



GOVERNMENT OF PAKISTAN
MINISTRY OF INDUSTRIES AND PRODUCTION
PAKISTAN INDUSTRIAL TECHNICAL ASSISTANCE CENTRE LAHORE



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MINUTES OF 76th MEETING OF PITAC GOVERNING BODY (GB)
HELD ON 18th MAY, 2024 IN PITAC, LAHORE

The 76th meeting of the PITAC Governing Body (GB) was convened on May 18, 2024, presided over by Mr. Muhammad Asad Islam Mahni, Additional Secretary-I of the Ministry of Industries & Production (MoIP), at the Committee Room of PITAC, Lahore. The list of participants is appended as Annex-I.

2. The session commenced with a recitation from the Holy Quran, invoking blessings. The Chairman welcomed all the members and then initiated discussions on the outlined agenda items, inviting input and insights from the attendees.

ITEM No.1 **CONFIRMATION OF THE MINUTES OF 75TH MEETING OF PITAC GOVERNING BODY**
HELD ON 22-03-2024

1. The Minutes of the 75th Meeting of the Governing Body approved by the Chairman were submitted to the Governing Body for confirmation. Mr. Munir Ahmad, Sr. Joint Secretary, Finance Division raised certain observations on the minutes which were agreed upon by the Governing Body as mentioned below.

- i. In Agenda#2(B) (2), It has been clarified in para# b (2) of the minutes that the increase in pay and pension / Adhoc Relief Allowance-2023 are applicable to PITAC as it has adopted BPS and pension scheme of the Federal Government, therefore decision # i & ii are not necessary to mention, as GB has approved the budget keeping in view these increases, therefore, the same are omitted.
- ii. The decision of Agenda # 3 (1) (2), column 4, may be read as "HRA is to be provided from the head of ERE till the age of superannuation as admissible under the rules".
- iii. In decision (2) of Agenda # 4, the text is added after the word powers, "as admissible under the rules.

ITEM No.2. **TO APPRISE THE GOVERNING BODY REGARDING IMPLEMENTATION/ PROGRESS**
/ACTION TAKEN ON THE DECISIONS/DIRECTIONS OF THE GOVERNING BODY IN ITS
75TH MEETING.

1. The progress/status of the actionable decisions/directions of the Governing Body made in its 75th meeting held on 22-03-2024 were presented before the Governing Body.

2. The Director-General apprised that there has been notable advancement in implementing all decisions and directives issued by the Governing Body (GB). However, regarding agenda item # 5, decision # vi, Engr. Naveed Qureshi, DD (Tech.), was assigned the role of Industrial Liaison Officer for securing design and development projects, fostering Joint Ventures (JVs) for localizing imported components and enhancing exports. Regrettably, the officer has declined to adhere to the directive and has not fulfilled the assigned responsibilities. It was further clarified that the marketing officer conduct general marketing of the all services of PITAC while the nature of the assigned job of ILO needs a Technical officer to discuss the Design and Development of engineering component for localization and exports with the Industrialists and enter into JVs etc.

Decisions:

1. The GB instructed the Director-General to conduct verbal counseling of the officer. If the officer does not mend his ways despite counseling, disciplinary action under the rules should be taken against him and reassign the responsibilities to another qualified officer.

2. The GB expressed satisfaction with the overall progress made on actionable decisions and directives but emphasized the need to accelerate the completion of pending tasks.

ITEM No.3. **TO APPRISE THE GOVERNING BODY REGARDING REVISED SERVICE RULES-2022 OF**
PITAC AND PROPOSED AMENDMENTS INCORPORATED BY MINISTRY,
ESTABLISHMENT/ FINANCE DIVISION.

1. The GB was apprised that the Revised Service Rules duly approved by the GB in its 68th meeting held on 03-01-2022, were submitted to the Ministry. However, certain changes made at the Ministry level were again

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considered by the GB in its 69th meeting held on 06-08-2022, and decisions on the same were forwarded to the Ministry. Now, the Cabinet Division has referred to these rules for approval of the GB. Further, it has been observed that the decisions of GB have not been incorporated in the revised service rules. The Establishment/Finance Division has vetted the Service Rules of PITAC-2022 with slight amendments and observations. The major issues highlighted by the Establishment/Finance Division are as under.

- Pension/Gratuity and GP Funds are not permitted for Autonomous Bodies.
- Medical Attendance Rules need separate approval from the Ministry of Health.
- Approval of 405 posts of PITAC from the Finance Division is required.
- Austerity Measures by abolishing the vacant posts etc.
- Some other amendments made at Ministry level.

2. Moreover, the GB has also directed to rationalize the sanctioned strength in its 75th meeting, and work on the same is underway, which will require revision of draft service rules.

3. The Cabinet Division has decided to seek approval of Governing Body regarding amended service rules and submit to CCLC for approval of Federal Government.

