

olc

Assistant Fund Manager

RECEIVED
8/2/2010
J.M.

8/2/10
8/2/10

Agenda Item VIII

Subject: Expiry of contract periods of employees of Fund Cell.

Introduction:

1. The Fund Cell of Government of NWFP was established on 1.12.2005 which was initially supervised by Assistant Fund Manager only. Later on two more posts were created by the Board i.e Fund Officer and Computer Operator. Subsequently, the Computer Operator post was converted to Fund Officer. The Cell now comprises of four employees i.e. Assistant Fund Manager, Fund Officer-I, Fund Officer-II and Naib Qasid / Drive. These employees are working on contract basis at fixed packages of Rs. 25,000/- to Assistant Fund Manager, Rs. 15,000/- each of both the Fund Officers and of Rs. 4,000/- of Driver / Naib Qasid.

2. The Cell was originally created to deal with only NWFP General Provident Investment and NWFP Pension Funds.

3. In 2007, the NWFP Hydel Development Fund and NWFP Contributory Provident Fund were also handed over to Fund Cell.

Portfolios:

4. Portfolios of the Funds worth Rs. 10.845 billion, Rs. 7.119 billion, Rs. 12,247.521 billion and Rs. 717.495 million of NWFP GPI, Pension, Hydel & CP Funds respectively. Holdings of the Funds are as under:

(Rs. in Million)

S. No.	Schemes	NWFP GPI Fund	Pension Fund	Hydel Development Fund	CP Fund	Consolidated Balance
1	Banks	5,727.985	2,996.294	146.673	717.495	9,588.447
2	Fixed Income Securities	4,053.516	3,162.214	11,302.048	-	18,517.778
3	Advances	402.693	386.026	798.800	-	1,587.519
4	Mutual Funds	60.295	163.529	-	-	223.824
5	Trading Account	507.860	411.000	-	-	918.860
6	Investment in unlisted securities / Associate	93,000	-	-	-	93,000
Grand Total (1 + 2 + 3 + 4 + 5 + 6)		10,845.349	7,119.063	12,247.521	717.495	30,929.428

Functions and performance of the Fund Cell employees:

S. No.	Name / Designation / Qualification / Experience	Required Qualification / Experience	TORs	Performance Report
1	Najam-uz-Zaman (Assistant Fund Manager)	MBA (Finance) Years Experience in maintaining accounts including 3 years in fund management.	The Assistant Fund Manager would work under Investment Committee and be responsible to Boards and is broadly required: • To maintain Books of Accounts on double entry system. • To assist the Fund Manager in managing Government Trust Fund	Since Secretary Finance and Secretary of the Board have recently joined. It is therefore proposal that contract periods of the employees may be extended till 31 st March 2010. In the meantime both the officers will closely monitor the performance of Fund Cell as a whole and of employees individually and will render

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	<p>10 Years:</p> <ul style="list-style-type: none"> 8 years in Fund Cell, Finance Department. 2 years in Pvt sector as Accounts Officer 	<p>Have comprehensive knowledge of treasury function.</p> <p>Strong analytical and interpersonal skills.</p> <p>Max. Age: 45 years.</p> <p>Salary negotiable.</p>	<p>transaction, equity market portfolio and mutual funds efficiently and effectively</p> <ul style="list-style-type: none"> To assist the process for Money Market and Foreign Exchange transaction, equity market portfolio. Be ready to shoulder any other responsibility assigned. To assist in the conduct of annual external & internal audit. To prepare periodic financial statements, report as per requirements of INTOSAI. Maintenance of records / minutes of the meetings of the Boards and publications/compilation of the same on annual basis. 	<p>report in March 2010 before the Board in this regard.</p>
2	<p>Imtiaz Ali (Fund Officer)</p> <p>MBA (Finance)</p> <p>3 Years and 6 months in Fund Cell.</p> <p>2 years in Pvt sector as Accounts / Admin Officer</p>	<p>B.Com 2nd division having 3 years experience on double entry system.</p> <p>Max. Age: 30 years.</p> <p>Salary Rs. 10,000/- PM fixed.</p>	<ul style="list-style-type: none"> Maintenance of Books of Accounts on double entry system. 	<p>Since Secretary Finance and Secretary of the Board have recently joined. It is therefore proposal that contract periods of the employees may be extended till 31st March 2010. In the meantime both the officers will closely monitor the performance of Fund Cell as a whole and of employees individually and will render report in March 2010 before the Board in this regard.</p>
3	<p>Muhammad Haroon (Fund Officer)</p> <p>MBA (Finance)</p> <p>2 Years in Fund Cell.</p>	<p>M.Com / MBA (Finance / Accounting) / ICMA / CA Inter with having hand on Accounting Software. Exp. 3 Years.</p> <p>OR</p> <p>B.Com / BBA / ICMA Inter with having hand on Accounting Software. Exp. 5 Years.</p> <p>Max. Age: 30 years.</p> <p>Salary Rs. 10,000/- PM fixed.</p>	<ul style="list-style-type: none"> Maintenance of Books of Accounts on double entry system. Portfolio management / Fund management. Banking Operations. 	<p>Since Secretary Finance and Secretary of the Board have recently joined. It is therefore proposal that contract periods of the employees may be extended till 31st March 2010. In the meantime both the officers will closely monitor the performance of Fund Cell as a whole and of employees individually and will render report in March 2010 before the Board in this regard.</p>
4	<p>Naheedullah Driver / Naib Qasid</p> <p>Matric</p> <p>2 Years in Fund Cell.</p>	<p>Middle</p> <p>LTV driving license</p> <p>Age. 25-45 years.</p> <p>Salary Rs. 4,000/- PM</p>		<p>Since Secretary Finance and Secretary of the Board have recently joined. It is therefore proposal that contract periods of the employees may be extended till 31st March 2010. In the meantime both the officers will closely monitor the performance of Fund Cell as a whole and of employees individually and will render report in March 2010 before the Board in this regard.</p>

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5. The contract periods of the following officers / officials expires / expired on dates mentioned against each.

S. No	Name	Designation	Date of expiry of contract period
1	Mr. Najam-uz-Zaman	Assistant Fund Manager	November 30 th , 2009.
2	Mr. Imtiaz Ali	Fund Officer	February 12 th , 2010.
3	Mr. Muhammad Haroon	Fund Officer	December 31 st , 2009.
4	Mr. Naheedullah	Driver / Naib Qasid	October 3 rd , 2009.

6. The matter is placed before the Board for consideration please.


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SUBJECT: 22ND MEETING OF THE BOARD OF NWFP GENERAL PROVIDENT INVESTMENT AND PENSION FUNDS HELD ON 20-02-2010

1. The subject meeting was held under the Chairmanship of Chief Secretary, NWFP on 20-02-2010 at 1100 hours. The following attended: -

1. Secretary to Government of NWFP Finance Department.
2. Secretary to Government of NWFP Administration, E & A Department.
3. Mr. Sajid Khan Jadoon, Representative of the subscribers.
4. Chief Manager, State Bank of Pakistan, Peshawar branch.
5. Managing Director, the Bank of Khyber.
6. Syed Anees Badshah Bukhari, Additional Member Inspection Team-III, Peshawar High Court Peshawar.
7. Mr. Amjad Pervez, Financial Advisor of the Board.
8. Mr. Nadeem Bashir, Secretary of the Board.

2. The meeting started with recitation from "the Holy Quran" and thereafter the following agenda items were placed before the Board:

1. Confirmation of the minutes of 21st meeting of the Board held on 11.09.09.
2. Implementation status of the decisions of 21st meeting of the Board held on 11.09.09.
3. Meeting of the Departmental Accounts Committee.
4. Investment Policy.
5. Investment of Funds.
6. Audit of Accounts of NWFP General Provident Investment & Pension Funds.
7. Working paper with Road Map & Strategy.
8. Expiry of contract periods of employees of Fund Cell.

Additional items

1. Amendments in the GP & Pension Investment Fund Acts of 1999.
2. Meeting of the Departmental Account Committee.
3. Request for revision of rates on Government Deposits.
4. Audit of accounts of NWFP General Provident Investment & Pension Funds.

Agenda Item I: Confirmation of the minutes of 21st meeting of the Board dated 11.09.09.

3. On the question of confirmation of minutes of the 21st meeting, Mr. Sajid Khan, representative of subscribers, pointed out that the decisions at para 6 and para 14 were self contradictory. In this context he referred to the underlined portion in both the paras.

Para 6 of the Minutes (dated 11.09.2009):

The Board was also informed that as per provisions of Acts / Rules, the audit by DG (Commercial) is valid audit only. It was observed

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that the Boards, being the custodian of Funds, are quite competent to appoint Chartered Accountants to audit the accounts, as was done previously also.

