



**MINUTES OF 75<sup>th</sup> MEETING OF PITAC GOVERNING BODY (GB)**  
**HELD ON 22<sup>nd</sup> MARCH, 2024 IN PITAC, LAHORE**

The 75<sup>th</sup> session of the PITAC Governing Body (GB) was convened on March 22, 2024, presided over by Mr. Muhammad Asad Islam Mahni, Additional Secretary-I of the Ministry of Industries and Production (MoIP), at the Committee Room of PITAC, Lahore. The list of attendees is appended as Annex-I.

2. The session commenced with a recitation from the Holy Quran, invoking blessings.

3. The Chairman, extended a warm welcome to all GB members, acknowledging their presence and readiness to engage in constructive deliberations. He then initiated discussions on the outlined agenda items, inviting input and insights from the attendees.

**ITEM No.1 CONFIRMATION OF THE MINUTES OF 74<sup>TH</sup> MEETING OF PITAC GOVERNING BODY HELD ON 02-12-2023.**

1. The minutes of the meeting were circulated among the members. The observations of Mr. Munir Ahmad, Sr. Joint Secretary were discussed and agreed upon by the forum.

**Decisions:**

After detailed discussions, the following changes in the minutes of the meeting were made.

- In the decision of Agenda Item # 2, after the words "Rules and Regulations" the text "including Public Finance Management Act 2019 and Cash Management and Treasury Account Rules, 2020" is added.
- In the decision of Agenda Item # 3, the words at the end " If required" are omitted.

**ITEM No.2 APPROVAL OF THE ACTUAL EXPENDITURE FOR THE FY 2022-2023 AND REVISED BUDGET ESTIMATES FOR THE CFY 2023-2024 AND BUDGET ESTIMATES FOR FY 2024-2025**

**A. ACTUAL EXPENDITURE DETAILS FOR THE LAST FINANCIAL YEAR: 2022-23.**

1. The Director General apprised the Governing Body that the Budget Estimates for the financial year 2022-23 were approved by the Governing Body in its 69<sup>th</sup> meeting held on 06<sup>th</sup> August 2022. Actual expenditures against the Budget Estimates and Allocated Budget FY: 2022-23 showing major head-wise details

(Rs. in Million)							
Budget Head	Budget Estimate 2022-23	Sanctioned Budget 2022-23	Deficit/ Additional Funds Required FY: 2022-23	(+) Additional Fund Re-Appropriated (SGR)	(-) 5 % Cut	Final Budget 2022-23	Actual Expenditure 2022-23
	1	2	3	4	5	6 (2+4-5)	7
A- Employee Related Expenses (ERE) Pay & Allowances	314.859	235.053	79.806	47.413	-	282.466	282.466
B- Employee Retirement Benefits (ERB) Pension	176.380	162.684	13.696	0	-	162.684	162.684
C- Non-Employee Related Expenses (Non-ERE) Operating Expenses	74.500	55.647	18.853	23.298	1.333	77.612	77.612
D- Pending Liabilities (ERE FY: 2021-22)	35.257	Nil	35.257	Nil			
<b>TOTAL BUDGET (A+B+C+D)</b>	<b>600.996</b>	<b>453.384</b>	<b>147.612</b>	<b>70.711</b>	<b>1.333</b>	<b>522.762</b>	<b>522.762</b>
Source of Budget:							
i) Self-Generated Revenue (SGR)*	29.000	29.000	Nil	23.298		52.298	52.298
ii) Grant-in-Aid	571.996	424.384	147.612	47.413	-1.333	470.464	470.464

\*PITAC contributed Rs: 52.298 Million in the year 2022-23 from its sources as SGR (Self-Generated Revenue) against the target of Rs. 29.000 Million.

- The MolP provided only Rs. 47.413 M additional funds against the demand of Rs. 147.612 M of PITAC.
- Due to a shortage of funds, the following liabilities against the essential expenses (Pay & Pension) shifted to the next financial year 2023-24 as a bare minimum requirement.

