



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



MINUTES OF 79TH MEETING OF PITAC GOVERNING BODY (GB)
HELD ON 23RD AUGUST, 2025 IN PITAC, LAHORE

The 79th session of the PITAC Governing Body (GB) was convened on August 23, 2025, 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 attendees 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 TO APPRISE THE GOVERNING BODY REGARDING IMPLEMENTATION/ PROGRESS OF THE ACTIONABLE DECISIONS/DIRECTIONS MADE IN ITS 78TH MEETING HELD ON 12-07-2025.

1. The progress/status of the actionable decisions/directions of the Governing Body (GB) made in its 78th meeting held on 12-07-2025 were presented to the Governing Body.

2. PITAC Management apprised the GB that in compliance with the decision of the last meeting regarding applicability of Pension Scheme and in the light of FD's O.M 1984 & 2015, a meeting was convened on 29-07-2025 in the Ministry under the chairmanship of Honourable AS-I/Chairman GB. The following were presented in the meeting;

PITAC's Representatives		Ministry's Representatives	
i.	Ms. Fareeha Ali Randhawa, DG	i.	Mr. Akhlaq Mahmood, SO (PSD-II)
ii.	Mr. Muhammad Anwar Ul Haq, DD(P&A)	ii.	Syed Shahbaz Hassan, SO (Budget)
iii.	Mr. Muhammad Irfan, AD (Accounts)	iii.	Mr. Ishtiaq Hussain Shah, AO (Corps)

- o PITAC clarified in the said meeting that its Pension Scheme was formally adopted on 1st July 1982 with Government's approval and Finance Division's (FD) concurrence, predating the Finance Division's O.Ms. of 1984 and 2015, which only restrict the payment of gratuity in addition to CPF in organizations, where pension scheme does not exist. The Committee noted PITAC's stance and acknowledged that the scheme constitutes a formally approved entitlement, established with concurrence of FD, and pension liabilities are already reflected in the annual budget approved by the Finance Division. Also directed that PITAC and MoIP will jointly follow up, the pension 2024 increase case with FD.

3. After detailed discussions/deliberations on various items, the following decisions/directions were made by the Governing Body;

Decisions

- i. To approach Ms. Iffat Malik, JS (Exp)-I&P/Member GB to resolve the 2024 Pension Increase case promptly and to fulfill the requirements of the Finance Division.
- ii. To prepare a fundamental structure regarding "Contributory Pension Fund Scheme" for PITAC, within 45 days and to present it to the Governing Body in its next meeting for evaluation/review.
- iii. To develop a basic structure of the "Draft Service Rules", strengthen the organization's head, define quotas for direct recruitment and promotions, and present it to the Governing Body for evaluation/review in its next meeting.
- iv. To submit a case to the Ministry for obtaining approval/concurrence of the Finance Division, Government of Pakistan regarding Adhoc Relief Allowance-2025 @10% and Disparity Reduction Allowance @ 30% of Basic Pay as of 30-06-2022
- v. The 05 years Audit Report of PITAC for the FY 2020-21 to 2024-25 shall be presented to the GB in the ensuing meeting.

Handwritten signatures and initials in blue ink.

4. PENSION ORDER IMPLEMENTED IN PITAC

The forum was also apprised that in pursuance to MoIP's letters # 5(8)/2025-PSD-II, dated:13-06-2025 and # 4(3)/2025-Coord, dated: 12-03-2025; Finance Division's O.M.# 9(3)/Reg.6/2024-264, dated: 04-03-2025 titled as "CALCULATION OF EMOLUMENTS OF PENSION, MULTIPLE PENSION AND FUTURE INCREASE METHODOLOGY PENSION" along with other relevant instructions issued by Finance Division has been circulated for implementation to the pensioners of PITAC;

i.	FD's O.M. # 9(3)/Reg.6/2024-264, dt:04-03-2025	"Calculation of Emoluments of Pension, Multiple Pension and future increase Methodology Pension" Future Increase Methodology in Pension
ii.	FD's O.M.# 9(3)R-6/2024-401 to 403, dt:01-01-2025	Calculation of Emoluments for the Purpose of Pension, Multiple Pensions & Future increase Methodology in Pension.
iii.	FD's O.M. # 9(3)/Reg.6/2024-264, dt:03-01-2025, dt:22-01-2025	Special Family Pension, Voluntary Retirement Penalties & Ordinary Family Pension
iv.	FD # 9(3)R-6/2024-264, dt:10-09-2024 - 03 O.M	Voluntary Retirement Penalties, Ordinary Family Pension & Special; Family Pension.