Para 14 of the Minutes (dated 11.09.2009):

ii. The validity of expenditure on Fund Cell from the fund was discussed in detail and it was observed that neither the expenditure of Fund Cell nor the audit expenditure other than DG (Commercial) Audit are valid charges on Funds. MIT, Peshawar High Court also pointed out that these expenditures were not valid on as there is no cover in the Act / Rules. The Chairman was of the view that expenditure on the Fund Cell should be financed by Finance Department and not from the Funds as provided in the law. After detail discussion the Budget for the Financial Year 2009-10 was unanimously approved with 30% increase over the last year actual and it was decided that Finance Department would look into the possibility of its funding from own sources in future.

4. It was clarified that the contents of the two paras were not self contradictory. The spirit and essence of both the paras was that the Board could get the audit done through any source viz Director General (Commercial) Audit or a private firm, or both.

5. Mr. Sajid Khan, representative of the subscribers, requested the Board to issue instructions for ensuring confidentiality of proceedings. He observed that some of the decisions of previous meeting were leaked out just after the meeting, which he maintained, is bringing disrepute to the fund.

6. The Chair directed the Fund Cell to take all possible measures to ensure confidentiality of proceedings of the Fund in future.

Decision:

"After a lengthy debate, it was resolved that the Board, in addition to audit through Director General (Commercial) Audit, can engage private firms for the purpose also".

7. Minutes of the previous meeting, dated 11.09.2009, were thus confirmed by the Board. The Chair, at this juncture also highlighted, the standard format for recording of minutes, and advised that minutes may be recorded and circulated in future, instead of obtaining signatures from each member. He also elaborated that Directors may convey their observations, if any, to Secretary of

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the Board within three days of issuance of minutes. The minutes, thereafter, will be placed before the Chairman for approval and circulation.

Agenda Item II: Implementation status of the decisions of 21st meeting of the Board held on 11.09.09.

8. The Board expressed satisfaction over the implementation status of its previous decisions

Agenda Item III: Meeting of the Departmental Accounts Committee (DAC)

9. The Secretary of the Board while presenting the agenda item stated that the meeting of the DAC was held on 4.12.2009, wherein, twenty one paras / observations of Director General (Commercial) Audit were discussed. He pointed out that eight out of twenty one paras pertained to investment in securities market component of our portfolio. The Secretary Finance also informed the participants that auditors expressed concern over two major issues, which were about investment in Pearl Securities Ltd and pledging of shares. He further stated that the auditors were of the view that Pearl Securities Ltd / broker, failed to supply necessary documents through which the matters could have been finalized, and thus demanded thorough investigation into the matter.

10. The representative of subscribers, at this point, submitted that technical members of the Board should have been invited in the Departmental Accounts Committee meeting, who could convince the auditors as a result of which they might have dropped the observations. He requested to call the same auditors once again for discussion with technical members of the Board, so that their concerns be addressed properly before converting them into advance paras for Public Accounts Committee (PAC) meeting.

11. The Secretary Administration pointed out that the present Act / Rules of the funds do not explicitly define / elaborate as to who will have to hold such meeting as no audit committee was ever constituted. In absence of this, holding of DAC meeting by the Secretary Finance was justified and valid.

12. Keeping in view the above, the Chairman asked about the present market values of stocks, Mutual Funds and about the rationale behind investment in equity of an unlisted company. He also invited Mr. Amjad Pervez, Financial Advisor, to let the Board know of the outcome of pledging of shares with various institutions.

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13. In response Mr. Amjad Pervez, Financial Advisor submitted that observation of auditors were not well founded as no financing had ever been availed against those pledged shares, and auditors might be called once again before technical members of the Board to clarify to them the factual position. He informed that he worked for the fund very professionally and always kept fund's interest as primary objective. He further stated that the company had paid dividend amounting Rs. 1.50 per share upto 31.12.2009. The Chair asked for commitment in clear terms regarding return on investment and exit strategy from the company. Mr. Amjad Pervez, Financial Advisor replied that it was a long term investment and assured 16% annual return and offered payment of half of the equity in July, 2011 and half in July, 2012.

14. Mr. Sajid Khan, representative of subscribers explained that the rationale behind investment in stock, Mutual Fund and the company was, the lower available interest rates in the market. He elucidated that interest rates in 2003-04 & 2004-05 went down to below 2% p.a. due to which the Board was compelled to explore new avenues of investments. The Chief Manager, State Bank of Pakistan, seconded the view point of Mr. Sajid Khan, representative of subscribers and informed that risky assets are only 5% of NWFP General Provident Investment & Pension Funds. He suggested that the Board may continue to invest 95% in risk free securities but keep 5% of the funds in stocks for augmenting & supplementing the return percentage. However the observation regarding investment in a company without confirming its credentials remained to be addressed.

15. The representative of subscribers was also of the view that first the policy of investment may be decided for which Mr. Javed Hashmat was assigned the job in the last Board meeting to give presentation on the proposed investment policy. Since he was not available no further action could be taken

Decision:

"The auditor may be requested to have discussion on the audit paras with the members of the Board for their satisfaction. Similarly procedure and process of Departmental Accounts Committee may also be decided for future. Moreover, Mr. Amjad Pervez, Financial Advisor would prepare road map and devise an exit strategy in respect of the portfolios for the consideration of Board. Further more Mr. Javed Hashmat would give presentation to the Board on investment policy in its next meeting".

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Agenda Item V: Investment of Fund

16. The Secretary Finance informed the Board of the available fund of Rs 2,410.154 million in daily accounts of the Funds. Keeping in view the principal decision of investment of NWFP General Provident Investment & Pension Funds in T-Bills, the Board decided to invest the available amount of Rs. 2,410.154 million in T-Bills. The Chief Manger, State Bank of Pakistan and Mr. Amjad Pervez, Financial Advisor, however, advised to invest in one year T-Bills, as decline was expected in the interest rates in future. The Board agreed to the suggestion. Details of available funds are as under:

S. #	Account No.	Fund	Amount
1	SDA-01858017	Pension Fund	547,648,558/-
2	SDA-01858009	GPI Fund (BOK)	1,187,290/-
3	HPR-000306000480	GPI Fund (First Women Bank)	641,927,042/-
4	National Bank of Pakistan	Daily Account	1,208,957,626/-
5	National Bank of Pakistan	Profit on daily account	10,433,470/-
Grand Total			2,410,153,986/-

Agenda Item VIII: Expiry of contract periods of employees of Fund Cell

17. The Secretary Finance presented the subject agenda and requested to extend contract periods of the employees of Fund Cell till 30th June 2010, and maintained that till that time Investment Policy and Structure of Fund Cell would have been finalized.

18. The Board thus approved extension in contract period of employees of Fund Cell till 30th June, 2010 and stressed for early resolution of the Investment Policy & Structure of Fund Cell.

Additional Agenda Item III: Request for revision of rates on Government Deposits

19. The Secretary of the Board presented the subject matter before the Board and informed that the Bank of Khyber has requested for reduction in interest rates (w.e.f. 1st Jan, 2010) from earlier commitment 15% to 12% (for three months), 12.30 (for six months), and 12.60% (for one year). Tenure of investment was earlier approved one year (March-April 2009 to March-April 2010).

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The matter was discussed in detail and the Board declined to agree to the request of the Bank of Khyber. Representative of subscribers added that once

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the decision of investment in T-Bills is finalized then there is no need to leave huge chunk of Rs. 944.093 million with the Bank of Khyber and the same needs to be withdrawn at maturity for investment in T-Bills.

21. The Chair, however, deferred the matter regarding withdrawal of fund from the Bank of Khyber till next review.

Decision:

"Interest rate of 15% will continue over investment of Rs. 944.093 million with the Bank of Khyber till maturity date in March & April 2010".

22. Keeping in view other official engagements of the Chairman, following agendas were deferred till next meeting of the Board:

1. Investment Policy.
2. Audit of Accounts of NWFP General Provident Investment & Pension Funds.
3. Working paper with Road Map & Strategy.

Additional items

1. Amendments in the GP & Pension Investment Fund Acts of 1999.
2. Meeting of the Departmental Account Committee.
3. Audit of accounts of NWFP General Provident Investment & Pension Funds.