(Rs. in Million)

Particular	Amount	
Employees Related Expenses (ERE)	24.030	House rent allowance arrears in compliance with the court order.
Employee Retirement Benefits (ERB)	06.163	06 pensioners pending partial commutation liabilities
<b>Total Amount</b>	<b>30.193</b>	

**Decision:**

After detailed deliberations, the Governing Body approved the revised budget as per the total actual expenditures of Rs. 522.762 Million for FY: 2022-23.

**B. REVISED BUDGET ESTIMATES FOR THE CURRENT FINANCIAL YEAR: 2023-2024 ALONG WITH ADDITIONAL FUNDS REQUIRED AGAINST BUDGET SHORTFALL.**

1. The Director General apprised the GB that the Budget Estimates of Rs:618.022M including SGR for the financial year 2023-2024 were submitted to MolP, against which Rs:497.00 M Grant-in-Aid was sanctioned. PITAC has submitted Revised Budget Estimates to Mol&P with Rs:126.837M as additional funds required during the Current Financial Year 2023-2024. The Head wise justification/details of the budget are given below:

Budget Head	(Rs. In Million)			
	Budget Estimates 2023-24	Sanctioned Budget (NIS) 2023-24	Revised Estimates 2023-24	Additional Funds/Deficit 2023-24
	1	2	3	4 (3-2)
A- Employee Related Expenses (ERE) Pay & Allowances	309.315	285.000	380.392	95.392
B- Employee Retirement Benefits (ERB) Pension	185.200	185.000	216.445	31.445
C- Non-Employee Related Expenses (Non-ERE) Operating Expenses	123.507	87.000	87.000	Nil
<b>Total Budget (A+B+C)</b>	<b>618.022</b>	<b>557.000</b>	<b>683.837</b>	<b>126.837</b>
Source of Budget:				
i) Self-Generated Revenue (SGR)	60.000	60.000	60.000	Nil
ii) Grant-in-Aid	558.022	497.000	623.837	126.837

\*PITAC is contributing Rs: 60.00 Million from its sources as SGR (Self-Generated Revenue), i.e. vide MolP letter # 14(34)/2022-PSD-II, dated: 12-06-2023;

- i) Rs. 35.00 M PITAC regular receipt,
- ii) Rs. 21.00 M Proposed execution of SMEDA Project for training purpose.
- iii) Rs. 04.00 M Proposed execution of NAVTTC project for training purpose.

a. The justification of Rs. 95.392 M against the E.R.E (Pay & Allowances) shortfall is due to:

- Rs. 24.030 M funds required for pending liabilities against ERE to pay the arrears (House Rent Allowances 55% on running basic pay) in compliance with the Court Order for the last financial year 2022-23.
- Rs. 27.000 M additional funds required to pay 55% House Rent Allowance on running basic pay for the Current Financial Year 2023-24 in compliance with the Court Order.
- Rs. 44.362 M required due to the increase of Adhoc Relief Allowance announced by the GoP. w.e.f. 01-07-2023 i.e. 35% for (BPS-1-16) & 30% (BPS-17 and above).

b. Rs. 31.445 M shortfall against the E.R.B (Pension) is due to:

- Rs. 18.623 M due to a 17.5% shortfall in Pension w.e.f.01-07-2023, Pension Restoration cases of 08 Pensioners & 03 New Pensioners cases.
- Rs. 12.901 M due to 03 new pension commutation cases (Rs. 6.738 M) & pending partial commutation liabilities of 06 pensioners (Rs. 6.163 M) for the last financial year 2022-23.

2. The above increases/Adhoc Relief Allowances apply to PITAC as notified by the Finance Division vide its OM # F.4/R-2011 Revision dated 02<sup>nd</sup> August 2023 as PITAC has adopted the Basic Pay Scale (BPS) / Pension scheme in totality w.e.f. 1982/83 with the approval of the President of Pakistan along with certain additional benefits, i.e. 55% HRA of the basic pay and leave encashment duly approved by the Finance Division. With the adoption of the BPS and Pension scheme, the employees of PITAC, both technical and non-technical are availing increases in Pay and Allowances and Pension, etc. from time to time as admissible under the BPS and Pension scheme.