ITEM No.2 TO APPRISE AND SEEK APPROVAL OF THE GOVERNING BODY REGARDING REVISED BUDGET ESTIMATES AND ACTUAL EXPENDITURE FOR THE FY 2024-2025 AND BUDGET ESTIMATES FOR FY 2025-2026.

A. REVISED BUDGET ESTIMATES AND ACTUAL EXPENDITURE FOR THE FINANCIAL YEAR: 2024-2025.

1. The Dy. Director (Accounts) presented the "Revised Budget Estimates" and "Actual Expenditure" for the FY 2024-2025 for approval of the Governing Body, as detailed below:

Budget Head	Revised Budget 2024-25	Sanctioned Budget Allocation 2024-25	Actual Expenditure 2024-25
	In Millions		
A. Employee Related Expenses (ERE) Pay & Allowances	337.112	337.112	337.112
B. Employee Retirement Benefits (ERB) Pension	267.641	267.641	267.641
C. Non-Employee Related Expenses (Non-ERE) Operating Expenses	27.000	5.675	5.675
I) Total Grant-in-Aid (A+B+C)	631.753	610.428	610.428
II) Self-Generated Revenue (SGR)-Target	50.000	52.936	47.590
Total Budget (I+II)	681.753	663.364	658.018

2. Decision

i. After detailed deliberation, the Governing Body approved the Revised Budget Estimates of **Rs.681.753 Million** with actual expenditure of **Rs.658.018 M** against essential expenditure of Pay, Allowances, Pension and Operating Expenses for the FY: 2024-2025.

B. BUDGET ESTIMATES NEXT FINANCIAL YEAR: 2025-26.

3. The Dy. Director (Accounts) presented the "Budget Estimates for the FY 2025-2026" with Head wise justification of increases/decreases in Budget as compared to "Revised Budget for the FY 2024-25, as detailed below;

Budget Head	Revised Budget 2024-25	Budget Estimates 2025-26	Increase / Decrease)
	1	2	3 (2-1)
In Million			
A. Employee Related Expenses (ERE) Pay & Allowances	337.112	339.660	2.548
B. Employee Retirement Benefits (ERB) Pension	267.641	270.433	2.792
C. Non-Employee Related Expenses (Non-ERE) Operating Expenses	27.000	29.000	2.000
I- Total Grant-in-Aid (A+B+C)	631.753	639.093	7.340
II- Self-Generated Revenue (SGR) Targeted	50.000	60.000	10.000
Total Budget	681.753	699.093	17.340

4. Decisions

- i. After detailed deliberation, the Governing Body approved the Budget Estimates of **Rs.696.545 Million** against essential expenditure of Pay & Allowances, Pension & Operating Expenses for the FY: 2025-2026; Rs:2.548 Million excluding which was required against 01 appointment made on the decision of NIRC and 01 who is to be appointed as per the decision of Wafaqi Mohtasib. Details of the cases (NIRC & Wafaqi Mohtasib) shall be presented in the next meeting along with pending court cases pertaining to appointments/regularizations.
- ii. GB directed that PITAC has to clear the query raised by the Finance Division regarding concurrence of 2024 Pension Increase Case (i.e. F.D U.O.No.F.3(4)Reg-14/81, dated 10-04-1982). Further directed to submit head-wise expenditure and details of bank accounts of PITAC in the next meeting of GB.
- iii. GB showed displeasure against the performance of legal department, who has failed to timely file appeal in the Court regarding the case decided by Wafaqi Mohtasib. GB further directed the PITAC Management to hold inquiry against the Incharge Legal Department for not protecting the interest of PITAC.

ITEM No.3 TO APPRISE AND SEEK GUIDANCE OF THE GOVERNING BODY REGARDING GRANT OF INCREASE IN PENSION TO PENSIONERS OF PITAC.

1. Decision

After detailed discussions/deliberations, the Governing Body approved an increase in Pension @7% w.e.f. 01-07-2025 to PITAC Pensioners in accordance with FD's O.M. # 4(1)REG.6/2025, dated:07-07-2025, subject to availability of funds and concurrence of FD. The MoIP shall be requested to take up this matter with FD.

ITEM No.4. TO APPRISE AND SEEK GUIDANCE FROM THE GOVERNING BODY REGARDING HIRING OF CONSULTANT FOR BUSINESS PLAN AND THIRD PARTY REVIEW OF PITAC SERVICES AND SEEK APPROVAL FOR INSTALLATION & OPERATION OF DIGITAL ADVERTISEMENT (SMD) SCREENS ON PPP MODE.

A. TO APPRISE AND SEEK GUIDANCE REGARDING HIRING OF CONSULTANT FOR BUSINESS PLAN AND THIRD PARTY REVIEW OF PITAC SERVICES

1. Decision

After detailed deliberation, the Governing Body decided to defer this agenda item.