23. The meeting ended with a vote of thanks from the Chair

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**FINANCE DEPARTMENT,
N.-W.F.P.**

SUBJECT: 22ND MEETING OF THE BOARD OF NWFP GENERAL PROVIDENT INVESTMENT AND PENSION FUNDS HELD ON 20-02-2010

A meeting of the Board of NWFP General Provident Investment & Pension Funds was held on 20.02.2010, wherein, it was resolved that minutes may be recorded and circulated in future, instead of obtaining signatures from each member. It was also clarified that Directors may convey their observations, if any, to Secretary of the Board within three days of issuance of minutes, whereafter the same will be placed before the Chrisman for approval.

Accordingly, the procedure adopted and minutes circulated on 1.03.2010 (F/A).

Decisions of the Board are reproduced below:

Agenda Item I: Confirmation of the minutes of 21st meeting of the Board dated 11.09.09.

- i. "After a lengthy debate, it was resolved that the Board, in addition to audit through Director General (Commercial) Audit, can engage private firms for the purpose also".
- ii. "Minutes of the previous meeting, dated 11.09.2009, were thus confirmed by the Board. The Chair, at this juncture also highlighted, the standard format for recoding of minutes, and advised that minutes may be recorded and circulated in future, instead of obtaining signatures from each member. He also elaborated that Directors may convey their observations, if any, to Secretary of the Board within three days of issuance of minutes. The minutes, thereafter, will be placed before the Chairman for approval and circulation".

Agenda Item II: Implementation status of the decisions of 21st meeting of the Board held on 11.09.09.

- iii. "The Board expressed satisfaction over the implementation status of its previous decisions".

Agenda Item III: Meeting of the Departmental Accounts Committee (DAC)

- iv. "The auditor may be requested to have discussion on the audit paras with the members of the Board for their satisfaction. Similarly procedure and process of Departmental Accounts Committee may also be decided for future. Moreover, Mr. Amjad Pervez, Financial Advisor would prepare road map and devise an exit strategy in respect of fund portfolios for the consideration of Board. Further more, Mr. Javed Hashmat would give presentation to the Board on investment policy in its next meeting".

Agenda Item V: Investment of Fund

- v. "Keeping in view the principal decision of investment of NWFP General Provident Investment & Pension Funds in T-Bills, the Board decided to

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invest the available amount of Rs. 2,410.154 million in T-Bills. The Chief Manger, State Bank of Pakistan and Mr. Amjad Pervez, Financial Advisor, however, advised to invest in one year T-Bills, as decline was expected in the interest rates in future. The Board agreed to the suggestion".

Agenda Item VIII: Expiry of contract periods of employees of Fund Cell

vi. "The Board approved extension in contract period of employees of Fund Cell till 30th June, 2010 and stressed for early resolution of the Investment Policy & Structure of Fund Cell".

Additional Agenda Item III: Request for revision of rates on Government Deposits

vii. "Interest rate of 15% will continue over investment of Rs. 944.093 million with the Bank of Khyber till maturity date in March & April 2010".

Keeping in view other official engagements of the Chairman, following agendas were deferred till next meeting of the Board:

- Item IV. Investment Policy.
- Item VI. Audit of Accounts of NWFP General Provident Investment & Pension Funds.
- Item VII. Working paper with Road Map & Strategy.

Additional Items

- Item I. Amendments in the GP & Pension Investment Fund Acts of 1999.
- Item II. Meeting of the Departmental Account Committee.
- Item IV. Audit of accounts of NWFP General Provident Investment & Pension Funds.

In view of the decision of the Board (mentioned in para 1/n), minutes were circulated to members / Directors on 1.03.2010, with the request to convey their observation-(s) if any, to Secretary of the Board within three days of the issuance of minutes. No response / observation arrived from any member till date, however, Chief Manager, State Bank of Pakistan (F/B), acknowledged receipt of minutes and maintained that minutes are in line with decisions of the Board. Since no observation arrived from any member, therefore the minutes may be placed before the Chairman of the Board for approval please.

4
NWFP
No. 1048
Date. 10-3-10

5
Secy. Finance NWFP
Dairy No. 883
Date. 10/3/10

Secretary Finance

Secretary of the Board

ATTACHED

the chairman of the Boards may please
approve the minutes (flag 'A')
Chief Secretary
Chairman
Secy Finance

Approved.
10/03
SECRETARY
Govt. of NWFP
Finance Deptt.

SUBJECT: 24TH MEETING OF THE BOARD OF KHYBER PAKHTUNKHWA GENERAL PROVIDENT INVESTMENT AND PENSION FUNDS HELD ON 13.10.2010.

Meeting of General Provident Investment and Pension Fund Board was held on 13.10.2010 under the Chairmanship of Secretary Finance as authorized by the Chairman.

The following attended:

1. Mr. Sajid Khan Jadoon, Representative of subscribers.
2. Managing Director, Bank of Khyber.
3. Muhammad Mansha Malik, Currency Officer, State Bank of Pakistan, Peshawar.
4. Mr. Fayyaz Ali Shah, Deputy Secretary (Admn), E&A Department.
5. Mr. Amjad Pervez, Financial Advisor.
6. Additional Secretary / Secretary of the Board.

2. The meeting started with recitation from the "Holy Quran" and thereafter, following agenda items were placed before the Board.

1. Confirmation of the minutes of 23rd meeting of the Board held on 20.04.2010.
2. Implementation status of the decisions of 23rd meeting of the Board held on 20.04.2010.
3. Annual Accounts 2009-2010.
4. Investment Policy.
5. Working Paper with Road Map & Strategy for strengthening of Fund Cell.
6. Final Audit Reports by Rafaqat Mansha Mohsin Dossani Massom & Co. Chartered Accountants.
7. Expiry Contract Period of employees of Fund Cell.
8. Budget of the Fund Cell for the financial year 2010-11.
9. Investment/Re-investment of Fund.

Additional items

1. Additional agenda item No.I (Investment of Fund)
2. Additional agenda item No.II (Grant of ex-post facto approval of Investment / re-investment of Rs. 2,407.934 million of GPI Fund & Rs. 1,341.217 million of Pension Fund in T-Bills).

Agenda Item I: Confirmation of the minutes of 23rd meeting of the Board dated 20.04.10.

3. The Secretary of the Board presented Item-I regarding confirmation of minutes of 23rd meeting of the Board dated 20.04.2010.

4. The Chair drew attention of the Board towards the word "resentment" used in para-15 of Board's minutes dated 20.04.2010 and termed it unkind. He elaborated that in the absence of clearly defined procedure of holding Departmental Accounts Committee, he held meeting with the Auditors, as had been done by his predecessors. Mr.Sajid Khan Jadoon, Representative of subscribers suggested amendments in the para under reference replacing the word "resentment" by "reservation" appeared in para-15 under reference, to which the Board agreed.

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5. The Chair also referred to para-26 of the Board minutes dated 20.04.2010; wherein, a Committee of two members comprising of Managing Director, Islamabad Stock Exchange & Secretary of the Board was constituted to comment upon and find out factual position with regard to Auditors' observations on pledging of shares & investment in Pearl Securities. He suggested that an independent expert should be engaged to examine the observations from technical perspective, as, Managing Director, Islamabad Stock Exchange was on the Board of Pearl Securities Ltd as well, and might be misconstrued as conflict of the interest. Mr. Sajid Khan Jadoon, Representative of subscribers maintained that rationale behind appointing Managing Director, Islamabad Stock Exchange on the committee, was that he being a technical person and frequently associated with such sort of issues was in a better position to come up with factual position before this forum. However, Secretary of the Board and Managing Director, Bank of Khyber suggested that the matter involves a more pragmatic approach and an independent judgment might be a better option. Board agreed and resolved that:

Decision:

"bids from reputed Chartered Accountants/consultants firms may be called to have their opinion on the auditors observations with regard to pledging of shares & investment in Pearl Securities".

Agenda Item II: Implementation status of the decisions of 23rd meeting of the Board held on 20.04.10.

6. Secretary of Board apprised the Board of the progress on the decisions of last meeting. By & large progress was found satisfactory. As regards presentation on investment policy & Road map for strengthening of the Fund Cell, it was decided that Mr. Javed Hashmat would be invited in the next meeting for this purpose.

7. Regarding amendments in Act / Rules, the Board felt that the same should have been finalized till now. However Secretary of the Board informed that meeting of the committee comprising Secretary Finance, Secretary Administration & Representative of subscribers will be held soon as the same was delayed due to other official engagements.

8. While discussing progress on additional agenda item III, regarding presentation on a road map for exit from riskier assets of portfolio, the Secretary of the Board informed that Mr. Amjad Pervez, had prepared a road map in this regard, which has also been circulated among the members of the Board. The road map contained two options to cope with the situation.

Option - I

To average out only those shares from Category A & B that are close to market prices. Once the market price and cost price of these shares are in equilibrium. Sell the scripts and average other shares. This process continues till we have taken exit form all the holdings.