Decision:

After detailed deliberations, the Governing Body referred the Revised PITAC Service Rules-2022 to the Management / the Executive Committee for a thorough review and to take the necessary course of action to finalize the draft rules for consideration and approval by the GB.

ITEM No.4. TO APPRISE THE GOVERNING BODY REGARDING RECOMMENDATIONS OF THE SUB-COMMITTEE OF GOVERNING BODY TO REVIEW/EXAMINE THE PROMOTION CASE FOR THE POST OF DIRECTOR GENERAL, PITAC UNDER THE RECRUITMENT AND PROMOTION RULES, 2014.

1. The case of promotion of the vacant post of Director General, PITAC was considered by the sub-committee constituted by the GB in its 75th meeting held on 22-03-2024 to review/examine the promotion case under the Recruitment and Promotion Rules 2014 of Rules, Regulations, and Byelaws of PITAC 1962, on 18-05-2024.

2. The DG PITAC left the meeting during this agenda item, as his case was being discussed.

3. The recommendations of the Sub-Committee were presented to the GB by the Convener of the Sub-Committee, wherein the committee highlighted the following deficiencies.

1. PERs of the officer were not countersigned by the Secretary, Mol&P.
2. A fact-finding Inquiry report is pending against the officer.

Decision:

1. It was decided that the officer shall get the PERs countersigned. Moreover, there is no formal disciplinary action or Inquiry is pending against the officer under the law and there is no rule to defer the promotion case merely on the ground that a fact-finding Inquiry is pending against the officer.

2. The Governing Body will re-consider the promotion case in its next meeting.

ITEM No.5. TO APPRISE THE GOVERNING BODY REGARDING: MARKETING PLAN/BUSINESS PLAN, PROGRESS ON TASK ASSIGNED TO INDUSTRIAL LIAISON OFFICER, AND SELF-SUSTAINABILITY PLAN OF PITAC.

1. DD (Marketing) and DD (ESD) made presentations on the "Marketing Plan", and "Business/Sustainability Plan of PITAC."

Decisions:

After detailed deliberations, the Governing Body decided as follows.

- i. Develop a comprehensive one-year marketing plan showing detailed outcomes/monthly breakdowns with clear targets and report progress in the next meeting of GB.



- ii. Actively utilize social media platforms for effective marketing initiatives.
- iii. Make and upload videos covering details of two complete courses on social media, and YouTube channels.
- iv. Consult the CEO, NPO to launch/start certified productivity-related courses in PITAC.
- v. Start High-level courses having potential for revenue generation within the mandate of PITAC.
- vi. Develop short-term, medium-term, and long-term business/sustainability plans comprising one, three, and five years respectively, and fix targets for achievement. Share the plan with all GB members for their review and recommendations and present it to the Chairman and Ministry for final approval.

ITEM No.6. TO APPRISE THE GOVERNING BODY REGARDING RE-CONSTITUTION OF THE EXECUTIVE COMMITTEE OF PITAC.

1. The Governing Body was apprised that the EC was re-constituted in the year 2012. Ministry vide its letter dated 16-12-2022 directed to re-constitute the EC to give representation to the Budget Wing and PSD Wing of Mol&P. During the presentation to the Mol&P on 23-04-2024, the AS-II directed the PITAC management to replace the Dy. Secretary (Admin) with Dy. Secretary (Concerned), Mol&P in the existing composition of the Executive Committee so that the PSD wing has representation in the EC being concerned wing. In light of this direction, PITAC requested the Ministry to change the nomenclature of Dy. Secretary (Admin), Mol&P with Dy. Secretary (Concerned), Mol&P to streamline the affairs of PITAC. The GB was requested for ratification of the same.

Decisions:

After detailed deliberations, the Governing Body decided that existing Executive Committee will continue with representation of the Dy. Secretary Admin, Mol&P.

ITEM No.7. TO APPRISE THE GOVERNING BODY REGARDING DISCIPLINARY ACTION OF COMPULSORY RETIREMENT AGAINST SYED MUHAMMAD NASEEM, EX-HIGHLY SKILLED (BPS-13).

1. PITAC Management apprised the Governing Body regarding the compulsory retirement of Syed Muhammad Naseem, Ex-Highly Skilled/ BPS-13 from the services of PITAC during the year 2020 vide Notification # HQ/P&A:3(430)/81, dated:28-09-2020 on the disciplinary grounds after going through all procedural formalities. After exhausting all the legal forums, Syed Muhammad Naseem, Ex-Highly Skilled/ BPS-13 preferred a representation to Mol&P for reinstatement and Mol&P vide letter dated 15-09-2022 directed to place the matter before the Governing Body for re-examination to decide the case in an unbiased manner with the direction to constitute a committee with a member of senior officer from PSD Wing, Mol&P.

2. It is pertinent to mention here that the Lahore High Court and NIRC dismissed his petitions regarding his compulsory retirement which have attained finality. Further, the applicant has received pensionary benefits/commutation and drawing a monthly pension since 2020.