**Decisions:**

After detailed deliberations, the Governing Body approved;

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- i. The Adhoc Relief Allowance-2023 w.e.f. 01-07-2023 for PITAC employees, announced by the Government of Pakistan notified vide the Finance Division's OM # 1(1) Imp/2023-226, dated 04-07-2023.
- ii. The increase in pension @ 17.5% w.e.f. 01-07-2023, for PITAC Pensioners, announced by the Government of Pakistan notified vide Finance Division's O.M. # 4(1)-Reg. 6/2023, dated:05-07-2023.
- iii. The Revised Budget Estimates Rs. 683.837 Million for FY: 2023-24 with additional funds of Rs. 126 million as Grant in Aid for onward submission to Mol&P.

**B. BUDGET ESTIMATES NEXT FINANCIAL YEAR: 2024-25.**

1. The Director General apprised the GB that the Budget Estimates for the Next Financial Year 2024-2025 with Head wise justification Increase/decrease in the budget as compared to the revised budget 2023-2024 details are given below:

(Rs. In Million)			
Budget Head	Revised Estimates 2023-24	Budget Estimates 2024-25	Increase/Decrease
	1	2	3 (2-1)
A. Employee Related Expenses (ERE) Pay & Allowances	380.392	343.752	(36.640)
B. Employee Retirement Benefits (ERB) Pension	216.445	210.000	(6.445)
C. Non-Employee Related Expenses (Non-ERE) Operating Expenses	87.000	100.600	13.600
<b>Total Budget (A+B+C)</b>	<b>683.837</b>	<b>654.352</b>	<b>(29.485)</b>
<b>Source of Budget:</b>			
i) Self-Generated Revenue (SGR)	60.000	75.000	15.000
ii) Grant-in-Aid	623.837	579.352	(44.485)

\*PITAC is contributing Rs: 75.00 Million from its sources as SGR (Self-Generated Revenue), i.e.

- iv) Rs. 56.00 M PITAC regular receipt.
  - v) Rs. 05.00 M Proposed execution of donor agency projects for training purpose.
  - vi) Rs.14.00 M Proposed execution of NAVTTC projects for training purpose.
2. The justification of (Rs. 36.640M) against the increase/decrease budget in the next year 2024-25 is due to:
    - i. Rs. 36.640 M is decreased in the head of ERE due to the retirement of employees.
    - ii. Rs. 6.445M is decreased in the head of ERB in the next year 2024-25 due to no claim of pending liability in commutation payments which was claimed one time in the revised budget 2023-24.
    - iii. Rs.13.600M increased in the head of Non-ERE /Operating Expenses due to the requirement of the essential purchase of equipment to establish labs for PITAC College of Technology to fulfill the mandatory requirement of Punjab Skill Development Authority.

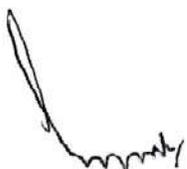
**Decisions:**

After detailed deliberations, the Governing Body approved the total Budget Estimates of Rs.654.352 Million with a Grant-in-Aid of Rs.579.352 Million for the FY: 2024-2025 for onward submission to Mol&P.

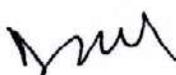
**ITEM No.3 REVIEW/REVISION OF FAMILY ASSISTANCE PACKAGE FOR THE FAMILY OF THE EMPLOYEES WHO DIE DURING SERVICE.**

1. The Director General informed the Governing Body that PITAC adopted the Pension Scheme and Basic Pay Scales in 1982 and 1983 respectively and received budget through Grant-in-Aid from the Government of Pakistan since its inception. PITAC adopted the Family Assistance Package in the year 2017 with the approval of the Governing Body and expenditures were met out of the allocated budget. In the year 2020, the Budget Estimates including funds required for the benefits of the family assistance package were demanded from MolP. The Budget Wing of the Ministry of Industries & Production directed PITAC to get concurrence/approval of the Establishment/Finance Division. Both Divisions clarified that the Autonomous Bodies can adopt the Family Assistance Package based on their financial conditions. Accordingly, the package has been reviewed keeping in view the financial constraints, and proposals were submitted for consideration by the Governing Body. The case of Wafaqi Mohtasib filed by Ms. Sumaira Mahmood for her appointment against the Family Assistance Package was also presented in detail.