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• Option - II

To average out all shares in Category A from new funds keeping in view their target price.

9. List of Category A & B shares is at annexure I. Managing Director, Bank of Khyber was of the view that as approved in the presentation more funds may be provided to average out the stocks so as to minimize chances of loss in case of exit. Contrary to which, he opined that invested amount would hang longer than our earlier expectations. Mr. Sajid Khan, representative of subscribers, however, was of the view that instead of pumping in more funds in risky business only the profit received on stock should be re-invested for the purpose. The Board after detailed deliberations concluded that Managing Director, Secretary of the Board & Executive Director, Bank of Khyber should give views on the proposal of more investment out of profit amount and comment upon suggested ways & means for safe exit from investment in stocks.

10. While going through the general decisions of the Board dated 20-04-2010, the representative of subscribers observed that meetings of Investment Committee were not being held regularly, which was earlier a regular feature of the process of investment. In response, it was informed that last meeting of the Investment Committee was held in June, 2010 and due to unavoidable circumstances meetings could not be convened, thereafter. It was agreed that, in future, meetings of the Investment Committee would be held regularly.

11. The amount of honoraria being paid to independent members of the Board also came under discussion. To a query regarding practice being followed in Bank of Khyber. Mr. Bilal Mustafa, intimated that the Bank pays Rs. 5,000/- each to the members of Investment Committee and Rs. 10,000/- each to the members of the Board, per meeting. The Board felt that payment of honorarium to independent members needed to be brought in line with that of Bank of Khyber and decided that proposal may be placed before next Board meeting.

Agenda Item III: Annual Accounts 2009-10

12. The Secretary of the Board presented accounts of the General Provident Investment & Pension Funds for the Financial Year ended 30th June 2010. He informed that due to higher interest rate during the period and handsome recovery as compared to previous year in Stock Market Index, the Funds managed to earn over Rs. 2 billion, which is a record earning in the history of the Funds. He further informed that weighted average rate of return remained over 12%. The Secretary of the Board pointed out the need to get the accounts audited for the period from 1st July, 2008 to 30th June, 2010.

ANNEXURE

Resolution:

"Bids from various reputed Chartered Accountant Firms should be invited through transparent manner and presented before the Board in its next meeting".

Agenda Item IV: Investment Policy

13. Already discussed in Para-6 above.

Agenda Item V: Working paper with Road Map & Strategy for strengthening of Fund Cell

14. Discussed in Para-6 above:

Agenda Item VI: Final Audit reports by Rafaqat Mansha Mohsin Dossani Massom & Co. Chartered Accountants.

15. The Secretary of the Board presented audit reports of Rafaqat Mansha Mohsin Dossani Massom & Co. Chartered Accountants and apprised that the auditors provided a qualified audit report by making some observations as part of the audit report instead of incorporating the same in management letter. The Board went through those observations threadbare and decided to investigate those observations through Chartered Accountant Firms by making it part of the TOR of the firms invited in para-5 above.

Agenda Item VII: Expiry of contract period of employees of Fund Cell.

16. The Secretary of the Board requested for grant of extension in the contract period for a considerable period of one year, against earlier extension of only three months i.e. upto 30-06-2010. He also apprised that salaries / remunerations of Govt. employees had been enhanced by 50%, whereas, no increase was given to the staff of Fund Cell since November, 2007. He requested the Board to allow sizable increase in pays to the employees of Fund Cell. The Board after detail deliberation approved increase in pays as per detail given below:

S. No	Designation	Current Salary in Rs.	Increase with Rs.	Revised Salary
1	Assistant Fund Manager	25,000/-	10,000/-	35,000/-
2	Fund Officer	15,000/-	8,000/-	23,000/-
3	Fund Officer	15,000/-	8,000/-	23,000/-
4	Driver / N.Q	4,000/-	4,000/-	8,000/-

17. Mr. Amjad Pervez & Managing Director, Bank of Khyber also suggested to extend this increase w.e.f. 01.07.2010 to which the Board agreed.

Decision:

Contract periods of the Staff of Fund Cell may be extended upto 30.06.2011 and their pays shall be enhanced as mentioned above w.e.f. 1st July, 2010".

Agenda Item VIII: Budget of the Fund Cell for the Financial Year 2010-11.

18. Budget for the Fund Cell for the Financial Year 2010-11 was presented before the Board. The Board approved the Budget estimate for the year 2010-11 along with

APPROVED

additional amount payable on account of increase in the pay of cell employees. The Board also stressed for trainings of staff and enhanced budget provision in this regard as well

Additional Agenda Item I: Investment of Fund.

19. The Secretary of the Board informed the Board of the available fund of Rs 262.582 million in daily accounts of the Funds and of the amount of Rs. 400 million, recently released by the Government as equity.

20. The Managing Director, Bank of Khyber requested the Board that the entire amount of Rs. 662.583 million may be parked with Bank of Khyber till 31st December, 2010 for which he offered profit / interest rate of 12.50% p.a. at this Mr. Sajid Khan, Representative of subscribers asked for obtaining offers of other reputed banks as well. However, Secretary of the Board opined that the period of investment (i.e. 31st December, 2010) is very short and strong banks might not offer the rate which Managing Director, Bank of Khyber has offered, but still rates will be called from different Banks.

21. After discussing various options available in the market the Board decided as under:

Decision:

"Offers of various reputed Banks shall be invited for investment of Rs. 662.582 million, upto 31st December, 2010 and shall be invested with the one with higher interest rate. If the offer of Banks are lower than Bank of Khyber the entire amount of Rs. 662.582 million may be invested / fixed in / with the Bank of Khyber @ 12.50% p.a. upto 31st December, 2010".

Additional Agenda Item II: Grant of ex-post facto approval for investment / reinvestment of Rs. 2,407.934 million of GPI Fund & Rs. 1,341.217 million of Pension Fund in T-bills).

22. The Board granted ex-post facto approval to the investments in T-bills amounting Rs.2407.934 and Rs.1341.217 million and observed that such deals may be made through Pearl Securities Ltd, as done earlier because of better rate of return besides its being a source of revenue for the company, which in turn benefits the fund. Thereafter it was decided that a committee comprising of Mr. Bilal Mustafa, Managing Director, Bank of Khyber and Secretary of the Board may carry out cost benefit analysis of the proposal and submit recommendations to the Investment Committee/Board in next meeting.

There being no other item to discuss, the Chair thanked all the participants for their valuable contributions and concluded the meeting.

ATTACHED

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FINANCE DEPARTMENT, N.-W.F.P.

SUBJECT: 24th MEETING OF THE BOARD OF GENERAL PROVIDENT INVESTMENT AND PENSION FUNDS HELD ON 13-10-2010

Minutes of the subject meeting were circulated to all members on 21.10.2010 (F/A).

Decisions of the Board are reproduced below:

Agenda Item I: Confirmation of the minutes of 23rd meeting of the Board dated 20.04.2010.

- i. "bids from reputed Chartered Accountants/consultants firms may be called to have their opinion on the auditors observations with regard to pledging of shares & investment in Pearl Securities".

Agenda Item II: Implementation status of the decisions of 23rd meeting of the Board held on 20.04.2010.

- ii. "The Board after detailed deliberations concluded that Managing Director, Secretary of the Board & Executive Director, Bank of Khyber should give views on the proposal of more investment out of profit amount and comment upon suggested ways & means for safe exit from investment in stocks."
- iii. "It was informed that last meeting of the Investment Committee was held in June, 2010 and due to unavoidable circumstances meetings could not be convened, thereafter. It was agreed that, in future, meetings of the Investment Committee would be held regularly".
- iv. "The Board felt that payment of honorarium to independent members needed to be brought in line with that of Bank of Khyber and decided that proposal may be placed before next Board meeting."

Agenda Item III: Annual/Accounts 2009-10

- v. "bids from various reputed Chartered Accountant Firms should be invited through transparent manner and presented before the Board in its next meeting".

Agenda Item IV: Investment Policy And

Agenda Item V: Working paper with Road Map & Strategy for strengthening of Fund Cell.

ATTACHED

- vi. "As regards presentation on investment policy & Road map for strengthening of the Fund Cell, it was decided that Mr. Jay Hashmat would be invited in the next meeting for this purpose".

Agenda Item VI: Final Audit reports by Rafiqat Mansha Mohsin Dossani Massom & Co. Chartered Accountants

- vii. "The Board went through the observations threadbare and decided to investigate those observations through Chartered Accountant Firms by making it part of the TOR of the firms invited at decision (i) of para 7/n".

