

FIFTH MEETING OF THE BOARD OF DIRECTORS

TORS	HELD AT	ON	TIME
BOOK	Karachi	November 30, 1972	

The Fifth Meeting of the Board of Directors of the State Life Insurance Corporation of Pakistan was held on 30th November, 1972 in the Board Room of the Corporation at Karachi as per notice dated 28.11.1972.

The following were present:

- | | |
|----------------------------|----------|
| 1. Mr. H. U. Beg, SQA, PTS | Chairman |
| 2. Mr. S. F. Alam | Member |
| 3. Mr. Samee-ul-Hasan | Member |
| 4. Mr. D. M. Quraishi, TQA | Member |
| 5. Mr. P. Sequeira | Member |
| 6. Mr. A. A. Toor, PA&AS | Member |
| 7. Mr. Zulqarnain | Member |

Mr. S. S. Akhtar attended the meeting by special invitation.

As the Chairman had gone on tour to Lahore, he arrived a little late. Till his arrival Mr. P. Sequeira was elected to preside over the meeting.

The following business was transacted:

ITEM NO: 1. Confirmation of the minutes of the 4th Board Meeting held on 17/18th November, 1972 at Karachi.

The minutes of the 4th meeting of the Board held on 17th and 18th November, 1972, at Karachi were confirmed.

Regarding Item II - "Grant of General Power of Attorney to Mr. D. M. Quraishi", the Board was informed that the draft General Power of Attorney adopted by the Board in the last meeting had been shown to the legal adviser who suggested certain modifications. These modifications were considered and revised draft was approved as follows:

GENERAL POWER OF ATTORNEY

EXECUTED AT KARACHI ON.....DAY OF NOVEMBER, 1972 STATE LIFE INSURANCE CORPORATION OF PAKISTAN PRINCIPAL MR. D. M. QURAISHI (EXECUTIVE DIRECTOR)GENERAL ATTORNEY.

WHEREAS for purpose of facilitating transaction of our business and ensuring speedy and efficient conduct of our affairs, it is expedient and the Board of Directors have resolved to appoint Mr. D. M. QURAISHI, our Executive Director as our General Attorney and the Chairman and a Director of the Corporation authorised to execute a general power of attorney in his favour;

Know all person, therefore, by these presents that we, STATE LIFE INSURANCE CORPORATION OF PAKISTAN; established under the Life Insurance (Nationalisation) Order 1972, Presidential Order No. 10 of 1972, having our Principal office at Karachi (at present in American Life Building, third floor, I.I. Chundrigar Road, Karachi) (hereinafter called "the Corporation") do hereby nominate, constitute and appoint our Executive Director Mr. D. M. QURAISHI as our true and lawful general attorney (herein-after called the

CHAIRMAN'S INITIALS



FIFTH MEETING OF THE BOARD OF DIRECTORS

HELD AT	ON	TIME
Karachi	November 30, 1972	

“General Attorney”) for us and on our behalf, inter alia, to do the following acts, deeds and things, that is to say:-

1. to sign and execute
 - (a) any application for allotment of shares and issue of share certificates;
 - (b) application for consolidation and splitting of Corporations' shareholdings;
 - (c) deeds for transfer of shares in favour of or by the Corporation;
 - (d) acceptance of allotment and renunciation of allotment of shares in favour of the Corporation;

and have such transfer of shares registered and take all other steps to complete any of these transactions;

