

# Minutes of the 1st Executive Committee Meeting

**Date and Time:** 7<sup>th</sup> October 2013 at 11:30.  
**Venue** : Khalid Waheed Hall of the Chamber

The First Executive Committee Meeting of the Chamber started with recitation from the Holy Quran by Malik Shahid Saleem. President Dr. Shimail Daud Arain welcomed the new Executive Committee.

## **Res. No.1 To confirm the Minutes of the last meeting of the Executive Committee held on 28<sup>th</sup> September 2013**

Dr. Shimail Daud Arain President of The Rawalpindi Chamber of Commerce and Industry proposed confirmation of Minutes of the 12<sup>th</sup> Executive Committee Meeting (2012-13) held on 28<sup>th</sup> September 2013.

### **Decision**

Minutes of the 12<sup>th</sup> Executive Committee Meeting were confirmed by Mr. Mohammad Tariq Mughal and seconded by Chaudhry Jamil Ahmed. The Continuing Members passed the Minutes unanimously.

## **Res. No. 2 To pass the resolution for the meritorious services rendered by the immediately retired Office-Bearers.**

The House appreciated the retired management and passed a resolution for extending felicitation to the immediately retired Office-Bearers for their meritorious services. Each Executive Committee Members complimented Mr. Manzar Khurshid Sheikh (President), Ch. Pervaiz Ahmed Warriach (Senior Vice President) and Ch. Nadeem A. Rauf (Vice President) for their dedication and hard work in managing the affairs of the Chamber.

## **Res. No.3 To consider the applications for the Chamber's Membership of the firms/companies mentioned in the list already provided to the members.**

Mr. Manzar Khurshid Sheikh presented the applications for the Chamber's Membership of the firms/companies mentioned in the list for Corporate and Associate Members.

Dr. Shimail Daud Arain presented 01 application for corporate and 15 for Associate Class for the Chamber's Membership

### **Decision**

All the applications were duly considered by the Executive Committee. Mr. Mohammad Khurshid Barlas confirmed and seconded by Mr. Fazal-ur-Rehman Malik the resolution. All applications for fresh membership were unanimously approved later on.

**Res. No.4 To seek approval for organizing events in the Chamber during 2013-14 for various Committees and nominate members for activities inside and outside the Chamber.**

Dr. Shimail Daud Arain, President RCCI announced the agenda item No.4 for approval.

**Decision**

The Executive Committee authorized President Dr. Shimail Daud Arain for organizing various events of the Chamber in addition to nominations of members for various Committees including nominations for training programs proposal was continued by Mr. Adil Jan Erkin and seconded by Mr. Mrs. Sadia Waseem. The House fully approved the agenda item later on.

**Res. No.5 To obtain approval for the Office-Bearers to operate the Bank Accounts of the Chamber under Article 55 of Articles of Association of the Chamber.**

President RCCI announced the agenda item No.5 for approval.

**Decision**

The Executive Committee authorized the following Top-Executive and the Secretary General to operate the Bank Accounts of the Chamber, under Article 55 of Articles of Associations:-

- |    |                            |                       |
|----|----------------------------|-----------------------|
| 1. | Dr. Shimail Daud Arain     | President             |
| 2. | Malik Shahid Saleem        | Senior Vice President |
| 3. | Mr. Muhammad Alam Chughtai | Vice President        |
| 4. | Mr. Irfan Manan Khan       | Secretary General     |

In pursuance of Article 55 of Articles of Association of the Chamber, it was decided that all cheaques shall be jointly signed by the President, or in his absence, by the Senior Vice President, Vice President along with the Secretary General.

**Res. No.6 To take the Executive Committee into confidence on the existing financial position of the Chamber.**

President presented the account summary on the existing financial position of the Chamber.

**Decision**

House approved the accounts

**Res. No.7 To discuss the Draft Budget of the Chamber for the year 2013-14 with the Members of the Committee for their input and approval.**

Mr. Zahid Latif Khan inquired the Main Heads of accounts i.e. income and expenses.

Mr. Manzar Khurshid Sheikh highlighted that the expenses for achievement awards required rectification as the expenses are not more than 3.5 million.

President Dr. Shimail Daud Arain presented the draft budget 2013-14 of the Chamber for approval.

Mr. Zahid Latif Khan proposed that the budget for the year 2013-14 may be discussed in subsequent meeting of the Executive Committee.

### **Decision**

Upon the recommendation of Mr. Jalil Ahmed Malik, House approved the proposed budget and requested the President to rectify the accounts of Achievement Awards.

### **Res. No.8 To discuss the construction progress of RCCI New Building (WBIC).**

President Dr. Shimail Daud Arain elaborated that the construction work of RCCI New Building (WBIC) is almost completed and he further requested Mr. Manzar Khurshid Sheikh, Ex-Officio Member and Chairman Building Committee to elaborate the recent activities took place under said agenda item.

Mr. Manzar Khurshid Sheikh further requested that our additional lenter over the allocated space of Chamber will be constructed, however one the final lenter is delayed to avoid to construction joint in the building.

### **Decision**

House endorsed the Suggestions.

### **Res. No.9 Approval of RCCI Staff matters**

President informed that the following employees have resigned from their services:

1. Ms. Shomaila Sadaf, Office Coordinator (Resignation from job)
2. Mr. Tasawwar Husain, Deputy Superintendent (Resignation from job)

### **Decision**

House approved the cases of following employees with the final settlement as per attached statement:-

1. Ms. Shomaila Sadaf, Office Coordinator from her job and wavier of Rs. 35,002/- which were receivable.
2. Mr. Tasawwar Hussain, Deputy Superintendent from his job.

### **Res. No.10 Any other point with the permission of the Chair**

President requested the donation for RCCI Medical Welfare Council as standard practice in the past.

He further requested suggestions for the increase of revenue for Chamber.

- Mr. Jalil Ahmed Malik suggested that the membership registration and renewal fee of membership should be increased as the last revision was made into 2009.
- Chaudhry Jamil Ahmed added that urgent processing fee should also be increased.
- Mr. Fazal-ur-Rehman Malik added that membership should be increased instead.
- Mr. Sifaat Nabi Khan said that the renewal fee should not be increased.
- Mr. Mohammad Badar Haroon added that a bench line may be set for proposed increase for decision making.
- President informed that Chief Minister, Punjab has requested donation for the Earthquake affectee of Awaran, Baluchistan. He added that RCCI may donate at least one million as donation to the Chief Minister Fund for the Earthquake affectees.
- Mr. Mohammad Khurshid Barlas proposed that a sum may be fixed upon all the Executive Committee members and for all other who are willing to take part in this campaign.
- Mr. Adil Jan Erkin added that the banner may be displayed at different locations without mentioning the name of Punjab Government.
- Chaudhry Jamil Ahmed said that a press release may also be given to show solidarity earthquake affectees.
- House thanked Office Bearers for hosting Lunch.

Since there was no other point, the meeting was adjourned with a vote of thanks to the Chair.

(Irfan Manan Khan)  
Secretary General

# Emergent Meeting Minutes of the Executive Committee

**Date and Time:** 19<sup>th</sup> October 2013 at 11:30.  
**Venue** : Khalid Waheed Hall of the Chamber

Meeting started with the recitation of Holy Quran by Malik Shahid Saleem, soon after Dr Shimail Daud Arain, President in chair thanked all the Executive Committee Member for their presence in the meeting.

## Agenda Item

### **To discuss the nominations of Members for General Body and the Executive Committee of FPCCI, for FPCCI Elections 2014.**

Dr. Shimail Daud Arain, President informed the Committee that the FPCCI had asked for nomination of Members for General Body (Corporate Class and Associate Class) and the Executive Committee of Federation of Pakistan Chambers of Commerce and Industry.

Mr. Jalil Ahmed Malik proposed Mr. Najam Rehan for General Body and Executive Committee (Corporate Class), whereas Major (R) Nouman Mahmud Khan (Associate Class) for General Body.

