

## 78TH MEETING OF THE BOARD OF DIRECTORS

DIRECTORS	HELD AT	ON	TIME														
MINUTE BOOK	Karachi	Tuesday, 4th June, 1985	10:00 A.M.														
<p>The 78th meeting of the Board of Directors called pursuant to notice dated 7th May, 1985 read with notices dated 21st May, 1985 and 30th May, 1985 was held at the Principal Office at Karachi on Tuesday, the 4th June, 1985 at 10:00 A.M.</p>																	
<p>The following were present :</p>																	
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<p>Mr. A. Mateen, Secretary to the Board was also present.</p>																	
<p>The following business was transacted :</p>																	
<p><u>ITEM 1: CONFIRMATION OF MINUTES:</u></p>																	
<p>The minutes of the 77th meeting of the Board of Directors held on 31st December, 1984 were confirmed.</p>																	
<p><u>ITEM 2: IMPLEMENTATION REPORT:</u></p>																	
<p>The implementation report on the decisions taken in the 77th meeting prepared by the Secretary to the Board was placed before the meeting.</p>																	
<p>"Item 6: <u>Budget Estimates for 1985</u>"</p>																	
<p>"<u>Medical Expenses</u>"</p>																	
<p>Noting that the required report is awaited, the Board directed that the comparative figures of medical expenses prior to, and after, the implementation of the scheme outlined in the 3rd Wage Commission be prepared by B&amp;A Division within a month without fail and circulated amongst the Directors.</p>																	
<p>"<u>Medical Expenses of Lahore Zone</u>"</p>																	
<p>"<u>Renewal Expense ratio of Lahore Zone</u>"</p>																	
<p>Noting that the required report is awaited, the Board directed that the reasons for higher per capita medical expenses and higher expense ratio of Lahore Zone be ascertained by P&amp;GS Division within a month without fail and circulated amongst the Directors.</p>																	
<p>"Item 8: <u>ANY OTHER BUSINESS</u>"</p>																	
<p>(a) "<u>Financial Impact - Wage Commission for Insurance Corporations</u>"</p>																	
<p>The Board directed that financial impact of the successive Wage Commission Awards for Insurance Corporations be ascertained in respect of State Life only which information should be readily available with B&amp;A Division.</p>																	

CHAIRMAN'S  
INITIALS

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ITEM 3: RECORDING OF MINUTES:

The Board recorded minutes of :

- i) 90th meeting of the Executive Committee held on 18th December, 1984.
- ii) 91st meeting of the Executive Committee held on 27th January, 1985.
- iii) 92nd meeting of the Executive Committee held on 31st March, 1985.
- iv) 93rd meeting of the Executive Committee held on 30th April, 1985.

ITEM 4: FRINGE BENEFITS TO THE OFFICERS OF THE CORPORATION:

The Board confirmed the decision already taken by circulation proposing certain fringe benefits to the Officers of the Corporation with the approval of the Federal Government.

It was however, noted that the Federal Government has since declined the proposal.

ITEM 5: ANNUAL ACCOUNTS OF THE CORPORATION FOR THE YEAR ENDED 31ST DECEMBER, 1984 :

The Executive Director (B&A) Memorandum No.41/85 regarding Annual Accounts of the Corporation for the year ended 31st December, 1984 was placed before the Board.

Early Finalisation.

At the outset, the Board took note of the completion of the accounts by 30th April, 1985 and recorded its appreciation of the efforts put in by B&A, Computer and all concerned Divisions as also the cooperation extended by the Auditors in early finalisation of accounts.

First year Commission and First year overriding Commission.

The Board desired that the figures of first year commission and first year overriding commission reported in the Memorandum appeared to be on the high side and should be rechecked and reverified.

Expenses - Conferences and meetings.

Observing that the expenses on account of Conferences and Meetings were up by 29.57% during the year under review compared with that of preceding year and that the expenses on account of Postage, Telegrams and Telephone were similarly up by 33.77%, the Board desired that the reasons for the upward trend should be analysed and reported and that the rising trend of expenses on account of telephone specially needed to be checked.

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<p>Writing off Rs.11,62,333/- on account of unreconciled Bank balances of EFU prior to nationalisation.</p>																																																															
<p>The Board desired that a detailed position of the amount of Rs.11,62,333/- to be written off as mentioned above be reported in the next meeting.</p>																																																															
<p><u>Specific Approval</u></p>																																																															
<p>Specific approval to the following items was given by the Board :-</p>																																																															
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<p>The Board then approved the Revenue Account, Appropriation Accounts and Balance Sheet together with notes thereon for the year ended 31st December, 1984 as also various provisions made therein and passed the following resolution :</p>																																																															
<p>RESOLVED:</p>																																																															
<p>(a) that the 12th annual accounts comprising Revenue Account, Appropriation Account and Balance Sheet together with notes, provisions and charges for the year ended 31st December, 1984 initialled by Rahim Jan &amp; Co., Chartered Accountant and placed before the Board be and are hereby approved and the Chairman and two Directors of Corporation affix their signature on the account.</p>																																																															
<p>(b) that a copy of the approved accounts together with Directors report be forwarded to the Federal Government after all Auditors have affixed their signatures to the accounts.</p>																																																															
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ITEM 6: OVERTIME BUDGET FOR 1985 - HYDERABAD ZONE:

The Executive Director (B&A) Memorandum No.42/85 proposing Additional overtime budget for 1985 for Hyderabad Zone in the sum of Rs.2,02,566/- was placed before the Board.

The Board approved additional overtime budget for 1985 for Hyderabad Zone to the extent of Rs.56,495/- which represented pending bills. With regard to the rest of the amount, the Board desired to have the following :

- (a) An explanation from the Zonal Head as to the circumstances in which overtime expenditure is necessary.
- (b) Why the amount was not proposed to be provided for in the original budget estimates?
- (c) What step are proposed to be taken by the Zonal Head for controlling excess expenditure of overtime in future ?

ITEM 7: ANY OTHER BUSINESS:(a) REIMBURSEMENT OF MEMBERSHIP FEE OF CLUB:

The Board did not agree to the proposal contained in Executive Director (B&A) Memorandum No.43/85 that the Executive Directors of the Corporation may be allowed to become members of one Club and admission and membership fee of the Club be borne by the Corporation.

(b) CREATIVE IDEAS AT WORK:

The Board considered Executive Director (B&A) Memorandum No.44/85 in which the maximum limit of prize for making creative ideas and suggestions was proposed to be enhanced from Rs.2,000/- to Rs.5,000/-. After the matter in question was discussed in some length, the Board agreed to enhance the maximum limit of Rs.3000/-.

(c) PAYMENT UPTO Rs.20,000 AT THE ZONES  
IN CASE OF DIFFERENCE OF OPINION  
BETWEEN THE INTERNAL AUDIT AND ZONES:

The Board considered Executive Director (B&A) Memorandum regarding Payment upto Rs.20,000/- at the Zone in case of difference of opinion between the Internal Audit and Zonal Heads on the interpretation of the rules. The Executive Director (B&A) had recommended that status quo be maintained in this regard. The Board resolved that before any decision could be taken on the subject, it was necessary to have comments of Zonal Heads on the contents of the Memorandum and its attachments as also the difficulties which the Zonal Heads were reportedly facing in the matters of payments.