Agenda Item VII: Expiry of contract period of employees of Fund Cell.

- viii. "Contract periods of the Staff of Fund Cell may be extended upto 30.06.2011 and their pays shall be enhanced w.e.f. 1st July, 2010".

Agenda Item VIII: Budget of the Fund Cell for the Financial Year 2010-11

- ix. "The Board approved the Budget estimate for the year 2010-11 along with additional amount payable on account of increase in the pay of cell employees. The Board also stressed for trainings of staff and enhanced budget provision in this regard as well".

Additional Agenda Item I: Investment of Fund

- x. "Offers of various reputed Banks shall be invited for investment of Rs. 662.582 million, upto 31st December, 2010 and shall be invested in with the one with higher interest rate. If the offer of Banks are lower than Bank of Khyber the entire amount of Rs. 662.582 million may be invested / fixed in / with the Bank of Khyber @ 12.50% p.a. upto 31st December, 2010".

Additional Agenda Item II: Grant of ex post facto approval for investment / reinvestment of Rs. 2,407.934 million of GPI Fund & Rs. 1,341.217 million of Pension Fund in i-bills

- xi. "It was decided that a committee comprising of Mr. Bilal Mustafa, Managing Director, Bank of Khyber and Secretary of the Board may carry out cost benefit analysis of the proposal and submit recommendations to the Investment Committee/Board in next meeting".

As mentioned above minutes were circulated to Members / Directors on 28.10.2010 with the request to confirm minutes or convey their

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ATTACHED

FINANCE DEPARTMENT, N.-W.F.P.

observation(s) if any, to Secretary of the Board within three days of the issuance of minutes.

In response, no observation from any member is arrived till date. It is therefore proposed that minutes of the meeting may be placed before the Chairman / Chief Secretary, Khyber Pakhtunkhwa for approval please.

Secretary Finance
Khyber Pakhtunkhwa
Diary No. 2576
Date 26/10/10

Hajam
Assistant Fund Manager
26-10-10

Secretary of the Board
On official tour

C.A.C.S Khyber Pakhtunkhwa
No. 4479
Date 28-10-2010

Secretary Finance

Minutes of the Board Meeting are
Submitted for approval please.

acc
FS
28-x-x

Chief Secretary / Chairman Board

Approved.

Asst
29.10.10
Chief Secretary
Govt of Khyber Pakhtunkhwa

PS. Secy. Administration Deptt.
Diary No. 124 Dated 29.10.10

FS

AFM

R
02/11

Secretary Finance
Khyber Pakhtunkhwa
Diary No. 2621
Date 01/11/10

ATTESTED

Annex I

SUBJECT: MINUTES OF THE 26TH MEETING OF THE BOARD OF KHYBER PAKHTUNKHWA GENERAL PROVIDENT INVESTMENT AND PENSION FUNDS HELD ON 08.03.2012.

Meeting of Board of General Provident Investment and Pension Funds was held on 08.03.2012 under the Chairmanship of Chief Secretary, Khyber Pakhtunkhwa. The following attended:

1. Secretary to Government of Khyber Pakhtunkhwa, Finance Department.
2. Secretary to Government of Khyber Pakhtunkhwa Administration Department.
3. Chief Manager, State Bank of Pakistan, Peshawar.
4. Managing Director, the Bank of Khyber, Peshawar.
5. Mr. Imranullah, Assistant Draftsman, Peshawar High Court, Peshawar.
6. Additional Secretary / Secretary of the Board, Finance Department.

2. The meeting started with recitation from the "Holy Quran" and thereafter following agenda items were placed before the Board:

1. Confirmation of the minutes of 25th meeting of the Board dated 24.03.2011.
2. Implementation status of the decisions of 25th meeting of the Board dated 24.03.2011.
3. Grant of ex-post facto approval for investment / reinvestment of Rs. 9,536.153 million of GPI Fund & Rs. 5,848.947 million of Pension Fund in T-bills.
4. Expiry of contract periods of employees of Fund Cell.
5. Ex-post facto approval for repair / maintenance of vehicle.
6. Budget of the Fund Cell for the Financial Year 2011-12 (from Jan, 2012 to June, 2012)
7. Implementation status of the decisions of 71st & 72nd meeting of Investment Committee dated 27.04.2011 and 12.07.2010 respectively.

Additional items

1. Additional agenda item no. I (Investment of Funds / Audit of Accounts).
2. Additional agenda item no. II (Investment of Funds).

Agenda Item I: Confirmation of the minutes of 25th meeting of the Board dated 24.03.2011.

3. The Secretary of the Board presented Item-I regarding confirmation of minutes of 25th meeting of the Board dated 24.03.2011. The Board discussed and confirmed the minutes.

Agenda Item II: Implementation status of the decisions of 25th meeting of the Board dated 24.03.2011.

4. The Secretary of the Board presented agenda item II of the working paper, which was about implementation status of the decisions of 25th meeting of the Board. He went through all of the decisions vis-à-vis implementation status. The Board discussed each of them threadbare as per details given below.

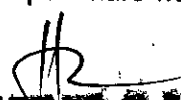
ATTESTED

i. About Audit of accounts & evaluation of certain transactions, it was intimated that both the assignments have been carried out through M/s Kabani & Co. Chartered Accountants. The participants were further apprised that category "A" firms were earlier approached, amongst whom only Ernst & Young, agreed to carryout the assignment but with the condition to appoint them auditor as well and at a cost / fee of over Rs. 2 million. The same was placed before the Board, which observed that Funds' portfolio do not warrant high cost audit and decided to engage a category "B" firm from amongst the list placed at the State Bank of Pakistan website. Thus category "B" firms were approached and out of 14 firms, M/s Kabani & Co. Chartered Accountants was approved as auditor & evaluator (Annexure-I).

The Secretary of the Board further informed that the firm carried out both the assignments i.e. audit of accounts and assessment of the audit objections. The report was made available for perusal of the Board. He readout findings of the firm. The same are as under:

TOR I Pledging of shares: As per record of the funds, shares remained pledged with institutions from 2006 to 2008. Central Depository Company also confirmed the same. Financing was availed form institutions and profit transferred to Funds. Pledging of shares in the name of Pearl Securities Ltd is in accordance with the provisions of the agreement signed between the management of fund and First National Equities Ltd (FNEL). The same was then allowed to Pearl Securities Ltd by the Board of the firm.

TOR II Formation of Company: The evaluator observed that the matter has been analyzed from the market norms and of personal visit of senior most partner of the firm, who after meeting with President of Karachi Stock Exchange and relying on the information available & similar recent market sale of membership license transaction that was held in 2008. It is observed that the value of the Karachi Stock Exchange card, when this activity was done, was around 130 to 145 million approximately. The report however says that due diligence was not conducted in its true spirit. It nevertheless has been concluded that the transaction was done by considering the fair market value and does not seem to involve any element of over stated values of it and accordingly the value of per share was the multiple of the breakup value of share.


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Over findings of the firms, the Chair observed that investment should be restricted to risk free instruments only. Other members also endorsed the view point of the Chairman.

- ii. The Secretary of the Board then presented findings of the Committee constituted for the purpose to recommend necessary amendments in Acts / Rules for better management and smooth functioning of the systems. Findings of the Committee are at annexure-II.

The Secretary Finance apprised that those amendments shall be sent to Law Department for vetting before forwarding the same for approval of the competent authority. At this the Chair asked for thorough review of the proposed amendments before sending the same to Law Department.

Decision:

"The proposed amendments may thoroughly be reviewed and then be sent to Law Department for vetting."

- iii. In connection with previous decision regarding execution of transactions through Pearl Securities Ltd; the Secretary Finance observed that the matter needs to be addressed in light of observation of Director General (Commercial) Audit, who recommended execution of transactions through National Bank of Pakistan instead of Pearl Securities Ltd. He argued that the Board, being custodian of public money, may avoid the mode of investment which the auditors object to. It was however brought out that Board of Pearl Securities Ltd is sufficiently represented by the members from the Provincial Government and that company yields return higher than any other asset of the portfolio. Besides, whatever commission the company charges, the same comes back to the fund in shape of dividend from the company to the Fund. In this way it was also provided that a Committee was constituted comprising of Managing Director, BoK and Secretary of the Board to analyze whether to invest through Pearl Securities Ltd or National Bank of Pakistan. The Committee after detailed deliberations recommended that investment in treasury securities may be made through Pearl Securities Ltd as was done in the past (Annexure-III).