## Decision

The proposal was confirmed by Mr. Adil Jan Erkin and seconded by Mr. Mohammad Khurshid Barlas. The House unanimously accepted. The resolution passed unanimously, which is as reproduced below:-

“The Executive Committee of The Rawalpindi Chamber of Commerce and Industry in its meeting held on 19<sup>th</sup> October 2013 has resolved to nominate the following members on the General Body and Executive Committee of the Federation of Pakistan Chambers of Commerce & Industry for FPCCI Elections 2014. The following nominees have consented to be the Members of the General Body and Executive Committee and are otherwise qualified.”

## General Body of FPCCI

- **Corporate Class**                      Mr. Najam Rehan  
Afzaal Agencies Ltd.,  
760-761, Hamilton Road, Rawalpindi.  
Tel: 5538591-5770938  
Mob: 0300-8544001/0321-8544001
  
- **Associate Class**                      Maj (Retd.) Nouman Mahmud Khan  
Pak Aero International,  
154-A, Adamjee Road,

Opp: Pak Secretariat No.2, Saddar,  
Rawalpindi  
Tel: 051-5514133, 051-5566159  
Fax: 051-5563940  
Mob: 0321-5007177  
E-mail: [nouman.khan@national-enterprises.com](mailto:nouman.khan@national-enterprises.com)

Further Resolve that out of the above two nominations on the General Body. The following is hereby also nominated for the Executive Committee of FPCCI for the years 2014.

Mr. Najam Rehan  
Afzaal Agencies Ltd.,  
760-761, Hamilton Road, Rawalpindi.  
Tel: 5538591-5770938  
Mob: 0300-8544001/0321-8544001

Since there was no other point, the meeting was adjourned with vote of thanks to the chair.

(Irfan Manan Khan)  
Secretary General

# Minutes of the 2nd Executive Committee Meeting

**Date and Time:** 23<sup>rd</sup> November 2013 at 11:30.  
**Venue :** Khalid Waheed Hall of the Chamber

The 2nd Executive Committee Meeting of the Chamber started with recitation from the Holy Quran by Mr. Mohammad Badar Haroon. President Dr. Shimail Daud Arain welcomed the Executive Committee. Later on formal proceedings started with the agenda points which were circulated vide letter No. 12/2013/6161 dated 11<sup>th</sup> November 2013.

**Res. No.11 To confirm the Minutes of the 1<sup>st</sup> Executive Committee Meeting held on 7<sup>th</sup> October 2013 and Emergent Meeting of the Executive Committee held on 19<sup>th</sup> October 2013.**

President, Dr. Shimail Daud Arain proposed confirmation of Minutes of the 1<sup>st</sup> Executive Committee Meeting held on 7<sup>th</sup> October 2013 and Emergent Meeting of the Executive Committee held on 19<sup>th</sup> October 2013.

## **Decision**

Minutes of the 1<sup>st</sup> Executive Committee Meeting held on 7<sup>th</sup> October 2013 and Emergent Meeting of the Executive Committee held on 19<sup>th</sup> October 2013 were confirmed by Chaudhry Jamil Ahmed and seconded by Mr. Muhammad Younas Dar. House also passed the Minutes unanimously.

**Res. No.12 To consider the application for the Chamber's Membership of the firms/companies mentioned in the list already circulated to the Members.**

President, Dr. Shimail Daud Arain presented 06 applications for Corporate Class and 76 for Associate Class for the Chamber's Membership.

Mr. Zahid Latif Khan inquired the process of Membership and the procedure to check whether the documents are complete in all respect before the final approval of the Executive Committee.

President clarified that the concerned Membership Department is responsible for documentation and they pass the file to the office of Secretary General and President, after completion of documents before the final approval of Executive Committee.

## **Decision**

All the applications were duly considered by the Executive Committee. Mr. Sifaat Nabi Khan confirmed and seconded by Mr. Muhammad Aqil Obaid. All applications for fresh membership were unanimously approved later on.

**Res. No.13 To brief the House on progress made in consequence of meetings held in October 2013.**

While discussing the agenda item No.3, President elaborated the following activities during the past one month.

- President informed that Chamber is signing MOU with M/s. PRIME through their Chief Executive Mr. Ali Salman for the enhancement of research activities in Chamber.
- While discussing the meeting with USAID team, President elaborated that USAID is willing to donate a Trade Portal to RCCI and they have also proposed to organize a joint exhibition in Islamabad for the businessmen of Pakistan, Afghanistan, Tajikistan and other Central Asian States. He further informed that  
  
the Trade Portal is advance online software like Ali Baba and Trade Key, which can generate funds for RCCI in the long run.
- President informed that the Secretary, Ministry of Industries and Production has proposed signing of MOU with Rawalpindi Chamber, which will be the first of its kind in RCCI history. He further elaborated that the members from RCCI will also be nominated on to the Governing Board of different organizations ruled under Ministry of Industries and Production. Ministry will also facilitate the RCCI members for the energy audit.
- President thanked Chaudhry Jamil Ahmed for arranging meeting with Governor of Punjab and highlighted that the Governor has proposed to setup water purification plants with collaboration of private sector in Rawalpindi.

**Res. No.14 To present the account position of RCCI for the preceding month.**

Dr. Shimail Daud Arain presented the report of RCCI expenses and revenues for information.

While the discussing the monthly statement of RCCI Mr. Manzar Khurshid Sheikh highlighted that the employee clearance expenses may not fall in the expenditure side of the statement as it as it shown account maintained by the Chamber.

**Decision**

House approved the account report of RCCI for the month of October 2013, which indicated the expenses of Rs.1,976,272/- and revenues of Rs. 1,340,336/- earned by the Chamber report was confirmed by Mr. Mohammad Badar Haroon and seconded by Mr. Sifaat Nabi Khan.

**Res. No.15 To discuss he construction progress of RCCI New Building (WBIC)**

President requested Mr. Manzar Khurshid Sheikh to brief the recent development of RCCI New Building (WBIC).

Mr. Manzar, Chairman, Building Construction Committee informed that the grey structure of the building is completed with cost around 28,500,000/- (approximate). He further presented the



following quotations from different companies for construction of Mezzanine floor and laying tough tiles on to the pathway of newly constructed building. The summary of the quotations are as under:

### **Tough Tiles**

<u>S/No.</u>	<u>Name of Construction Firms/Companies</u>	<u>Rate Quoted</u>
1.	M/s. S.M. Naseer & Co., Rawalpindi	Rs.170,000/-
2.	M/s. M/s. Property Trends, Rawalpindi	Rs.130,000/-
3.	M/s/ MARS International Co. Rawalpindi	Rs.140,000/-

### **Mezzanine Floor**

<u>S/No.</u>	<u>Name of Construction Firms/Companies</u>	<u>Rate Quoted</u>
1.	M/s. MARS International, Rawalpindi	Rs.3,125,000/-
2.	M/s. S.M. Naseer & Co., Rawalpindi	Rs.3,700,000/-
3.	M/s. Pak Georgia Construction Co. Lahore	Rs.3,208,500/-

### **Decision**

House approved the M/s. MARS International, Rawalpindi as a lowest bidder for the construction of Mezzanine floor of newly constructed building.

Whereas House held the opinion that the rate of MARS International Rawalpindi for laying tough tiles are on higher side, which requires negotiation and recommended that they should take up the work keeping in mind their previous experience with Rawalpindi Chamber and their work standard during the construction of Chamber New Building.

House further empowered the Chairman Building Committee for making negotiations and initiate work where ever required.

### **Res. No.16 Any other point with the permission of the Chair.**

President proposed the following revision in the fee structure of RCCI services.