2. to purchase and pay for and sell, shares, NIT Unit Certificates, debentures and Government securities including Bonds and Saving Certificates for and by the Corporation, collect and realise Income Tax Bonds, interest, dividends and bonus and right shares relating thereto and execute any transfer deeds or purchase deeds, applications and other documents for purposes herein specified;
3. To arrange and order for custody of shares and securities acquired, and release of shares and securities transferred or otherwise disposed of, by the Corporation:
4.
 - (a) to purchase acquire or give on lease, hire purchase or by exchange, grant or otherwise and pay for or sell any movable or immovable property for and on behalf of the Corporation and execute any document in this behalf;
 - (b) to enter into any underwriting, buy-back or debenture financing arrangement with any person, company or other institution and execute any agreement or other document in that behalf;
 - (c) to accept and redeem any mortgage, charge, guarantee, undertaking or similar security in favour of the Corporation and have the charge registered under the Companies Act;
 - (d) to open and operate any fixed deposit, call deposit or current account in respect of the funds of the Corporation.
5. To get any document, between the Corporation and other party for purposes above, registered under the Registration Act or notarially attested;
6. To sign and verify all pleadings including plaints, written statements, rejoinders, memorandums of appeal, applications including applications for revision and review and execution affidavits, petitions, vakalatnamas and all other documents required to be filed in Civil or Criminal Courts or other nature of suits, proceedings in Civil Courts, Criminal Courts, Tribunals, High Courts, Offices of Registrars and Sub-Registrars, and other offices and bodies in which the Corporation is at present engaged or may in future be engaged and which the Corporation may desire to institute or defend.



FIFTH MEETING OF THE BOARD OF DIRECTORS

TORS	HELD AT	ON	TIME
BOOK	Karachi	November 30, 1972	

7. Generally to perform and execute all and every and any other acts and deeds, matters and things which shall be necessary and expedient in or about the premises fully and effectually to carry out the purposes herein specified.

8. To substitute and appoint from time to time one or more attorney or attorneys under him for all or any of the purposes, matters or things aforesaid and at his pleasure to displace, revoke and remove such substitute or substitutes as he shall see occasion or think fit.

9. AND the Corporation doeth hereby ratify and confirm all that the General Attorney may lawfully do by virtue of these presents.

IN WITNESS WHEREOF WE, STATE LIFE INSURANCE CORPORATION OF PAKISTAN, have caused this power of attorney, to be executed under the hand of the Chairman and a Director of the Corporation, this the day, month and year first above written.

FOR STATE LIFE INSURANCE CORPORATION OF PAKISTAN;

In presence of: Chairman

1. _____ Director

2. _____

The following resolution authorising the Chairman and Mr. A. A. Toor, Executive Director to sign the instrument conveying the General Power of Attorney was also passed.

“RESOLVED the instrument conveying the Power of Attorney in favour of Mr. D. M. Quraishi, Executive Director, be engrossed and signed by the Chairman of the State Life Insurance Corporation of Pakistan and Mr. Arshad Ali Toor, Executive Director who shall sign and deliver the same.”

ITEM NO: II To consider and approve the draft State Life Corporation Employees (Medical Attendance) Regulations 1972.

The draft State Life Corporation Employees (Medical Attendance) Regulations 1972, were considered and approved with minor modifications as follows:

“STATE LIFE INSURANCE CORPORATION EMPLOYEES (MEDICAL ATTENDANCE) REGULATIONS 1972.

In exercise of the powers conferred by Article 49 of the Life Insurance Nationalisation Order 1972 (Presidential Order 10 of 1972), the State Life Insurance Corporation of Pakistan, with the previous approval of the Federal Government hereby makes the following Regulations:

CHAIRMAN'S INITIALS

FIFTH MEETING OF THE BOARD OF DIRECTORS

HELD AT	ON	TIME
Karachi	November 30, 1972	

1. Short title, commencement and application:

- i) These Regulations may be called 'State Life Insurance Corporation's Employees (Medical Attendance) Regulations 1972.
- ii) They shall come into force with effect from first day of January 1973.
- iii) They shall apply to all employees of the Corporation, including the Directors and the Chairman except in so far as they may be inconsistent with the terms of their appointment, contract or deputation.