The Chief Manager, State Bank of Pakistan however, pointed out that the Funds have stacks of 40% only in the company, while 60% of income goes to other directors. He was of the opinion that if the shares of Government had exceeded 50%, then we could have given preference to the company. The Secretary of the Board suggested that auditor's view point may be discussed in upcoming Departmental Accounts Committee (DAC) meeting and then it

ATTACHED

should be decided whether to invest through Pearl Securities Ltd or National Bank of Pakistan. The Board agreed and approved suggestion of Secretary of the Board. Thus it was decided that:

Decision:

"investment in treasury securities through Pearl Securities Ltd may continue till decision of the Departmental Accounts Committee (DAC)".

- 5. By and large the Board expressed satisfaction over implementation status of 25th meeting of the Board.

Agenda Item III: Grant of ex-post facto approval for investment / reinvestment of Rs. 9,536.153 million of GPI Fund & Rs. 5,848.947 million of Pension Fund in T-bills.

- 6. The Secretary of the Board also sought ex-post facto approval for investment of Rs. 9,536.153 million of GPI Fund and Rs. 5,848.947 million of Pension Fund in T-bills and informed that investments were made in three, six and twelve months maturities ranging from 11.82 to 13.88%. The Board felt that return over investment was maximum at particular instance and granted ex-post facto approval.

Agenda Item IV: Expiry of contract periods of employees of Fund Cell

- 7. The Secretary of the Board sought ex-post facto approval for extension in the contract periods of staff of Fund Cell w.e.f. 01.07.2011 to 30.06.2012 and apprised that salaries / remunerations of Govt. employees have enhanced sufficiently during the period, whereas, no increase was allowed to the staff of Fund Cell since July 2010. Thus he requested the Board to allow sizable increase in pays of employees of Fund Cell. The Board after detail deliberations approved increase of 30% in pays. Detail given below:

S. No	Designation	Current Salary in Rs.	Increase @ 30%	Revised Salary
1	Assistant Fund Manager	35,000/-	10,500/-	45,500/-
2	Fund Officer-I	23,000/-	6,900/-	29,900/-
3	Fund Officer-II	23,000/-	6,900/-	29,900/-
4	Driver / N.Q	8,000/-	2,400/-	10,400/-

- 8. The Board agreed to allow this increase w.e.f. 01-01-2012.

Agenda Item V: Ex-post facto approval for repair / maintenance of vehicle

- 9. The Secretary of the Board apprised that an expenditure of Rs. 34,409/- was incurred on account of repair / maintenance of vehicle and sought ex-post facto approval, to which the Board agreed.

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Agenda Item VI: Budget of the Fund Cell for the Financial Year 2011-12 (from Jan, 2012 to June, 2012).

10. Half yearly Budget (from Jan, to June, 2012) was presented before the Board. The Board approved the Budget estimate for six months 2011-12 alongwith additional amount payable on account of increase in pays of employees

Agenda Item VII: Implementation status of the decisions of 71st & 72nd meetings of the Investment Committee dated 27.04.2011 & 12.07.2011 respectively.

11. Decisions of 71st & 72nd meeting of the Investment Committees dated 27.04.2011 & 12.07.2011 respectively were placed before the Board for information and approval. The Board went through decisions of the Investment Committee and endorsed the same.

Additional Agenda Item I: Investment of Funds / Audit of Accounts.

12. The decisions of 73rd meeting of the Investment Committees dated 10.12.2011 was also placed before the Board for information and formal approval. The Board approved recommendations of the 73rd meeting of the Investment Committee.

Additional Agenda Item II: Investment of Fund.

13. The Secretary of the Board informed the Board of the available fund of Rs 47 million in daily accounts of the Funds and of the amount of Rs. 3 billion (Rs. 1,000 million each in GPI, Pension & Hydel Development Funds) receivable from Government of Khyber Pakhtunkhwa as equity. The Board was also informed that it was earlier decided to restrict investments to treasury securities only. Managing Director, Bank of Khyber offered rate of 12.25% p.a. for placement of the available sum of Rs. 3,047.000 million with Bank of Khyber for one year. The Chief Manager, State Bank of Pakistan however, observed that proper bidding would be required before placement of Funds with Bank of Khyber.

14. After detailed deliberations, the Board agreed to stick to its earlier decision of investment in treasury securities only.

Decision:

“The available sum may be invested in T-bills of one year maturity”.

15. There being no other agenda item to discuss, the meeting ended with a vote of thanks from and to the Chair.

ATTACHED

SUBJECT: MINUTES OF THE 26TH MEETING OF THE BOARD OF KHYBER PAKHTUNKHWA GENERAL PROVIDENT INVESTMENT AND PENSION FUNDS HELD ON 08.03.2012.

3. Minutes of the subject meeting were circulated to all members on 29th March, 2012 (F/A) with the request to confirm minutes or convey their observation(s) if any, to the undersigned within three days of the issuance of minutes.

4. In response, no observation from any member arrived till date. It is therefore proposed that minutes of the meeting may be forwarded to the Chairman of the Board / Chief Secretary, Khyber Pakhtunkhwa for approval please.

[Signature]
03/4
Assistant Fund Manager

[Signature]
Secretary of the Board

CA/CS Khyber Pakhtunkhwa
No. 1842
Date 7-4-12
Adm: Finance Secretary
Dy. Secy 220
3/4/12

CA/CS Khyber Pakhtunkhwa
No. 1842
Date 7-4-12

Secretary Finance
Khyber Pakhtunkhwa
Disty No. 1842
Date 07/4/12

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The minutes are submitted for approval please.

[Signature]
Chief Secretary / Chairman Board

[Signature]
FS
06-04-12
SECRETARY
Govt: of Khyber Pakhtunkhwa
Finance Deptt:

Secretary Finance
1472
3/4/12

Approved
[Signature]
7/4
Chief Secretary
Govt: of Khyber Pakhtunkhwa

ATTACHED

[Handwritten notes and signatures]
APB/19/4
7/4/12
07/10/12

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Annex 'J'



GOVERNMENT OF KHYBER PAKHTUNKHWA
FINANCE DEPARTMENT

No.1/5 (P/C) / FD / 2010-11 / Vol. 64
Dated 13th May, 2014

To

RMA
13/5/14
A
13/5/14

1. Secretary to Govt. of Khyber Pakhtunkhwa, Administration Department.
2. Mr. Sajid Khan Jadoon, Representative of the subscribers. — *Latifi*
3. The Chief Manager, State Bank of Pakistan, Peshawar. — *Fav 13/5 '13-5-14.*
4. The Managing Director, The Bank of Khyber. — *1/W/13/05*
5. President, Stock Exchange, Islamabad.
6. Member, Provincial Inspection Team, Peshawar High Court, Pesh.

SUBJECT: MINUTES OF THE 27TH MEETING OF THE BOARDS OF KHYBER PAKHTUNKHWA GENERAL PROVIDENT INVESTMENT AND PENSION FUNDS DATED 03.04.2014

Dear Sir,

I am directed to refer to this department letter of even No. dated 1st April, 2014 on the subject noted above and to enclose herewith minutes of the subject meeting approved by the Chairman Khyber Pakhtunkhwa General Provident Investment and Pension Funds Boards for information please.

Yours faithfully,

Najam-uz-Zaman
Assistant Fund Manager
(091-9213793)

Encls: of even No. & Date

Copy forwarded for information to:

- I. *13/5/15* PSO to Chief Secretary, Khyber Pakhtunkhwa.
- II. *13/5/14* PS Finance Secretary.
- III. *13/5/14* PA to Additional Finance Secretary (PFC)/Secretary Boards.

13-5-14

Assistant Fund Manager

ATTESTED

SUBJECT: MINUTES OF THE 27TH MEETING OF THE BOARDS OF KHYBER PAKHTUNKHWA GENERAL PROVIDENT INVESTMENT AND PENSION FUNDS DATED ON 03.04.2014

Meeting of the Boards of General Provident Investment and Pension Funds was held on 03.04.2014 under the Chairmanship of Chief Secretary, Khyber Pakhtunkhwa. The following attended:

1. Secretary to Government of Khyber Pakhtunkhwa, Finance Department.
2. Secretary to Government of Khyber Pakhtunkhwa Administration Department.
3. Mr. Sajid Khan Jadoon, Representative of Subscribers.
4. Member Inspection Team, Peshawar High Court, Peshawar.
5. Chief Manager, State Bank of Pakistan, Peshawar.
6. Lal Nawaz Khattak, Head Business Development Department, the Bank of Khyber (BoK), Peshawar.
7. Mr. Amjad Pervez, Financial Advisor to the Boards.
8. Additional Secretary Finance (PFC) / Secretary of the Boards, Finance Department.