**Decisions:**



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1. After detailed deliberations, the Governing Body approved the following revised family assistance package keeping in view the financial constraints of the Centre in place of the earlier package approved by the Governing Body in its 64<sup>th</sup> meeting held on 27-03-2017;

Sr. #	Item	Existing Benefits approved by the GB in its 64 <sup>th</sup> meeting.	Revised benefit approved
1.	Lump Sum Grant	Rs. 0.6 M to 3.0 M (According to BPS)	Excluded.
1	Pension	100% Pension (75% Pension & 25% of gross pension as a gratuity)	As admissible under the rules from the Head of Pension for the families of deceased employees.
2	Accommodation	Retention of Govt. House or Payment of rent of hired house till the age of superannuation	House Rent Allowance is to be provided from the funds allocated by the Government in the head of ERE till the age of superannuation as admissible under the rules.
3	Education	Free Education for all the children of the deceased Govt. Employee up to Graduation in any public/government educational institution including expenses of tuition fee, books-related material, and living allowance.	Kept pending till approval of welfare rules.
4	Employment	Employment for the post in BS-01 to BS-15 on a five-year contract without advertisement is extendable till the age of superannuation or regularization.	• Agreed, the appointment will be considered against an approved vacancy as per laid down criteria. The expenses will be met by the head of ERE.
5	Allotment of Plot	Cost of Plot 2.0 M to 7.0 M according to the pay scales.	Excluded
5	Marriage Grant	Grant of Rs. 0.8 Million on the wedding of one daughter.	Kept pending till approval of welfare rules
6	Health	Free Health Facility as per their entitlement during service	Health facilities are to be provided as per the entitlement to PITAC Family Pensioners.
7	House Building Advances	Unpaid balances are to be waived.	Agreed
8	Monthly Benevolent Grant	Based on the Pay Scales of the deceased employees for his family during whole life	The Claims are to be forwarded to Benevolent Fund & Group Insurance Deptt.
9	Group Insurance	One-time Grant based on the Pay Scales of the deceased employee for his family	

2. The applicants who applied within a time limit for appointment against the family assistance package will be considered for appointment by the relevant selection committee (s) strictly under the eligibility criteria of the post laid down in PITAC's Recruitment and Promotions Rules 2014.

**ITEM No.4** DISCUSSION/REVIEW OF DECISION OF THE GOVERNING BODY (GB) MADE IN ITS 73<sup>RD</sup> MEETING IN THE LIGHT OF THE DISSIDENTING NOTES OF THE MEMBERS AND REPRESENTATION OF THE OFFICER CONCERNED.

1. The Deputy Director (P&A) apprised the GB that during the 74<sup>th</sup> meeting of GB 03 Members i.e. Sheikh Mehboob Ashraf, Representative FPCCI, Director General (I&C), Quetta and Director (I&C) Gilgit Baltistan pointed out that the 73<sup>rd</sup> meeting of GB was convened online on a few hours' notice and decisions were made in haste ignoring the rules & regulations and factual position. They requested that their reservations and dissenting notes may be discussed as a regular agenda item in the next meeting to review the decisions in line with the factual position and the prescribed procedures/rules and regulations of the Centre to avoid any legal complications. The GB decided that the matter shall be discussed in the next regular meeting of the GB as a separate agenda item.