### **Existing Fee breakup fresh members**

S.No.	Category	Annual Subscription	Registration Fee	Other charges BV+TD+MC	Total
1.	Corporate Member	Rs.3900/-	Rs.1500/-	Rs.550+200+150	Rs.6300/-
2.	Associate Member	Rs.2400	Rs.1000	Rs.550+200+150	Rs.4300

BV= Business Vision TD= Trade Directory MC= Membership Card

### **Existing break up of Renewal**

S.No.	Category	Annual Subscription	Other Charges BV+TD+MC	Total
1.	Corporate Member	Rs.3900/-	Rs.550+200+150	Rs.4800

2.	Associate Member	Rs.2400/	Rs.550+200+150	Rs.3300/-
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BV= Business Vision TD= Trade Directory MC= Membership Card

### **Existing Fee of Attestation and Issuance of Recommendatory Letter**

- Attestation of Certificate of Origin Rs.1000/-
- Issuance of Business Visa Letter (Normal) Rs.1000/-
- Issuance of Business Visa Letter (Urgent) Rs.1500/-
- Issuance of Visit Visa Recommendatory letter (Normal) Rs.1000/-
- Issuance of Visit Visa Recommendatory Letter (urgent) Rs.1500/-

### **Proposed Fee breakup fresh members (New Rates)**

S.No.	Category	Annual Subscription	Registration Fee	Other charges BV+TD+MC	Total
1.	Corporate Member	Rs.3900/-	Rs.2000/-	Rs.950+200+250	<b>Rs.7300/-</b>
2.	Associate Member	Rs.2400	Rs.1000	Rs.950+200+250	<b>Rs.4800/-</b>

BV= Business Vision TD= Trade Directory MC= Membership Card

### **Proposed Break up of Renewal (New Rates)**

S.No.	Category	Annual Subscription	Other Charges BV+TD+MC	Total
1.	Corporate Member	Rs.3900/-	Rs.950+200+250	Rs.5300
2.	Associate Member	Rs.2400	Rs.950+200+250	Rs.3800

BV= Business Vision TD= Trade Directory MC= Membership Card

### **Proposed Fee of Attestation and Issuance of Recommendatory Letter (New Rates)**

- Attestation of Certificate of Origin Rs.1500/-
- Issuance of Business Visa Letter (Normal) Rs.1200/-
- Issuance of Business Visa Letter (Urgent) Rs.1700/-
- Issuance of Visit Visa Recommendatory letter (Normal) Rs.1200/-
- Issuance of Visit Visa Recommendatory Letter (urgent) Rs.1700/-

The fee structure of fresh membership fee, renewal and attestation of documents was discussed in details.

### **Decision**

House approved the revision of rates of fresh members, renewal and attestation of documents wef 1<sup>st</sup> December 2013.

**Presidents Conference.** President briefed the activities of 6<sup>th</sup> All Pakistan Chamber's Presidents Conference on 16<sup>th</sup> December 2013 and informed that so far 27 Presidents have assured their participation for the event. He further explained that an amount 8 lac has been generated through sponsorships to manage the expenditure of said event. He requested all the Executive Committee Members for their active participation for the event.

President informed that the seniors in their meeting in the recent past have proposed the as conversion of Associate Class Members in to Corporate Class, who so ever fulfill the criteria laid under Trade Act 2013, which will not only increase the Corporate membership but will help in generating the additional revenue for RCCI.

### **Decision**

House approved the proposal.

Upon the request of Mrs. Farah Jawaid, President nominated Mr. Muhammad Aqil Obaid to act as focal person and negotiate all problems and support required by the Women Members of RCCI.

Mr. Muhammad Aqil Obaid suggested that some specific date should be fixed for the Executive Committee Meeting as previous practice.

Mr. Salman Zafar Ali Khan added that the roll of Research and Development Department should be strengthen so that may generate idea for future for idea generation.

Mr. Mohammad Imtiaz Chowdhry inquired whether the property tax suggestions are passed to the excise and taxation authority. Where the President informed that the suggestion are no passed as the members are unable to reach any common suggestion

House thanked Mr. Adil Jan Erkin, Executive Committee Member for hosting Lunch.

Since there was no other point, the meeting was adjourned with a vote of thanks to the Chair.

(Irfan Manan Khan)  
Secretary General

# Minutes of the 3rd Executive Committee Meeting

**Date and Time:** 28<sup>th</sup> December 2013 at 11:30.  
**Venue :** Khalid Waheed Hall of the Chamber

The 3rd Executive Committee Meeting of the Chamber started with recitation from the Holy Quran by Dr. Shimail Daud Arain. President Dr. Shimail Daud Arain welcomed the Executive Committee.

## **Res. No.17 To confirm the Minutes of the 2nd Executive Committee Meeting held on 23rd November 2013.**

President, Dr. Shimail Daud Arain announced the agenda item number one for approval.

### **Decision**

Minutes of the 2nd Executive Committee Meeting held on 23rd November 2013 were confirmed by Mr. Mohammad Tariq Mughal and seconded by Chaudhry Jamil Ahmed. House also passed the Minutes unanimously.

## **Res. No.18 To consider the application for the Chamber's Membership of the firms/companies mentioned in the list already circulated to the Members.**

President, Dr. Shimail Daud Arain presented 11 applications for Corporate Class and 72 for Associate Class for the Chamber's Membership.

### **Decision**

All the applications were duly considered by the Executive Committee. Mr. Muhammad Aqil Obaid confirmed and seconded by Mr. Adil Jan Erkin. All applications for fresh membership were unanimously approved later on.

## **Res. No.19 To overview the activities from last Executive Committee Meeting to till date.**

While discussing the agenda item No.3, President elaborated the following major activities during the past one month.

- Meeting with the High Commissioner of Australia. He elaborated that dinner was hosted for Australian High Commissioner along with his commercial team to enhance the bilateral trade relations and to discuss the frequent exchange of trade delegations between the two countries. He further informed that a trade delegation from Rawalpindi Chamber will soon lead to Australia.
- Meeting with the Secretary, Ministry of Industries and Production. President informed that a joint meeting was held under the Chairmanship of Additional Secretary Mr. Khizer Hayat Khan, Ministry of Industries and Production along with representative of

following companies:

1. M/s. Heavy Electrical Complex, Taxila
2. M/s. Pakistan Stone Development Company, Islamabad
3. M/s. Pakistan Hunting & Sporting Arms Development Company, Peshawar
4. M/s. Pakistan Gems & Jewellery Development Company, Karachi.
5. M/s. Technical Up-gradation & Skill Development Company, Lahore.
6. M/s. Gujranwala Tools Dies & Moulds Manufacturing Company, Lahore.
7. M/s. Ceramics Development Training Complex, Gujranwala.
8. M/s. Southern Punjab Embroidery Industries, Multan.

Session resolved that's Chamber will contract individual meetings with all representatives of above mentioned state owned units to formalize the joint strategies for the promotion of their products and enhancing Pakistani Exports. In this regard invitation has been sent to the all these companies for scheduling the activities. Chamber can also sign individual MoU with all these companies for further enhancing the bilateral relations.

While discussing the meeting with Ambassador of Argentina, he informed that Dr. Inam Ul Haq has been appointed as focal person to develop liaison with Argentina Embassy for enhancing trade and developing a proposed Mass Transportation System and to initiate joint philanthropic activities.

Pak Afghan Trade Fair from 28-20 November 2013. While given the brief about the Pak Afghan Fair, President made a note that even after Nemours difficulties the fair was a huge success and number of company including Crown Motor Cycle, Moly Foam etc managed acquire good business in Kabul. He appreciated Mr. Mohammad Khurshid Barlas, Embassy of Pakistan in Kabul and Embassy of Afghanistan in Pakistan for their coordination. He informed that total 40 stalls were allocated to the Pakistani businessmen, while 10 stalls were given to Afghan Nationals. He further briefed that an MoU has been signed with Kabul Chamber of Commerce and Industry to further strengthen the bilateral relations between two Chambers. He also added that the event was widely covered by the local print and electronic media.

6th All Pakistan Chambers Presidents Conference Bhurban 16-17 December 2013. Dr. Shimail Daud Arain informed the House that a total 32-35 Presidents or respective representative attended the 6th All Pakistan Chambers Presidents Conference. He narrated the conference unique in a sense that most of the Presidents themselves were available for the meeting and the event has attributed the reputation of Rawalpindi Chamber and has flourished new channels of the communication among Chamber all across Pakistan. He thanked the management team, Malik Shahid Saleem, Mr. Muhammad Alam Chughtai, Mr. Adil Jan Erkin, Mr. Mohammad Khurshid Barlas, Mr. Mohammad Badar Haroon, Mr. Muhammad Aqil Obaid, Chaudhry Jamil Ahmed along with R& D, Administration and Public Relation Departments. A total of 3 leading political parties including PTI, MQM and PML (N) through their representative Mr. Asad Umer, Mrs. Nasreen Jalil and Mr. Ahsan Iqbal participated.