3. The matter was presented before the Governing Body for an appropriate decision.

Decisions:

After detailed deliberations, the Governing Body turned down the request of Syed Muhammad Naseem for his reinstatement in the service of PITAC and did not agree to constitute a committee for re-examination of the case as the matter has already attained finality.

ITEM No.8. TO APPRISE THE GOVERNING BODY REGARDING EMBEZZLEMENT DETECTED IN SELF-GENERATED REVENUE (SGR) OF PITAC.

1. PITAC Management informed the Governing Body regarding the matter of embezzlement that happened in PITAC during the year 2020. The inquiry committee detected embezzlement of 2.4 million (approx.) in the training fee. In the light of the inquiry findings, legal opinion was obtained. Accordingly, the matter was referred to the Federal Investigation Agency (FIA) on 30-09-2021 for criminal investigation, and charge sheets were served to 10 Nos. suspected employees including 07 officers BS-16 to 18, 02 officials, and one daily wager who submitted their replies and denied the allegations.

Dr. M. A. Khan

2. PITAC Executive Committee in its 69th meeting held on 13-11-2021 was apprised about the embezzlement and it was directed to forward a detailed reference to MoIP to apprise the Secretary (I&P)/PAO with the request to conduct a special internal audit to ascertain the exact amount of embezzlement and fixing the responsibility and constitution of departmental inquiry committee for taking disciplinary action against the responsible officers/employees. In reply, the Ministry inter-alia directed that the authorized officer/authority in PITAC should initiate Efficiency & Disciplinary proceedings against all the accused. The Ministry conducted a special audit on this matter through its Internal Audit Team headed by Mr. Aijaz Ali, CF&AO, MoI&P.

3. Meanwhile, FIA started an inquiry and arrested three regular and one daily wagger employee of PITAC. The FIA submitted the challan in the court and the trial of the accused employees is under way. Further, the FIA vide letter dated 07-11-2022 conveyed that so far, the Rs. 734,275/- has been recovered. The FIA also identified the role of 03 more employees during trial who are on bail as well.

4. The departmental disciplinary action is pending against accused officers and staff. The Governing Body is the punishing authority for class-I- officers (BS-17-19), and the Director General for class-II & III (BS-3 to 16) respectively.

5. The Governing Body was requested to constitute an Inquiry committee to take the departmental disciplinary proceedings against the accused employees and further probe the matter in the light of the charge sheets and reply of the accused officers and staff, cross-examine, and submit their recommendations to the Authority for final decision.

Decisions:

After detailed deliberations, the Governing Body constituted the following Inquiry Committee.

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| i. | DS (Admin), MoI&P/Member Executive Committee PITAC | Convener |
| ii. | One officer to be nominated by DG PITAC | Member |

ITEM No.4. ANY OTHER ITEM WITH THE PERMISSION OF THE CHAIRMAN.

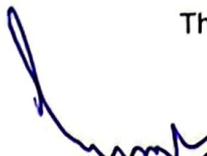
1. PITAC Employees Union's letter dated 06-05-2024 was discussed wherein complaints against the management were made which were discussed and concluded as under.

- i. The benefit of Adhoc Relief Allowance-2023 and increase in pension @ 17.5 % approved by the GB in its 75th meeting held on 22-03-2024 has been sent to Budget/PSD Section of MoIP for the release of fund/concurrence of FD.
- ii. At this time, funds for 55% HRA are not available. PITAC has requested the Budget Section of MoIP for the release of funds to implement the court decision.
- iii. As per the policy of the State Bank of Pakistan, to fulfill the requirements of the EPF Account pointed out by the HBL, correspondence between the Ministry & Finance Division is in progress for approval of authorization to change the signatories.
- iv. Due to financial constraints during CFY 2023-2024, PITAC did not adopt the upgradation announced by the Federal Government in February 2023 for employees of BPS-1 to 16. The GB already turned down to upgrade to the Superintendents due to financial constraints.

Decision:

The issues highlighted have been taken up at the appropriate level by the Management of the PITAC and the same dealt with in accordance with the policy of the Government.

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 76TH 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. Asif Ali Farruk, Director General (Industries, Prices, Weight & Measures) Punjab	Member
3	Sheikh Mehboob Ashraf, Representative FPCCI	Member
4	Engr. Muhammad Irfan, Director General, PITAC,	Member/ Secretary

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1	Mr. Munir Ahmad, Sr. Joint Secretary- Expenditure, I&P	Member
2	Mr. Shahid Ali, Director (Industries, Labour & Commerce), Gilgit-Baltistan	Member
3	Mr. Mujahid Khan, Director (Admn) on behalf of DG (Industries) - KPK	Participant
4	Ms. Farzana Bashir, Dy. Director (Industries) on behalf of Director (I&C), AJK	Participant