2. The Management apprised the GB that the promotion of Engr. Muhammad Irfan, Director (Operation &

Works) made by DPC-IV/Governing Body in its 72<sup>nd</sup> meeting held on 05-08-2023 was in order as per Rules & Regulations and Bye-Laws of PITAC and legally valid in all respects. The detailed counterarguments were presented against the anomalies pointed out in the 73<sup>rd</sup> meeting of the Governing Body held on 12-08-2023. On the contrary, the GB was informed of the following legal and procedural loopholes in the 73<sup>rd</sup> meeting of the GB.

- A. Non-observance of the prescribed time frame for calling the meeting in violation of Rule # 24. The meeting was called on a few hour's notice online on a public holiday (Saturday).
  - B. The meeting was chaired by a Non-Member in violation of Rule # 22 of the Rules and Regulations of PITAC.
  - C. PITAC administration was not intimated nor their point of view was invited. The factual position/rules of PITAC were ignored while presenting the agenda by a nonmember i.e. JS PSD.
  - D. No question of eligibility of the officer concerned was raised. The administrative lapses were highlighted which were otherwise in order and rules meant for the civil servant were considered which do not apply to PITAC Employees.
  - E. The Decisions were not unanimous as some GB members submitted objections/dissenting notes.
  - F. No fair opportunity for a personal hearing was given to the officer concerned.
3. The Governing Body was requested to review and withdraw the decision of the 73<sup>rd</sup> meeting of GB in the light of clarification of legal aspects, dissenting notes of the members and representation of the officer concerned and the decision taken in the 72<sup>nd</sup> meeting of the GB may be restored.

#### **Decisions:**

1. After detailed deliberations, the Governing Body constituted the following sub-committee to review/examine the promotion case under the Recruitment and Promotion Rules 2014 of Rules & Regulations and Bye-Laws of PITAC 1962 and submit its recommendations to the Governing Body in its next meeting for final decision.
  - i) Director General (IPW&M), Govt. of the Punjab – Convener
  - ii) Sheikh Mehboob Ashraf, Representative FPCCI – Member
  - iii) Joint Secretary (IF), Mol&P, GoP. Co-opted Member
2. In the meantime, the Governing Body recommended assigning the Current Charge of the post of Director General to Engr. Muhammad Irfan, Director (Operations and Works) under Recruitment and Promotion Rules of PITAC and clarifications made by the Establishment Division enabling the officer to exercise full administrative and financial powers addressing limitations in his present look-after charge.

#### **ITEM No.5 MONITORING/EVALUATION CRITERIA OF THE PERFORMANCE OF PITAC EMPLOYEES.**

1. In pursuance of the directions of Additional Secretary-I, MolP/Chairman Governing Body in a meeting with PITAC Management held on 02-03-2024 at SMEEDA Headquarter, Lahore, for preparation of KPIs of Employees to monitor and evaluate their performance, the PITAC Management reviewed the duties and responsibilities of all the employees which were presented to GB for consideration and further guidance.

#### **Decisions:**

After detailed deliberations, the Governing Body made the following decisions.

- i. A robust system for monitoring and evaluating employee performance, including the establishment of Key Performance Indicators (KPIs), will be developed to enhance operational efficiency. The Employees failing to meet performance standards may be subject to early retirement or termination from service.
- ii. The sanctioned staff strength will undergo a comprehensive review to determine the essential staffing requirements. Any surplus positions will be eliminated due to financial constraints.
- iii. The Business/Sustainability plan for PITAC will be presented to the Governing Body (GB) during the upcoming meeting for approval and implementation.

- iv. The Officers and employees are required to promptly and diligently fulfill tasks assigned to them as per the decisions made by the Governing Body (GB), Executive Committee (EC), and Management. Inefficiencies will be addressed, and individuals failing to meet expectations will be held accountable as per established rules and regulations.
- v. A strategic marketing plan will be devised to bolster PITAC's services and increase market presence.
- vi. A dedicated Engineer/Technical Officer of BS-18 will be designated as an Industrial Liaison Officer to spearhead initiatives such as securing design and development orders, fostering Joint Ventures for localizing imported components, and promoting exports. The Officer will conduct visits at least 20 industries monthly and provide regular reports to be presented at each GB meeting, thereby enhancing PITAC's coordination with the industrial sector.