He also thanked Mian Mohammad Ateeq Sheikh and Mr. Zahid Husain Kazmi for effected coordination. A post event documentary was also played to brief the House about the major happenings of the event.

**Res. No. 20 To present the account position of RCCI for the preceding month.**

President presented the report of RCCI expenses and revenues for information.

While discussing the agenda item No.4 Mr. Mohammad Younas Dar suggested that the comparison may also be provided with the previous months with each report.

**Decision**

House approved the account report of RCCI for the preceding month, which indicated the expenses of Rs.1,944,242/- and revenues of Rs. 1,788,950/- earned by the Chamber report was confirmed by Mr. Mohammad Younas Dar and seconded by Mr. Ikram-ur-Rehman Abbasi.

**Res. No.21 To discuss the construction progress of RCCI New Building (WBIC).**

President Dr. Shimail Daud Arain informed the House that the construction of Mezzanine Floor is on way, however the further construction is subject to the provision of and released of final payment from Ministry of Commerce.

He further informed that the quotation/proposals has been requested from different companies for furnishing and finishing of Chamber floor in new building.

**Res. No. 22 Approval of RCCI Staff matters**

The President presented the contract cases of following employees for approval.

1. Mr. Mumtaz Ali, Record Keeper
2. Mr. Sajawal Khan, N/Security Guard

**Decision**

House approved the service contracts of Mr. Mumtaz Ali, Record Keeper. However the House decided that the contract of Mr. Sajawal Khan may not be extended keeping in mind his age and requirements for job.

**Res. No. 23 Any other point with the permission the of Chair**

Mr. Muhammad Aqil Obaid proposed that Chamber may raise voice for Mass Transit System for twin cities. He further suggested that banners may also be displayed at different location of the city to register the demand with Government of Authority.

Mrs. Farah Jawaid insisted the House that women activities may also be increased and women member may also be highlighted on different forums. She further recommended that the name of the Guest of Speaker should be announced in SMS to increase the interest of audience. She proposed in Mena Bazar for Women under the banner of RCCI.

Mr. Mohammad Tariq Mughal requested that more Executive Committee Members should be taken along in all the important events and occasions.

Mr. Shahzad Saeed requested the immediate formulation of management committee to workout the problems of RCCI Industrial Estate as he is facing tremendous pressure from the members of RCCI Industrial Estate Rawat.

Mr. Mohammad Imtiaz Chowdhry requested that sale tax proposal by RCCI may be sent to Chairman, FBR to cut down the day to day drastic changes in regulations.

Mr. Mohammad Badar Haroon added that Chamber may also highlight the load Shedding and its impact on business through media.

President informed the House that an Honorary Membership of RCCI has been awarded to H/DR. Nisar Ahmed Nisar father of Dr. Jamal Nasir. Keeping in mind his services for Independence movement of Pakistan and his affiliation and serving for the father of Nation Quaid-e-Azam Mohammad Ali Jinnah, his sister and his family.

House appreciated the initiative.

Since there was no other point, the meeting was adjourned with a vote of thanks to the Chair.

(Irfan Manan Khan)  
Secretary General

# Minutes of the 4th Executive Committee Meeting

**Date and Time:** 25<sup>th</sup> January 2014 at 11:30.  
**Venue :** Khalid Waheed Hall of the Chamber

The 4<sup>th</sup> Executive Committee Meeting of the Chamber started with the recitation of Holy Quran by Mr. Mohammad Badar Haroon. President Dr. Shimail Daud Arain welcomed the Executive Committee members.

House also thanked Mr. Mohammad Khurshid Barlas, Executive Committee Member for hosting Lunch.

## **Res. No.24 To confirm the Minutes of the 3<sup>rd</sup> Executive Committee Meeting held on 28<sup>th</sup> December 2013.**

President, Dr. Shimail Daud Arain announced the agenda item for approval.

### **Decision**

Minutes of the 3<sup>rd</sup> Executive Committee Meeting held on 28<sup>th</sup> December 2013 were confirmed by Mr. Mohammad Badar Haroon and seconded by Chaudhry Jamil Ahmed, with the following amendments:

1. Fatiha prayers were offered for the following:
  - (1). Sister of Mr. Ashfaq Mahmud Khan, Former President
  - (2). Uncle of Chaudhry Jamil Ahmed, Executive Committee Member
  - (3). Brother in Law of Mr. Mohammad Khurshid Barlas
2. Appointment of Deputy Secretary, raised by Mr. Mohammad Badar Haroon and Mr. Adil Jan Erkin.

## **Res. N.25 To consider the applications for the Chamber's Membership of the firms/companies mentioned in the list already provided to the Members**

President, Dr. Shimail Daud Arain presented 06 applications for Corporate Class and 40 for Associate Class for approval.

### **Decision**

All the applications were duly considered by the Executive Committee. Mr. Muhammad Tariq Mughal confirmed and Mr. Khawaja Abdul Rashid Waien seconded the resolution. All applications for fresh membership were unanimously approved by the house later on.



## **Res. No.26 To overview the activities from last Executive Committee Meeting**

President informed that an MoU has been signed with Khadija Foundation for free vaccination services of Hepatitis B for the members of RCCI and the deserving community, which is starting from 30<sup>th</sup> January 2014. Mr. Manzar Khurshid Shaikh and Mr. Zahid Latif Khan suggested polio vaccination campaign from the platform of RCCI.

While briefing the meeting with Canadian Commercial Counselor and visit of German Ambassador to Chamber, President informed that delegations will soon be formulated for both the countries, however the members having valid US Visa will be preferred for Canadian delegation.

President gave the brief of his meeting with Mr. Sajjad Bhutta, Additional Secretary, Ministry of Commerce and informed the House that the release of final payment for WBIC project seems difficult as the Ministry is facing shortage of funds and they are reconstituting the EDF Governing Board. Mr. Fazal-ur-Rehman Malik suggested that consultant may be hired for the release of remaining funds of WBIC.

Mr. Manzar Khurshid added that Federal Minister of Commerce, Engineer Khurram Dastgir Khan may also be contacted to intervene the matter for the release of remaining amount, Mr. Zahid Latif Khan that suggested an invitation may also be extended to Federal Minister Commerce for visiting chamber.

Mr. Mohammad Younas Dar offered his support through Mr. Usman Ibrahim, MNA for arranging the meeting with Federal Minister of Commerce; he further added that Governor of Punjab may also be approached for his involvement and release of chamber funds.

Mr. Jalil Ahmed Malik said that the WBIC project is already approved by the then Governing Board of EDF and cannot be reviewed again by new board.

President thanked Mr. Manzar Khurshid Sheikh, Malik Shahid Saleem, Mr. Mohammad Younas Dar, Mr. Muhammad Aqil Obaid, Chaudhry Jamil Ahmed, Ch. Nadeem A. Rauf, Mr. Saqib Rafique and Mr. Rizwan Qadri for the arrangements of meeting with Governor Punjab, Mr. Muhammad Sarwar.

## **Res. No. 27 To present the account position of RCCI for the preceding month.**

Dr. Shimail Daud Arain presented the report of RCCI expenses and revenues for information and approval.

### **Decision**

House approved the account report of RCCI for the preceding month, which indicated the expenses of Rs.1,944,242/- and revenues of Rs. 1,772,950/- earned by the Chamber report was confirmed by Mr. Zahid Latif Khan and seconded by Mr. Ikram-ur-Rehman Abbasi.

## **Res. No. 28 To discuss the construction progress of RCCI New Building (WBIC)**

While discussing the agenda item no.4, Dr. Shimail Daud Arain presented the progress of construction and further informed that the Chamber is short of funds and a total sum of 6 to 7 million Pak Rupees is required to finish the Chamber's floor, however an addition of 8 million will further be required for the construction of entrance area of chamber's block.