2. Definitions:

In these Regulations unless there is anything repugnant in the subject or context:

- a) "Approved Hospital" means a hospital or clinic approved by the Corporation for the treatment of its employees and their families.
- b) "Approved medical Stores" means a medical store approved by the Corporation for the supply of medicines to its employees.
- c) "Authorised Medical Attendant" means a Medical Officer of a Government or a public hospital or a registered medical practitioner appointed by the corporation to attend to its employees and their family.
- d) "Employee" means a full time employee of the Corporation on monthly salary whom these Regulations apply.
- e) "Family" means wife, legitimate children and step children of any employee of the Corporation residing with and wholly dependant upon him.
- f) "Medical Attendance" means attendance at the clinic of an authorised Medical Attendant or at an approved hospital or in case of illness which compels the patient to be confined to his residence, at the residence of the patient, including such method of examination for the purpose of diagnosis as are available in the said clinic or hospital and such consultation with a Specialist or other Medical Practitioner as the authorised Medical Attendant certifies to be necessary to such extent and in such manner as the specialist or the Medical practitioner may determine.
- g) "Patient" means an employee of the Corporation or a member of his family who has fallen ill.
- h) "Treatment" means the use of all medical and surgical facilities available at the approved hospital in which the patient is treated, and includes -
 - (i) The employment of such pathological, surgical, bacteriological, radiological or other methods as are considered necessary by the authorised medical attendant or specialist or the Doctor incharge of an approved hospital.

FIFTH MEETING OF THE BOARD OF DIRECTORS

IS	HELD AT	ON	TIME
OK	Karachi	November 30, 1972	

- (ii) the supply of such medicines, vaccines, sera or other therapeutic substances as are available in the approved hospital.
- (iii) the supply from the approved medical store of such medicines, vaccines, sera or other therapeutic substances not available at the approved hospital as authorised medical attendant certifies in writing to be essential for the recovery or for the prevention of serious deterioration in the condition of the patient.
- (iv) Dental treatment including treatment of a jaw bone disease or gum boils, the whole-sale removal of teeth and the removal of odontomes and impacted wisdom teeth, but excluding the treatment of pyorrhea or gingivitis or the provision of dentures.
- (v) such accommodation as is ordinarily provided to in-patients in the approved hospital;
- (vi) such nursing as is ordinarily provided to in-patients by the hospitals;
- (vii) confinement and maternity treatment of a female married employee and wife of a male employee;
- (viii) Antirabic treatment at a Government hospital;
- (ix) the specialist treatment in accordance with clause (f) of this Regulation but does not include the following:-
- (1) Supply of substances like vitamins, glucose, tonics processed food, unless prescribed to cure a disease;
 - (2) Special nursing;
 - (3) Any expenditure on diet in a hospital bill, which expenditure will be reckoned at atleast 20% of the daily charges of the hospital if not shown separately in the hospital bill;
 - (4) Treatment of venereal disease;
 - (5) Psycho-analytical treatment;
 - (6) Cost of transportation of the employee or the Doctor in connection with medical attendance and treatment.
- (i) Words and expressions used but not defined in these Regulations shall have the same meaning as in the State Life Insurance Corporation (General) Regulations 1972.

PART 1 - ENTITLEMENT3. Free Medical Attendance and Treatment.

An employee of the Corporation to whom these Regulations apply and his family, shall be entitled to free medical attendance and treatment by the authorised medical attendant at the Corporation's expense, subject to the condition that the total expenditure on the attendance and treatment of an employee and his family will not exceed the following limits exclusive of hospitalisation and maternity:-

FIFTH MEETING OF THE BOARD OF DIRECTORS

HELD AT	ON	TIME
Karachi	November 30, 1972	

- in case of an employee whose pay is up to Rs. 500/- p.m. Rs. 240/- per annum or 10% of pay which ever is higher.
- in case of an employee whose pay is from Rs. 501/- p.m. to Rs. 1000/- p.m. Rs. 600/- per annum or 7-1/2% of pay which ever is higher.
- in case of an employee whose pay is Rs. 1001/- p.m. and above. Rs. 900/- per annum or 5% of pay which ever is higher subject to a maximum of Rs. 1800/- per annum.

4. Medical Attendance or Treatment at residence.

If the authorised Medical Attendant is of the opinion that owing to the absence or remoteness of an approved hospital or because of the nature of the illness, the employee cannot be removed to the hospital without endangering his health, the employee may receive medical attendance and treatment at his residence.