B. TO SEEK APPROVAL FOR INSTALLATION & OPERATION OF DIGITAL ADVERTISEMENT / SMD SCREENS ON PPP MODE

2. Decision

After detailed deliberation, the Governing Body principally agreed for the installation/operation of Digital Screen (SMD) on PPP Mode for advertisement purpose, subject to fulfillment of necessary codal formalities. GB further directed to initiate the process, accordingly.

ITEM No.5.

TO APPRISE THE GOVERNING BODY REGARDING OCCUPANCY STATUS OF ALL REGIONAL CENTRES OF PITAC AND DISCIPLINARY PROCEEDINGS AGAINST MR. SAJID ABBAS, ASSISTANT DIRECTOR (TECH)/INCHARGE, REGIONAL CENTRE, GILGIT BALTISTAN, ON UNAUTHORIZED ABSENCE

A. OCCUPANCY STATUS OF ALL REGIONAL CENTRES OF PITAC

1. Decisions

After detailed deliberation, the Governing Body directed the PITAC Management;

- i. To convene Monthly Meetings with Incharges of Regional Centres for better performance and to achieve targets well in time.
- ii. To conduct the tracer study showing income of the trainees trained by PITAC, mentioning both pre-training and post training incomes.
- iii. To prepare comparative analysis of fees with other organizations and submit it before the GB in its next meeting.
- iv. To coordinate with DG (Industries & Commerce), KPK to resolve the issue of occupancy of the Regional Centre or place it in any other space for its smooth functioning for the betterment of the general public/industries of KPK.
- v. The Incharge, Regional Centre Gilgit shall coordinate with Director (Industries), Gilgit for the skill requirements in CPEC/SEZs.

B. UNAUTHORIZED ABSENCE OF MR. SAJID ABBAS, ASSISTANT DIRECTOR (TECH)/INCHARGE, REGIONAL CENTRE, GILGIT BALTISTAN.

PITAC Management informed the Governing Body that Mr. Sajid Abbas, Assistant Director Technical (BPS-17), has remained absent unauthorized, which is a misconduct under PITAC Bye-Laws 1962 as per clause 130, 131 & 136.

2. Decisions

After detailed discussions/deliberations, the Governing Body directed the PITAC Management that;

- i. Biometric Machines shall be installed in all Regional Centres of PITAC to ensure proper attendance records.
- ii. Disciplinary proceedings against Mr. Sajid Abbas, Assistant Director Technical (BPS-17), Incharge Regional Centre, Gilgit Baltistan shall be initiated expeditiously. GB shall be informed accordingly in its next meeting.

ITEM No.6.

TO APPRISE THE GOVERNING BODY AND REQUEST TO RATIFY THE "INCENTIVE POLICY" FOR THE PITAC EMPLOYEES SERVING AS FACULTY MEMBER IN PCT.

1. Decision

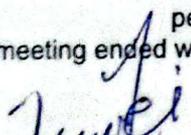
After detailed deliberation, the Governing Body deferred the "Incentive Policy" for the employees who are also performing duties as faculty members at PITAC College of Technology. However, GB advised introducing an incentive policy based on "Performance" both for the employees and students.

ITEM No.7.

ANY OTHER ITEM WITH THE PERMISSION OF THE CHAIRMAN.

- DG shall propose HR Committee and Finance Committee under GB for approval of the house in next meeting.
- Management shall draft Key Performance Indicators (KPIs) to evaluate the performance of the employees of PITAC.

The meeting ended with a vote of thanks.


(Fargana Ali Randhawa)
Director General, PITAC
Member/Secretary GB


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

LIST OF PARTICIPANTS OF THE 79TH MEETING OF THE GOVERNING BODY OF PITAC

Sr.#	NAME, DESIGNATION	Status
1	Mr. Muhammad Asad Islam Mahni, Additional Secretary-I, I&P	Chairman
2	Ms. Fareeha Ali Randhawa, Director General, PITAC,	Member/ Secretary
3	Ms. Nosheen Malik, Director General (Industries, Prices, Weight & Measures) Punjab	Member
4	Sheikh Mehboob Ashraf, Representative FPCCI	Member

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1	Ms. Iffat Malik, Joint Secretary (Exp.) I&P.	Member
2	Mr. Shahid Ali, Director (Industries, Labour & Commerce), Gilgit-Baltistan	Member
3	Mr. Mushtaq Ahmad Sheikh, Director (Industries) – Sindh	Member
4	Mr. Muhammad Iqbal Sarparah, Director (Industries & Commerce) on behalf of DG (I&C) – Balochistan – Member GB	Participant
5	Mr. Hanif Khan, Dy. Director (I&C) on behalf of Director General (Industries & Commerce) - KPK	Participant