Mr. Mohammad Younas Dar put forward suggestion that a loan may be acquired from any Islamic Bank, whereas Mr. Zahid Latif Khan suggested that quotations may be acquired from different banks or companies so that they may occupy the space on rental basis with advance rent for some specific period of time.

President proposed that all members of the Executive Committee should contribute at least three lac as a loan which will be refundable on later stages. He further informed that the plan is already discussed with Former President and seniors who will also contribute the same amount towards this fund.

### **Decision**

House approved the proposal of President.

## **Res. No.29 Any other point with the permission of the Chair.**

Mr. Mohammad Badar Haroon inquired that whether the meeting of Standing Committees can be arranged at any place other than Chamber. President clarified that it is important to organize the meeting in the Chamber's Premises as to keep the discussions on record and to avoid any personal conflict among the members.

Mr. Jalil Ahmed Malik seconded the reply of President and confirmed that as a norm, meetings are conducted in Chamber since beginning.

Mr. Manzar Khurshid Sheikh added that the suggestion of Argentina Ambassador regarding the up-gradation and support of St. Joseph hospice may also be expedited.

Khawaja Abdul Rashid Waien suggested that Station Commander and Director Excise may be called in Chamber to discuss the problems of professional tax.

Mr. Mohammad Younas Dar highlighted that SRO 1125 (183) regarding Sales Tax may be taken up with the concerned authorizes for necessary settlement and negotiation.

President also informed that the following persons have been employed in chamber:

1. Syed Ahmed Ali appointed as Deputy Secretary on a probation period of 6 months with effect from 29<sup>th</sup> January 2014.
2. Miss. Asma Saleem appointed as R&D Officer on a probation period of 6 months with effect from 29<sup>th</sup> January 2014.
3. Miss. Ayesha Farrukh appointed as internee for one year with effect from 29<sup>th</sup> January 2014.

House also approved the appointments.

House thanked Mr. Ikram-ur-Rehman Abbasi, Executive Committee Member for hosting Lunch.

Since there was no other point, the meeting was adjourned with a vote of thanks to the Chair.

(Irfan Manan Khan)  
Secretary General

# Emergent Meeting Minutes of the Executive Committee

**Date and Time:** 1<sup>st</sup> February 2014 at 11:30.  
**Venue** : Khalid Waheed Hall of the Chamber

Meeting started with the recitation of Holy Quran, soon after Malik Shahid Saleem, Acting President in chair thanked all the Executive Committee Member for their presence in the meeting. Later on formal proceedings started with the agenda points which were circulated vide letter No. 12/2014/385 dated 31<sup>st</sup> January 2014.

## **To discuss the revision in RCCI delegation processing fee.**

Malik Shahid Saleem, Acting President briefly elaborated the agenda and suggested the increase in the fee for Australian delegations.

## **Decision**

House approved the fee for Australian Delegation as under:

- |    |              |              |
|----|--------------|--------------|
| 1. | Existing Fee | Rs. 30,000/- |
| 2. | Revised Fee  | Rs. 40,000/- |

House further approved the amendment is relevant clause of byelaw of RCCI.

Since there was no other point, the meeting was adjourned with a vote of thanks to the Chair.

(Irfan Manan Khan)  
Secretary General

# Minutes of the 5th Executive Committee Meeting

**Date and Time:** 22<sup>nd</sup> February 2014 at 11:30.  
**Venue :** Khalid Waheed Hall of the Chamber

Meeting started with the recitation of Holy Quran by Mr. Mohammad Badar Haroon, soon after Dr. Shimail Daud Arian, President in chair thanked all the Executive Committee Member for their presence in the meeting.

**Res. No.30 To confirm the Minutes of the 4<sup>th</sup> Executive Committee Meeting held on 25<sup>th</sup> January 2014 and minutes of Emergent Meeting of the Executive Committee held on 1<sup>st</sup> February 2014.**

President, Dr. Shimail Daud Arain announced the agenda item number one for approval.

## **Decision**

Minutes of the 4<sup>th</sup> Executive Committee Meeting held on 25<sup>th</sup> January 2014 and Emergent Meeting held on 1<sup>st</sup> February 2014 were confirmed by Mr. Fazal-ur-Rehman Malik and seconded by Chaudhry Jamil Ahmed. However Mr. Zahid Latif Khan added that his name was not written with the amendments, which now may read as under:

“Mr. Zahid Latif Khan highlighted different spelling and typographic mistakes and suggested that such mistake should be avoided in future, he emphasized Secretary General to pay his personal attention while drafting the minutes”

House approved the Minutes unanimously.

**Res. No.31 To consider the applications for the Chamber’s Membership f the firms/companies mentioned in the list already provided the Members.**

President, Dr. Shimail Daud Arain presented 02 applications for Corporate Class and 43 for Associate Class for approval.

## **Decision**

All the applications were duly considered by the Executive Committee. Mr. Adil Jan Erkin confirmed and Mr. Jalil Ahmed Malik seconded the resolution. All applications for fresh membership were unanimously approved by the house later on.

**Res. No.32 To overview the activities from last Executive Committee Meeting to till date.**

The brief of the following events was presented during the session, which are as under:

- Senior Vice President informed that Chairman Standing Committee on Shoe Manufacturing has requested the Management of RCCI that a separate piece of land

may be allocated in any of the Industrial area to relocate the shoe manufacturing units from the city. Mr. Salman Zafar Ali Khan said that the Rawalpindi, Gujar Khan and Taxila Industrial Estates are partially occupied and possible allocation can be seen in these areas, where Mr. Manzar Khurshid Sheikh commented that the existing land in industrial estate is already sold and is the property under private ownership, hence it cannot be re-allocated.

- President informed that Hepatitis B vaccination campaign has been started and so far 1300 hundred people have been vaccinated in Rawalpindi region and in member companies of RCCI. House appreciated the initiative.
- While discussing the meeting of CABOC with USAID, President thanked, Mr. A. Rauf Chaudhry, Mr. Kashif Shabbir, Malik Shahid Saleem, Mr. Mohammad Khurshid Barlas and concerned staff of Secretariat for putting in the best efforts and making the proposal for the project. He further informed that the logistics contract has been awarded to some other company, however Chamber will remain in forefront as a co-organizer of the event.
- Mr. Shahid Saleem elaborated the recent meeting with Chief Commissioner Regional Tax Rawalpindi and narrated that Mr. Aftab Ahmed has requested the Chamber that all of our members should display NTN Certificate or NTN Number to facilitate the teams of FBR during their visits of different markets. He further elaborated that the Prime Minister amnesty scheme upon the request of Khawaja Abdul Rashid Waien.

**Res. No.33 To present the account position of RCCI for the preceding month.**

Dr. Shimail Daud Arain presented the report of RCCI expenses and revenues for information and approval.

**Decision**

House approved the account report of RCCI for the preceding month, which indicated the expenses of Rs.2,642,607/- and revenues of Rs. 1,936,510/- earned by the Chamber. Report was confirmed by Mr. Mohammad Khurshid Barlas and seconded by Mr. Ikram-ur-Rehman Abbasi.

**Res. No.34 To discuss the construction progress of RCCI New Building (WBIC)**

While briefing the agenda item No.5, SVP thanked the following members of RCCI for their contribution for the construction of RCCI News Building (WBIC). Their names are as under:

- |    |   |              |
|----|---|--------------|
| 1. | Mr. Kashif Shabbir, Former President                        | Rs.300,000/- |
| 2. | Mr. Jawed Akhtar Bhatti, Former President                   | Rs.300,000/- |
| 3. | Mr. Manzar Khurshid Sheikh, Former President                | Rs.300,000/- |
| 4. | Dr. Shimail Daud Arain, President                           | Rs.300,000/- |
| 5. | Malik Shahid Saleem, Senior Vice President                  | Rs.300,000/- |
| 6. | Mr. Mohammad Khurshid Barlas, Member Ex Executive Committee | Rs.300,000/- |

7.	Mr. Muhammad Aqil Obaid, Member Executive Committee	Rs.300,000/-
8.	Raja Amer Iqbal, Former SVP	Rs.300,000/-
9.	Mian Habib-ur-Rehman, Former Executive Committee Member	Rs.300,000/-

Mr. Manzar Khurshid Sheikh informed that the amount is refundable and former President will take the refund after the payment to the Executive Committee Members. He gave the example of Mr. Jawed Akhtar Bhatti, Former President, who contributed 5 million as a loan to RCCI in the past.