5. Hospitalisation.

(1) If the authorised Medical Attendant is of the opinion that it is necessary for an employee to be hospitalised for the treatment of any serious illness or surgical operation, the employee may, be hospitalised in an approved hospital.

(2) An employee hospitalised under sub-Regulation (1) shall be entitled to hospital accommodation on the following scale:

- Employee whose pay is up to Rs. 500/- p.m. General Ward
- Employee whose pay is from 501/- p.m. to Rs. 1000/- p.m. Semi private room upto a maximum rent of Rs. 25/- per day.
- Employee whose pay is from 1001/- p.m. to Rs. 2500/- p.m. Private room upto a maximum rent of Rs. 40/- per day.
- Employee whose pay is from Rs. 2500/- p.m. and above. Special Ward upto a maximum rent of Rs. 55/- per day.

(3) All other expenses excluding diet in the hospital will be borne by the Corporation on actual basis.

6. Maternity charges.

The Corporation shall bear maternity expenses of a married female employee or the wife of an employee in an approved hospital subject to the following limits exclusive of room rent:-

FIFTH MEETING OF THE BOARD OF DIRECTORS

RS	HELD AT	ON	TIME
BOOK	Karachi	November 30, 1972	

- Employees whose pay is upto Rs. 500/- p.m.

Actual charges not exceeding Rs. 200/- in any one case.

- Employees whose pay is from Rs. 501/- p.m. to Rs. 1000/- p.m.

Actual charges not exceeding Rs. 350/- in any one case.

- Employees whose pay is from Rs. 1000/- p.m. and above.

Actual charges not exceeding Rs. 500/- in any one case.

Provided that the maternity charges will be borne by the Corporation on actual basis upto a maximum of Rs. 200/- in any one case, if confinement takes place at residence or at a place other than an approved hospital.

Provided further that maternity charges will not be borne by the Corporation for more than 3 times during the entire service of an employee with the Corporation.

7. Free medical attendance and treatment to family.

The family of an employee of the Corporation shall be entitled to medical attendance and treatment on the same scale and conditions as applicable to the employee himself.

8. Charges for extra services.

Charges for services rendered in connection with, but not included in the medical attendance or treatment of a patient, shall be determined by the authorised medical attendant and paid by the patient concerned himself. If any question arises as to whether any service is included in medical attendance or treatment under these Regulations, the decision of the Chairman shall be final.

PART II Procedure and Control.

9. Declaration of family members by employees.

Employees entitled to receive medical attendance and treatment under these Regulations, shall declare their family members as defined in clause (e) of Regulation 2, in such form as the Corporation may prescribe. These declarations will be subject to acceptance by the Corporation which may modify or reject them wholly. Only the declarations accepted by the Corporation shall form the basis for entitlement to medical attendance and treatment under these Regulations.

Any change in the declarations shall be notified by the employees concerned to the Corporation within one month of the date of such change.

10. Registration of employees.

On the basis of the declarations accepted by the Corporation, each employee shall be registered and assigned a code number.

CHAIRMAN'S
INITIALS



FIFTH MEETING OF THE BOARD OF DIRECTORS

HELD AT	ON	TIME
Karachi	November 30, 1972	

11. Health Cards of employees.

Each employee shall be provided with a health card giving such particulars of the employee and his family members as may be prescribed.

12. Procedure for payment of cost of Medical attendance and treatment.

(a) No employee of the Corporation shall be entitled to receive reimbursement for the cost of medicines purchased by him for the treatment of himself or any member of his family. Such charges will be paid by the Corporation directly to the authorised Medical Attendant, approved hospital or an approved Medical Store as the case may be.

(b) The cost of medical attendance and treatment not paid for directly by the Corporation may be reimbursed to the employee concerned on production of satisfactory proof of having incurred such cost and upon certification by the authorised Medical Attendant.

(c) Any amount paid in excess of the limits laid down in these Regulations shall be recoverable from the salary of the employee concerned.

13. Accounting and control

For each employee, the Corporation shall maintain a medical expense card in such form as may be prescribed to record the progressive expenditure incurred on the medical attendance and treatment of the employee and his family members.