**ITEM No.6** APPROVAL OF THE FOLLOWING ITEMS TO SETTLE THE AUDIT PARAS FOR THE AUDIT YEAR 2019-2020 BY DAC/PAC;

1. The following items related to audit paras were presented to the Governing Body.
  - A. REGULARIZATION OF TRANSFER OF FUNDS Rs:6.969 MILLION TO WELFARE FUND ACCOUNT AND EXPENDITURE MADE OUT OF PITAC WELFARE FUND FOR THE BENEFITS OF PITAC EMPLOYEES.
  - B. RULES OF PITAC WELFARE FUND.
  - C. RULES OF LONG-TERM ADVANCES "HOUSE BUILDING" & "CAR / MOTORCYCLE / BICYCLE".

**Decisions:**

The Agenda Item was referred to the Executive Committee for review/appropriate decision and to forward their decisions/recommendations to the quarter concerned to settle the Audit Paras.

**ITEM No.7** APPROVAL OF THE FOLLOWING ITEMS TO SETTLE THE AUDIT PARAS FOR THE FINANCIAL YEARS 2015-16 TO 2019-20 BY DAC;

1. The following items related to audit paras were presented to the Governing Body.
  - A. REVISION OF RATES OF TECHNICAL SERVICES RENDERED BY PITAC.
  - B. REGULARIZATION OF EXPENDITURE MADE OUT OF WELFARE FUND Rs:2.85 MILLION ON ACCOUNT OF HAJJ EXPENSES OF PITAC EMPLOYEES.
  - C. REGULARIZATION OF TRANSFER OF FUNDS Rs:4.062 MILLION TO WELFARE FUND ACCOUNT AND EXPENDITURE MADE OUT OF PITAC WELFARE FUND FOR THE BENEFITS OF PITAC EMPLOYEES.

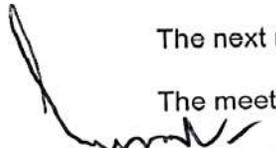
**Decisions:**

- i. The Agenda Item was referred to the Executive Committee for review/appropriate decision and to forward their decisions/recommendations to the quarter concerned to settle the Audit Paras.

**ITEM No.8** ANY OTHER ITEM WITH THE PERMISSION OF THE CHAIRMAN.

The next meeting of the GB will be held after one month.

The meeting ended with a vote of thanks.

  
(Engr. Muhammad Irfan)  
Director General PITAC  
Member/Secretary GB

  
(Muhammad ASAD ISLAM MAHNI)  
Additional Secretary – I, MoI&P  
Chairman GB

**LIST OF PARTICIPANTS OF THE 75<sup>TH</sup> MEETING OF THE GOVERNING BODY OF PITAC**

Sr.#	NAME, DESIGNATION	Status
1	Mr. Muhammad Asad Islam Mahni, Additional Secretary-I, I&P	Chairman
2	Mr. Munir Ahmad, Sr. Joint Secretary- Expenditure, I&P	Member
3	Mr. Asif Ali Farruk, Director General (Industries, Prices, Weight & Measures) - Punjab	Member
4	Sheikh Mehboob Ashraf, Representative FPCCI	Member
5	Engr. Muhammad Irfan, Director General, PITAC,	Member/ Secretary

**ON LINE AT ZOOM LINK**

1	Mr. Muhammad Iqbal Sarparrah, Director General (I&C) - Balochistan	Member
2	Mr. Mujahid Khan, Director (Admn) on behalf of DG (Industries) - KPK	Participant

**PITAC'S PARTICIPANTS**

1	Mr. Arshad Khan, Dy. Director (Accounts), PITAC	Participant
2	Mr. Habib Ullah Anwar, Dy. Director (P&A), PITAC	Participant
3	Mr. Nasir Mahmood, Asstt. Admin Officer, PITAC	Participant