2. The meeting started with recitation from the "Holy Quran" and thereafter following agenda items were placed before the Boards:

- I. Introduction-Fund Management
- II. Confirmation of the minutes of 26th meeting of the Boards dated 08.03.2012
- III. Implementation status of the decisions of 26th meeting of the Boards dated 08.03.2012
- IV. Annual Accounts of GPI & Pension Funds for the year ended 30th June, 2012 & 2013
- V. Draft audit reports for the Financial Year 2008-09, 2009-10 & 2010-11 by M/s Kabani & Co. Chartered Accountants
- VI. Proposal of Restructuring the Institutional Arrangements relating to Energy & Power Department and its Implementation Wings
- VII. Grant of ex-post facto approval for investment / reinvestment of Rs. 62,301 million of GPI Fund & Rs. 45,745 million of Pension Fund
- VIII. Investment Policy
- IX. Appointment of Financial Advisor and Formation of Pearl Securities Ltd
- X. Appointment of Fund Manager
- XI. Request for Audit of Accounts
- XII. Regularization of services of employees' of Fund Cell
- XIII. Budget of the Fund Cell for six months (i.e. Jan, 14 to June, 14) and Budget Estimate 2014-15

Supplementary Agenda Items

- I. Shariah-compliant Investments
- II. Establishment of Mega city Project over 4000 Kanals Land at Damtor Dotar District Abbottabad
- III. Formation of Asset Management Company (AMC)

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Agenda Item I: Fund Management

3. The Board was apprised that a meeting under the Chairmanship of Finance Secretary was held on 24.12.2013, wherein, certain decisions with regard to management of Funds were taken. The Finance Secretary informed the Boards about lack of proper record and book keeping, failure in regular book closing and reconciliations, authentication of individual entries, ill defined institutional mechanism for making investment decisions and shouldering its responsibility, outstanding audit paras and absence of proper staff for the fund management. The Boards discussed each decision threadbare.

Decision:

- a) Matter with regard to exemption under Section 150 of the Income Tax Ordinance, 2001 may be taken up with the Income Tax Department and all formalities required in this regard may be completed at the earliest.
- b) The investment out of Funds shall be made through the Investment Committees and the Assistant Fund Manager or any other person authorized by the Boards under the overall supervision of the Secretary of Boards will be responsible for implementation of the investment decisions, including the determination of the bid rates in the money and stock markets.

Agenda Item II: Confirmation of the minutes of 26th meeting of the Boards dated 08.03.2012

&

Agenda Item III: Implementation status of the decisions of 26th meeting of the Boards dated 08.03.2012.

4. The Secretary of the Boards presented agenda item II & III of the working paper, which were about confirmation & implementation status of decisions of 26th meeting of the Boards. The Boards discussed all the decisions vis-à-vis implementation status. During discussion over execution of transactions through Pearl Securities Ltd (PSL), it was apprised that auditor had reservation over the arrangement and advised execution through National Bank of Pakistan (NBP). Pros & Cons of each options were discussed and it was observed that Boards were the competent fora to decide about the mode of execution on the recommendation of Investment Committees, and auditor had no business to impose its own decision in the case. However, to ascertain financial implication, a committee comprising of Managing Director/Treasurer of BoK, Chief Manager, State Bank of Pakistan (SBP) & Secretary Boards has been constituted for the purpose.

Decision:

- a) The above mentioned Committee may find out financial implication involved in execution through NBP and PSL.
- b) The Boards expressed satisfaction over implementation status of the previous meeting and confirmed the minutes.

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Agenda Item IV: **Annual Accounts of GPI & Pension Funds for the year ended 30th June, 2012 & 2013**

5. The Secretary Boards presented accounts of the Funds for the periods 30th June, 2012 & 2013 for perusal of the Boards. The Boards desired that the same may be confirmed by the Chief Manager, SBP and a brief report about improvement in existing system may be furnished alongwith the subject accounts in next Boards meeting.

Decision:

The accounts shall be provided to Chief Manager, SBP for confirmation and presentation in the next meeting of the Boards.

Agenda Item V: **Draft audit reports for the Financial Year 2009, 2010 & 2011 by M/s Kabani & Co. Chartered Accountants**

6. The Boards discussed audit reports and desired that decisions of Investment Committees and Boards should be finalized as per Law/Rules in future. The Boards members inquired about a copy of the audit reports for proper examination. The Secretary Boards was directed to furnish the same to all members on immediate basis. It was resolved that requisite explanation on the audit paras as per decision of the Boards may be furnished to the auditors.

Decision:

After provision of above explanation to auditors, a revised report may be placed as agenda before next Boards meeting.

Agenda Item VI: **Proposal of Restructuring the Institutional Arrangements relating to Energy & Power Department and its Implementation Wings**

7. The Boards decided to defer the agenda till next meeting with having Secretary Energy & Power Department to be invited to present the demand of KPOGCL to the Boards.

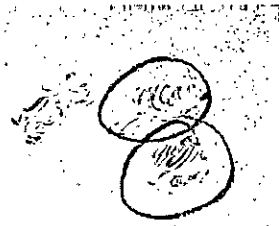
Agenda Item VII: **Grant of ex-post facto approval for investment / reinvestment of Rs. 62,301 million of GPI Fund & Rs. 45,745 million of Pension Fund**

8. The Secretary of the Boards sought ex-post facto approval for investment of Rs. 62,301 million of GPI Fund and Rs. 45,745 million of Pension Fund in T-bills, PIBs, NSC & BoK TDRs and informed that investments were made in three, six, one year & three years maturities with return rates ranging from 8.68% to 12.25%.

Decision:

The Boards decided that the investment out of GPI and Pension Funds would be scrutinized and verified by the Chief Manager, SBP and presented in the next meeting of the Board.

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Agenda Item VIII: Investment Policy

9. It was informed that formulation of comprehensive Investment Policy is the first prerequisite of portfolio management. In order to have a policy in place, Financial Advisor was requested to prepare a concept paper. The same was placed before the Boards for policy decision. The Financial Advisor also suggested that Finance Secretary and Secretary Boards may visit Karachi and other business cities to have meetings with notable Capital Market experts before finalizing the Investment Policy.

Decision:

Finance Secretary, Head of Treasury BoK and Secretary Boards may have meetings with financial experts in this regard and finalize a proposal for next meeting of the Boards. Financial Advisor may arrange the meetings.

Agenda Item IX: Appointment of Financial Advisor and Formation of Pearl Securities Ltd

10. The Boards were apprised of the subject matter for information. It was agreed that the subject issues need detailed deliberations, and may be taken as agenda items in future meetings of the Boards.

Agenda Item X: Appointment of Fund Manager

11. It was informed that volumes of Funds are growing thick & fast and existing Fund Cell with scarce resources needs to be strengthened by appointing a Fund Manager. The Representative of Subscribers pointed out that after adopting conservative policy of investment in T-bill & PIBs only, the role of Fund Manager becomes meaningless. He added that attempt was made in the past in this regard however, it was later realized that the role of Fund Manager is far broader than investment needs of Khyber Pakhtunkhwa Funds. The Finance Secretary pointed out that poor and inadequate management of the Funds and strongly recommended the strengthening of the Funds Cell through various measures including the appointment of Fund Manager. Enabling provision for the purpose has already been proposed through amendments in the relevant statutes.

Decision:

The creation of position of Fund Manger was approved in principle. To strengthen the Fund Cell, ToRs/job description of Fund Manager be finalized for deliberation in the Boards next meeting. For Hydel Development Fund a separate Fund Officer may be appointed. Administrative expenditure on fund management may be incurred on pro-rata basis from all funds.

Agenda Item XI: Request for Audit of Accounts

12. It was informed that financial & compliance audits upto 30th June, 2011 have been carried out and audit upto June, 2014 also needs to be conducted through Chartered Accountants firm. The

ATTESTED

Secretary Administration added that Category "A" firms may be invited for the purpose to ensure quality. To this, it was appraised that attempt was made in the past to appoint Category "A" firm but due to simple nature of investments, they hardly conveyed willingness. The same was placed before the Boards for consideration.

Decision:

Bids from Category "A" Audit firms be invited; if they show unwillingness then bids be invited from Category "B" Audit firms. Audit of the accounts upto 30th June, 2014 be carried out. The Secretary Boards was authorized to negotiate TORs and fee structure with the selected firm for approval of the Boards.