14. Chairman's Powers to issue instructions:

The Chairman may, whenever considered necessary, issue appropriate instructions, not inconsistent with these Regulations, regarding arrangements for medical attendance and treatment."

ITEM NO: III To consider draft circulars to Unit Heads regarding
i) transfer of field staff and ii) Public statements by the
staff members.

The draft circular regarding transfer of field staff was approved as follows:-

"To all Unit Heads,

Field Staff

It has been reported that some members of field staff have been changing their Units rather frequently which is not in the interest of the business particularly at this stage. It has, therefore, been decided by the Board of Directors of the Corporation that for the time being, no field staff will be allowed to change his company (now integrated into Units). Only in case an erstwhile company has stopped writing new business, its field staff may be allocated to another component of the same Unit with the permission of the Unit Head concerned."

Mr. Arshad Ali Toor Executive Director was authorised to sign and issue the circular.

FIFTH MEETING OF THE BOARD OF DIRECTORS

DATE	HELD AT	ON	TIME
1972	Karachi	November 30, 1972	

Regarding the draft circular about public statements by staff members, Mr. D. M. Quraishi pointed out that some instructions regarding public statement by employees had also been received from the Government and that these instructions could also be considered in issuing the circular.

It was decided that the circular would be drafted by Mr. Toor in consultation with Mr. D. M. Quraishi and issued accordingly.

ITEM NO: IV To consider and approve appointment of a Training Consultant for the Corporation.

The Chairman informed the Board that it was proposed to obtain for some time the services of Mr. M. A. Ghani, Training Adviser, Pakistan Burmah Shell to advise on training and organisation. Mr. Ghani had a rich and varied experience in these field and had previously rendered valuable services to some other semi-Government institution also including the National Bank of Pakistan and the P.I.A.

The Board approved the proposal to obtain the services of Mr. M. A. Ghani from Pakistan Burmah Shell on a contract basis on such terms and conditions as may be agreed between the Chairman and the Pakistan Burmah Shell.

ITEM NO: V To consider and approve draft Budget Proforma for the Corporation.

The consideration of this item was deferred pending further examination by the Board members.

ITEM NO: VI Any other item with the permission of the Chair.

i) Life reinsurance:

Mr. Samee-ul-Hasan referred to the decision taken in the last Board meeting on the subject of life Reinsurance whereby he had to prepare a draft reference to the Government for removal of existing ban on placing of fresh Life Reinsurance abroad, and said that he had prepared the required reference. The draft was read out by him.

The Chairman while appreciating the good draft prepared by Mr. Sameeul Hasan, suggested that the matter be examined further with reference to the rationale behind the existing ban, the cost involved and the comparative advantages to be obtained by removing it. Mr. Akhtar observed that the cost involved was only about Rs. 21,000 for new business, which was not much for the technical know-how to be derived by contacts with the outside world. He further added that the increase in cost due to new business would continue to be offset by decrease in cost of old business.

Mr. Sequeira pointed out that on a previous occasion also the matter had been taken up by a delegation of the life reinsurers with the Government but the response from the Government had not been encouraging at that time. However, as the position had now changed with the establishment of the State Life Insurance Corporation the matter could be taken up again.

CHAIRMAN'S
INITIALS

FIFTH MEETING OF THE BOARD OF DIRECTORS

HELD AT	ON	TIME
Karachi	November 30, 1972	


Mr. Alam suggested that the disadvantage that had accrued to the system since the imposition of the ban might also be recounted.

It was ultimately decided that a further study in depth should be undertaken in the light inter-alia of the above discussions and the documents relating to the previous representation to the Government to be furnished by Mr. Sequeira, before referring the case to the Government.


Salaries of Directors:

A question was raised about the rates at which the Directors should draw their salaries till the Government had decided their terms of appointment. It was decided that pending Government decision on the subject, the Directors should continue to receive their existing salaries and other benefits, and the Government should be informed accordingly.

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


Chairman.

*Confirmed subject
to modifications.*


7/12/72