Mr. Zahid Latif Khan added that there should be some mechanism for the payment and TOR's for acquiring the loan from Executive Member as well as from others. He also proposed that the loan amount can be refunded on first come first serve basis.

While giving the brief over the construction of building Mr. Manzar Khurshid Sheikh, Chairman Building Committee informed that the Mezzanine Floor has been successfully completed. He informed that quotations for interiors have been acquired and M/s. MARS International, Rawalpindi is recommended for award keeping in mind their previous experience with Rawalpindi Chamber and lowest bided rates.

### **Decision**

House approved the contract in the name of M/s MARS International Rawalpindi

House also approved that Mr. Zahid Latif Khan will formulate the TOR's and Mechanism for acquiring and refund of loan from the members.

### **Res. No.35 To discuss the Annual Renewal of Membership.**

While briefing the agenda item No.6, President elaborated the recent renewals of membership and informed that so far 447 members have renewed their membership. He requested all the Executive Committee Members to actively participate during the renewal process and try to renew the memberships of their concerned sector. He further informed that there shall be two major teams which will dedicatedly work for renewals, that are as follows:

1. 1<sup>st</sup> Team headed by Ch. Pervaiz Ahmed Warriach will be responsible for renewal of 1-2500.
2. 2<sup>nd</sup> Team headed by Malik Shahid Saleem will be responsible for renewal of 2500-5000.

He requested all the Executive Committee Members to join either team during this process.

- Khawaja Abdul Rashid Waien suggested that staff member/rider may also visit the members upon request for the collection of renewal fee and documents.
- Mr. Manzar Khurshid Sheikh suggested that Chamber may acquire authority letter for the collection of income tax return on behalf of our members.

- Mr. Muhammad Aqil Obaid suggested the market visits and further informed that voice message service has been discussed with ZONG and will soon be floated among members.
- Mr. Salman Zafar Ali Khan added that the cheques may also be accepted for renewals.

## **Decision**

House approved two teams for renewal.

### **Res. No.36 Any other point with the permission of the Chair.**

President Dr. Shimail Daud Arain informed the House that a new account opening is required with Bank Alfalah Limited to operate the credit/debit card transit machine facility. He also informed that installation of ATM has been processed with Faysal Bank.

Mr. Adil Jan Erkin suggested that Executive Committee Meeting may also be fixed at any date other than Saturday.

Mr. Mohammad Badar Haroon suggested that a committee may also be formulated to settle the property disputes that may arise during the Metro Bus Service Project.

Mr. Jalil Ahmed Malik, President Dr. Shimail Daud Arain, Khawaja Abdul Rashid Waien and Mr. Mohammad Younas Dar informed that the committee has already been constituted by the Government of Punjab for same purpose with the membership of RCCI on board.

Mr. Muhammad Aqil Obaid suggested that some portion out of delegations fee may also be dedicated for the construction of building.

House offered the prayers for the following deceased:

- Brother of Ch. Pervaiz Ahmed Warriach
- Cousin of Chaudhry Jamil Ahmed

House also offered prayers for the earliest health recovery of Mr. Bilal Maqbool.

House approved the employment contracts of the following employees for one year.

1. Sh. Waqar Anees, Media Assistant
2. Ms. Rabbia Saleem, Officer International Affairs

House also thanked Mr. Salman Zafar Ali Khan, Executive Committee Member for hosting Lunch.

Since there was no other point, the meeting was adjourned with a vote of thanks to the Chair.

(Irfan Manan Khan)  
Secretary General



# Minutes of the 6th Executive Committee Meeting

**Date and Time:** 11<sup>th</sup> March 2014 at 11:30 A.M  
**Venue :** Khalid Waheed Hall of the Chamber

Meeting started with the recitation of Holy Quran by Mr. Mohammad Badar Haroon, soon after Dr. Shimail Daud Arian, President in chair thanked all the Executive Committee Member for their presence in the meeting.

**Res. No.37 To confirm the Minutes of the 5<sup>th</sup> Executive Committee Meeting held on 22<sup>nd</sup> February 2014.**

President, Dr. Shimail Daud Arain announced the agenda item number one for approval.

## **Decision**

Minutes of the 5<sup>th</sup> Executive Committee Meeting held on 22<sup>nd</sup> February 2014 were confirmed by Chaudhry Jamil Ahmed and seconded by Khawaja Abdul Rashid Waien. House also passed the Minutes unanimously.

It was proposed and approved that the hard copy of the Minutes of Executive Committee Meeting may also be circulated among the Executive Committee Members.

Mr. Mohammad Badar Haroon inquired about the formulation of TOR's and procedures for acquiring the loan for building, which was taken up by Mr. Zahid Latif Khan. President informed that no progress has been achieved so far due to the occupancy of Mr. Zahid Latif Khan.

**Res. No.38 To consider the application for the Chamber's Membership of the firms/companies mentioned in the list already provided to the members.**

President, Dr. Shimail Daud Arain presented 01 application for Corporate Class and 19 for Associate Class for approval.

## **Decision**

All the applications were duly considered by the Executive Committee. Mr. Ikram-ur-Rehman Abbasi confirmed and Mrs. Sadia Waseem seconded the resolution. All applications for fresh membership were unanimously approved by the house later on.

**Res. No.39 To overview the activities from last Executive Committee Meeting till date.**

The following important events were explained to the house:

- Malik Shahid Saleem, Senior Vice President briefed the session of fire measure in Chamber organized by Mr. Paiker Maqsood dated 26 February 2014.
- While discussing the meeting with Mr. Javed Malik, Special Envoy of PM on Investments, President elaborated that Javed Malik extended his support for organizing one country exhibition of RCCI in Middle East.
- President further briefed the meetings with USAID in purview of organizing CABOC in Islamabad. He informed that he himself along with Mr. A. Rauf

Chaudhry, Former President, Mr. Kashif Shabbir, Former President, President Islamabad Chamber, President Lahore Chamber, President, Karachi Chamber, President FPCCI, President Pak-Afghan joint chamber, Team from USAID and Ministry of Commerce are leading to Central Asian States to gather the participation from CAR countries.

- Dr. Shimail Daud Arain gave a brief over his participation at Young Entrepreneur Conference arranged by CIPE and Islamabad Chamber of Commerce and Industry, where CIPE personals quoted Rawalpindi Chamber of Commerce and Industry with laud word, he informed that Aqil Obaid and Raja Omer Iqbal also participated in the meeting on behalf of RCCI.
- Malik Shahid Saleem, Senior Vice President, briefed his meeting with Chairman NADRA and informed that Chairman NADRA has offered smart card reading machine to be installed in Chamber, which can verify different records including NTN. He further informed that NADRA is very much keen to participate in one country exhibitions organized by the Chamber.
- Mr. Irfan Manan Khan, Secretary General elaborated the meeting with NUST Team, where they have offered geographically demarcation for all the members of RCCI on Google maps. Mr. Salman Zafar appreciated and added that it will be beneficial for our members as well.

**Res. No.40 To present the account position of RCCI for the preceding month.**

Dr. Shimail Daud Arain presented the report of RCCI expenses and revenues for information and approval.

**Decision**

House approved the account report of RCCI for the preceding month, which indicated the expenses of Rs.2,384,007/- and revenues of Rs. 3,516,852/- earned by the Chamber. Report was confirmed by Mr. Muhammad Aqil Obaid and seconded by Mr. Mohammad Younas Dar.