Agenda Item XII: Regularization of services of employees' of Fund Cell

13. The Boards were apprised about the contract period of the employees of the Fund Cell which were provisionally extended upto 31st March, 2014. The Secretary Boards informed the house that no increase was allowed to the staff of Fund Cell since Jan, 2012. Thus he requested the Boards to allow extension in contract and increase in salary of employees of Fund Cell. The Boards after detail deliberations approved increase in salary. Detail given below:

S. No	Designation	Current Salary in Rs.	Increase	Revised Salary
1	Assistant Fund Manager	45,500/-	14,500/-	60,000/-
2	Fund Officer-I	29,900/-	10,100/-	40,000/-
3	Fund Officer-II	29,900/-	10,100/-	40,000/-
4	Driver / N.Q	10,400/-	4,600/-	15,000/-

Decision:

- I. Boards granted ex-post approval for extension of services of Fund Cell employees from July, 2012 to 3rd April, 2014 and further extension in their contract upto 30th June 2016.
- II. The Boards agreed to allow above increases w.e.f. 1st April, 2014.
- III. Secretary Boards/Finance Department to sign the job contract agreement with Fund Cell employees on behalf of the Boards.

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Agenda Item XIII: Budget of the Fund Cell for six months (i.e. Jan, 14 to June, 14) and Budget Estimate for 2014-15

14. Remaining half yearly Budget (from Jan, to June, 2014) and next year Budget Estimate (2014-15) was presented before the Boards. The Boards approved the Budget Estimate for six months for year Jan, 14 to 30th June, 2014 and Budget Estimate for Financial Year (2014-15) along with additional amount payable on account of increase in pays of employees & other contingencies charges. It also reduced 50% (i.e Rs. 0.5 million for each year) from one million of the amount for honorarium to be paid to related supervisors and Fund Cell employees. Expenditure of the Cell would be incurred on pro rata basis for which provision in budget from each fund would be made. Provision for salary at MP Scale for Fund Manager in the budgetary expenditure of Financial Year 2014-15 was discussed and approved. Finance Department was requested to prepare detailed job description for Fund Manager. Provision and purchase of vehicle in Financial year 2014-15 was also discussed & approved.

Decision:

- I. Budget from 1st January 2014 to June 2014 and 1st July 2014 to 30th June, 2015, totaling Rs. 3,041,100/- and Rs. 14,169,000/- respectively as per detail in annexure I, was approved.
- II. Employment of Fund Manager and purchase of vehicle was approved.
- III. Administrative expenditure on fund management be incurred on pro-rata basis from all funds.

Supplementary Agenda

Supplementary Agenda Item I:

Shariah-compliant Investments

&

Supplementary Agenda Item II:

Establishment of Mega city Project over 4000 Kanals Land at Damtor Dotar District Abbottabad

&

Supplementary Agenda Item III:

Formation of Asset Management Company (AMC)

- 15. The Boards decided to defer the supplementary agendas till next meeting of the Boards.
- 16. The meeting ended with a vote of thanks to and from the Chair.

Handwritten signature
ATTESTED



NOTE FOR CHIEF SECRETARY

SUBJECT: - MINUTES OF THE 27TH MEETING OF THE BOARDS OF KHYBER PAKHTUNKHWA GENERAL PROVIDENT INVESTMENT AND PENSION FUNDS DATED ON 03.04.2014

Minutes of the subject meeting are placed below for approval of Chief Secretary, Khyber Pakhtunkhwa/Chairman of the Boards, please.

Secretary Finance
Khyber Pakhtunkhwa
Diary No. 21/4/14
21/4/14
29/4/14



Kamran

(Kamran Rehman Khan)

Additional Secretary Finance (PFC)

/Secretary, Boards 21/4/14

Finance Secretary/Member, GPI & Pension Funds Boards

Govt. of Khyber Pakhtunkhwa
No. 2126
Date 21-4-14
RB 05/05/14

[Signature]
29.4.2014

Finance Secretary

Chief Secretary/Chairman, GPI & Pension Funds Boards

Additional Secretary (P.F.C.)
Diary No. 1215/14
Date 12.5.2014

[Signature]

[Signature]
8/5/2014
Chief Secretary
Govt. of Khyber Pakhtunkhwa

2. P.P. circulate in approved minutes.

Secretary Finance
Khyber Pakhtunkhwa
Diary No. 361
Date 02/5/14
09/5/14

[Signature]
AFS (P.F.C.)

[Signature]
9/5/14

[Signature]
12/5

[Signature]
B2(A/2) 1
AFM

ATTESTED

[Signature]
12/5/14



**GOVERNMENT OF KHYBER PAKHTUNKHWA
FINANCE DEPARTMENT
(Retirement Benefit & Death Compensation Cell)**

Dated Peshawar:07-12-2015

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Annex 'K'

ORDER OF APPOINTMENT

No.RBDC/FD/1-1/2015/Appointments: On the recommendations of Project Selection Committee, the competent authority has been pleased to appoint the following staff for the ADP No.339(140342), namely "Retirement Benefit & Death Compensation Cell", Government of Khyber Pakhtunkhwa Finance Department, as per given TORs.

S.No	Name	Father Name	Post
1	Najam Uz Zaman	Qamar Uz Zaman	Project Manager (BPS-18)
2	Muhammad Haroon	Muhammad Anwar Khan	Fund Manager (BPS-17)
3	Shafaat Ahmed Qureshi	Zahoor Ahmed Qureshi	SAP FI Module Expert (BPS-17)
Waiting List Of Candidates			
S.No	Name	Father Name	Post
1	Imtiaz Ali	Farid Gul	Project Manager (BPS-18)
2	Imtiaz Ali	Farid Gul	Fund Manager (BPS-17)
3	Arshad Saeed	Abdul Rashid	SAP FI Module Expert (BPS-17)

Terms & Conditions:-

1. The appointment is purely on contract basis for Financial Year 2015-16, or till the expiry of the Project.
2. He will be entitled for fixed pay as per approved PC-I of the Project.
3. His services are liable to be terminated on fifteen (15) days notice if not required or found unsatisfactory.
4. He has to join duty at his own expenses.
5. He has to produce Health Certificate from the Medical Superintendent, Services Hospital Peshawar and Character & Antecedents Certificate from concerned Police Station before joining duty.
6. In case he wishes to resign at any time, one month notice will be necessary or in lieu thereof one month pay will be forfeited.
7. He will be governed by Rules & Regulations applicable to the Project employees of the Government of Khyber Pakhtunkhwa.
8. He will have to execute Contract Agreement with the project authorities.
9. He will have to join duty within 30 days from the issuance of this order failing which the offer will be treated as withdrawn & person on waiting list would be offered to join.

**Secretary
Finance Department**

Copy is forwarded to:-

1. The Accountant General, Khyber Pakhtunkhwa, Peshawar.
2. PS to Secretary Finance, Finance Department.
3. PS to Special Secretary Finance, Finance Department.
4. Personal File official concerned.

ATTESTED

**Project Director (RBDC)
Finance Department**



GOVERNMENT OF
KHYBER PAKHTUNKHWA
FINANCE DEPARTMENT

Dated Peshawar the, 31st July, 2018

2/8
Annex 4

ORDER

No. E&A/FD/Regularization/2018. In pursuance of Para-4 of the Khyber Pakhtunkhwa Employees (Regularization of Services) Act, 2018, the services of the following Employees of the Retirement Benefit and Death Compensation Project, Finance Department are hereby regularized against posts noted against each under Retirement Benefit and Death Compensation Cell Finance Department w.e.f 7th March, 2018.

S.No	Name of Employees	Designation
1.	Mr. Najm-uz-Zaman	Deputy Director (BPS-18)
2.	Mr. Muhammad Haroon	Assistant Director (BPS-17)
3.	Mr. Abdul Wadood	Computer Operator (BPS-16)
4. ✓	Mr. Muhammad Adll	Computer Operator (BPS-16)
5.	Mr. Muhammad Idrees	Computer Operator (BPS-16)
6.	Mr. Muhammad Israil	Driver (BPS-06)
7.	Mr. Zeeshan Sajjad	Driver (BPS-06)
8.	Mr. Noor Zada	Nalb Qasid (BPS-03)
9.	Mr. Muhammad Iftikhar	Nalb Qasid (BPS-03)
10.	Mr. Muhammad Waqas	Nalb Qasid (BPS-03)

FINANCE SECRETARY

Endst: No. & Date Even.

Copy is forwarded to:

1. The Accountant General, Khyber Pakhtunkhwa, Peshawar.
2. PS to Secretary Establishment, Establishment Department.
3. PS to Finance Secretary, Finance Department.
4. PS to Special Secretary, Finance Department.
5. PA to Additional Secretary (Admn), Finance Department.
6. The Officers/officials concerned.
7. The Superintendent bills, Finance Department.

ATTENDED

SECTION OFFICER (ADMN)