**Res. No.41 To discuss the construction progress of RCCI New Building (WBIC)**

While discussing the agenda point Mr. Manzar Khurshid Sheikh, Chairman New Building Committee tabled the following three proposals for the approval from the House:

1. Reimbursement of Rs. 72,000/- in lieu of providing insurance grantee, which was a mandatory requirement for the award of construction contract of New Building. The refund was committed and approved by the then Chairman New Building Committee Mr. Najam-ul-Haq Malik (late).

House accorded the approval.

2. A presentation was arranged by M/s. MARS International, Rawalpindi for the Executive Committee the proposed layout and 3D images of the New Building.
3. Award of two contracts in the name of M/s. MARS International, Rawalpindi being the lowest bidder for designing the layout and construction of interiors of Chamber's New Building.

House approved 50% advance payment out of total 400,000/- as advance money to M/s. MARS International for designing contract.

House further approved the purchase of tiles from China as Mr. Manzar Khurshid Sheikh, Chairman Building Committee is also going to China for his business commitment.

Mr. Jalil Ahmed Malik and Chaudhry Jamil Ahmed suggested that a time frame is required to be written with contractor for timely completion of work.

Muhammad Alam Chughtai, VP and Mr. Adil Jan Erkin pointed the possible revision in the design of stair case in proposed layout.

Mr. Salman Zafar Ali Khan suggested heating and cooling mechanism to be installed well before time.

#### **Res. No.42 To discuss the Annual Renewal of Membership.**

While discussing the annual renewal of membership, President Dr. Shimail Daud Arain informed that so far 127 Corporate Members and 850 Associated Members have been renewed. He emphasized Executive Committee Members for their maximum participation during the process of renewal, which is found weak during the past one month.

#### **Res. No.43 Any other point with the permission of the Chair.**

Senior Vice President Mr. Malik Shahid Saleem informed the House that the Passport of the President is lost somewhere while taking it to the USAID office for the endorsement of visas for Central Asian States. He briefed that Mr. Mohammad Siddique, Receptionist

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along with Mr. Waseem Abbas, N/Qasid were carrying the passports to Islamabad and CCTV Footage has clearly indicated that three passport i.e. Dr. Shimail Daud Arain, Mr. A. Rauf Chaudhry and Mr. Kashif Shabbir alongwith the other documents in an envelop were handed over to Mr. Mohammad Siddique, Receptionist for delivery.

He further informed that a preliminary report has been filed with civil lines Police Station for passport. However the case has been handed over to CIA for making an investigation. House will be appraised according to the developments in investigations.

House recommended the strict action against anyone whosoever found guilty and House further assured the maximum support to the Secretary General for implementation strong line of action to this pertinent matter and to all the other matter related to the management and administration of the Chamber. He further assured their maximum support for the Top-Executives and Secretary General for any external pressure from any side.

President informed the House that a mass awareness program through FM 101 Radio Channel has been started. He elaborated that so far the programs over taxation, stock market and pharmaceuticals have been recorded and will be aired soon. The series has been arranged on very low cost of 10,000/ to 12,000/- with 30 minute transmission on prime time.

House appreciated the effort and program of Radio broadcast.

Mr. Jalil Ahmed Malik added that this activity may lead to the same program on television as it was also initiated during his tenure.

House endorsed the activity unanimously.

House offered prayers for the departed souls:

- Mother in law of Sheikh Shahzad Akhtar
- Father in law of Mr. Jawed Akhtar Bhatti
- Brother in law of Mr. Muhammad Hafeez Ahmed

House also thanked Mr. Mohammad Badar Haroon, Executive Committee Member for hosting Lunch.

Since there was no other point, the meeting was adjourned with a vote of thanks to the Chair.

(Irfan Manan Khan)  
Secretary General

# Minutes of the 7<sup>th</sup> Executive Committee Meeting

**Date and Time:** 7<sup>th</sup> April 2014 at 11:30 A.M  
**Venue :** Khalid Waheed Hall of the Chamber

Meeting started with the recitation of Holy Quran by Mr. Mohammad Badar Haroon. Dr. Shimail Daud Arain, President in chair thanked all the Executive Committee Member for their presence in the meeting.

## **Res. No.44 To confirm the Minutes of the 6<sup>th</sup> Executive Committee Meeting held on 11<sup>th</sup> March 2014.**

President, Dr. Shimail Daud Arain announced the agenda item number one for approval.

### **Decision**

Minutes of the 6<sup>th</sup> Executive Committee Meeting held on 11<sup>th</sup> March 2014 were confirmed by Mr. Mohammad Younas Dar and seconded by Khawaja Abdul Rashid Waien. House also passed the Minutes unanimously.

## **Res. No.45 To consider the applications for the Chamber's Membership of the firms/companies list already provided to the members**

President, Dr. Shimail Daud Arain presented 02 application for Corporate Class and 20 for Associate Class for approval.

### **Decision**

All the applications were duly considered by the Executive Committee. Chaudhry Jamil Ahmed confirmed and Mrs. Farah Jawaid seconded the resolution. All applications for fresh membership were unanimously approved by the house later on.

President thanked all the Members of Executive Committee, Former Presidents and specially SVP Malik Shahid Saleem, Mr. Mohammad Younas Dar, Mr. Ikram-ur-Rehman Abbasi, Mr. Mohammad Badar Haroon, Mr. Mohammad Khalid Farooq Qazi, Mr. Muhammad Aqil Obaid, Mrs. Farah Jawaid, Mrs. Sadia Waseem, Ch. Pervaiz Ahmed Warriach, Mr. Bilal Maqbool, Mr. Tahir Taj Bhatti and Mr. Saqib Rafiq for their active participation during the process of renewal. He further informed that approximately 3500 members have renewed their membership, which is the highest figures achieved so far and further informed that a letter will soon be sent to all the other members, who have not yet renewed their membership.

President further informed that a bonus to the staff has been given who were involved in renewal campaign. Detail attached Annex A.

**Res. No.46 To overview the activities from last Executive Committee Meeting till date.**

The following important events were explained to the house:

- While discussing the meeting with Mr. Shahid Khaqan Abbasi, Federal Minister for Petroleum, President thanked Khawaja Abdul Rashid Waien for coordinating this meeting.
- Senior Vice President elaborated the MoU signing ceremony with Institute of Space Technology, Islamabad and briefed the facilities available at Institute of Space Technology.
- President informed the House that a MoU has been signed with Ministry of Industries and Production, which is the first of its type in Pakistan. Both the signatories agreed to develop Export Processing Zone in Rawalpindi and to jointly advertise the products of the companies working under the control of Ministry of Industries and Production.
- Vice President briefed the recent visit of Australian Business delegation and informed that opportunities in health care, fashion design and education are available for the business community of both the country.
- While discussing the visit of Indonesian Ambassador in the Chamber, President informed that the Ambassador has shown keen desire for one country exhibition in Jakarta, however he was briefed that Lahore Chamber of Commerce and Industry is already organizing the same exhibition in Indonesia and RCCI will assure its maximum support for this event.

**Res. No.47 To present the account position of RCCI for the preceding month.**

President informed the current account position of the Chamber for approval.

**Decision**

House approved the account report.

Mr. Mohammad Khurshid Barlas inquired the late fee and renewal after 31<sup>st</sup> March 2014.

Mr. Manzar Khurshid Sheikh, Ex-Officio briefed him that trade act 2013 has permitted the renewal after 31<sup>st</sup> March without voting right for one year and is subject to the clearance of Chamber subscription.

**Res. No. 48 To discuss the construction progress of RCCI New Building (WBIC)**

While discussing the agenda point Mr. Manzar Khurshid Sheikh informed that he has inspected the market for the purchase of tiles during his visit of China and informed that Rs. 200/- to Rs.250/- sft is the estimated saving from the purchase of tiles from China.

While discussing the meeting with Commissioner Rawalpindi Mr. Manzar Khurshid Sheikh informed that the Chowk in front of Chamber will soon be named as Chamber's Square and Punjab Government has also shown willingness for the development of Industrial Estate in Rawalpindi

President informed that 3.7 million have been collected as loan from Executive Committee Members, Former Presidents and other Members. He further informed that a BOT Model has been discussed with Askari Bank. Mr. Muhammad Aqil Obaid added that a news paper ad may be published for attracting the potential investors on BOT Model.

Mr. Manzar Khurshid Sheikh suggested that a concept note may be floated among the banks.

#### **Res. No.49 Any other point with the permission of Chair**

The Executive Committee unanimously resolved and authorized President RCCI Dr. Shimail Daud Arain along with Mr. Naseer Ahmed, Director TDAP as co-signatories to sign all the cheques for account titled "RCCI-TDAP Project". Previously the cheques were jointly signed by Mr. Manzar Khurshid Sheikh, Former President RCCI along with Ms. Roubina Taufiq Shah Director, TDAP, who is transferred to Lahore.

Mr. Mohammad Khurshid Barlas inquired about the one country exhibition organized by Lahore Chamber of Commerce and Industry in Jakarta and participatory model of Rawalpindi Chamber of Commerce and Industry in this exhibition. President Dr. Shimail Daud Arain clarified that all the Chambers including Lahore Chamber of Commerce and Industry have shown out right support for the Rawalpindi Chamber of Commerce and Industry events in the past, so it becomes a moral over responsibility to support other Chambers in their initiatives.

Khawaja Abdul Rashid Waien inquired about the lost passport and recommended proper probe and investigation for this matter. He further suggested a strict action against who so ever found involved in it, Senior Vice President Malik Shahid Saleem informed that the passport has been handed over by some person namely Mr. Khalid from Islamabad. Upon a discussion for the investigation over Mr. Khalid, Mr. Jalil Ahmed Malik suggested that we must be careful as there is possibility that Mr. Khalid is not actually involved in any activity and delivered the passport in good faith.

Khawaja Abdul Rashid Waien further suggested that the systems of Chamber require improvement and we should consider interdepartmental transfer and other associate measures for increasing the performance.

President informed that different measure and steps are on way on same pattern for improving the Chamber's working in the days to come.

House thanked Mr. Mohammad Imtiaz Chowdhry, Executive Committee Member for hosting Lunch.

The meeting ended with the shield distribution ceremony among the following:

1. Mr. Mohammad Younas Dar
2. Mr. Mohammad Badar Haroon
3. Mr. Ikram-ur-Rehman Abbasi
4. Mr. Muhammad Aqil Obaid

5. Mrs. Farah Jawaid
6. Mrs., Sadia Waseem
7. Ch. Pervaiz Ahmed Warriach
8. Mr. Muhammad Khalid Farooq Qazi
9. Mr. Bilal Maqbool
10. Mr. Tahir Taj Bhatti
11. Mr. Saqib Rafiq
12. Mr. Sadaqat-ur-Rehman, Cash Prize

Since there was no other point, the meeting was adjourned with a vote of thanks to the Chair.

(Irfan Manan Khan)  
Secretary General



# Minutes of the 8th Executive Committee Meeting

**Date and Time:** 17<sup>th</sup> May 2014 at 11:30 A.M  
**Venue :** Khalid Waheed Hall of the Chamber

Meeting started with the recitation of Holy Quran by Mr. Jalil Ahmed Malik. Dr. Shimail Daud Arain, President in chair thanked all the Executive Committee Member for their presence in the meeting.

**Res. No. 50 To confirm the Minutes of the 7th Executive Committee Meeting held on 7<sup>th</sup> April 2014.**

President, Dr. Shimail Daud Arain announced the agenda item number one for approval.

## **Decision**

Minutes of the 7<sup>th</sup> Executive Committee Meeting held on 7<sup>th</sup> April 2014 were confirmed by Mr. Mohammad Tariq Mughal and seconded by Mr. Muhammad Aqil Obaid. House also passed the Minutes unanimously.

**Res. No.51 To consider the applications for the Chamber's Membership of firms/companies mentioned in the list already circulated to the members.**

President, Dr. Shimail Daud Arain presented 20 applications for Corporate Class and 212 for Associate Class for approval.

## **Decision**

All the applications were duly considered by the Executive Committee. Chaudhry Jamil Ahmed confirmed and Qazi Iftikhar Ahmed seconded the resolution. All applications for fresh membership were unanimously approved by the house later on.

**Res. No.52 To overview the activities from last Executive Committee Meeting till date.**

While discussing the important events, President elaborated the following activities in details:

- **CABOC Conference.** President gave the details of the conference and informed that the CABOC was co-hosted by USAID, Ministry of Commerce and Rawalpindi Chamber of Commerce and Industry. It was a three days event funded by USAID and participated by 250 participants from Central Asian States. He informed that 25 MoUs have been signed among different organizations and the Chambers through the platform of this conference. The event is widely acknowledged by the government departments, USAID, foreign missions, foreign guests and other Chambers of Pakistan and has nation wide enhance the repute of Rawalpindi Chamber of Commerce and Industry.

- While discussing the meeting with Australian High Commissioner, President informed that a delegation for Australia will soon be formulated in consequence of this meeting.
- **SRO 351.** While discussing the SRO 351 and the press conference held on 15<sup>th</sup> May 2014 in PC Hotel, Rawalpindi, where Presidents from all across Pakistan participated and unanimously rejected the aforementioned SRO and in consequence of this press conference. Government had to suspend SRO 351, which is surely the success of RCCI along with other Chambers and Associations.
- Mr. Manzar Khurshid Sheikh ex-officio acknowledged the contribution and principal idea of Sh. Mohammad Shabbir, former President RCCI for initiating this process against this SRO.

House appreciated successful CABOC Conference and suspension of SRO 351.

**Res. No.53 To present the account position of RCCI for the preceding month.**

President informed the current account position of the Chamber for approval.

Mr. Muhammad Aqil Obaid inquired about the payments made under the head of IT, where President replied that the process of computerizing was started in last tenure which is further enhanced to IA, F&E and Accounts departments. He informed that all the departments will soon be integrated, which will accelerate the processes and efficiency and will reduce the human cross and interventions.

Upon a question of Mr. Muhammad Aqil Obaid, President informed that the software development has been given to the company of Mr. Rizwan Qadri as they are contractually affiliated with RCCI since last 3 years and has better understanding of all the processes of Chamber. However, the contract is awarded on very nominal rate, which are comparatively very low than the market. Mr. Muhammad Aqil Obaid inquired that at time of awarding the job to Mr. Rizwan Qadri were the process of having three quotations were completed.

**Decision**

House approved the account report of RCCI for the preceding month, which indicated the expenses of Rs.1,858,349/- and revenues of Rs. 3,430,054/- earned by the Chamber report was confirmed by Chaudhry Jamil Ahmed and seconded by Mrs. Farah Jawaid.

**Res. No.54 To discuss the construction progress of RCCI New Building (WBIC)**

While discussing the progress on New Building (WBIC), Chairman Mr. Manzar Khurshid Sheikh informed that the construction work as per new designed is under way by M/s. Mars International Rawalpindi as per the awarded contract in previous Executive Committee Meeting. Reversible air-conditioners (cassette type) are under installation and the tiles for the floor are on way from China.

Chaudhry Jamil Ahmed suggested a roof type air conditioners instead, where Mr. Manzar Khurshid Sheikh added that the operational of roof type air conditioner are much higher than

the conventional cooling units. He further added that the new and old building have an inter connection and a temporary stair case will also be constructed to the upper floor for time being.

Dr. Shimail Daud Arain added that upon request of EDF details of construction work has been sent in consultation with Chairman and a meeting will soon be called by the EDF Authority to discuss the release of fund for RCCI in detail.

### **Res. No.55 Any other point with the permission of the Chair**

President informed that Licence of RCCI is expiring on 21<sup>st</sup> August 2014 and the case along with the application on specified format has been prepared and will be submitted to DGTO office on 19<sup>th</sup> May 2014.

He further informed that changes in Memorandum and Article of Association of Rawalpindi Chamber of Commerce and Industry according to the Trade Act 2013 is mandatory and is approved in 53<sup>rd</sup> AGM held on 30<sup>th</sup> September 2013. He further informed that a meeting was held to discuss the changes in purview of Trade Act where the changes by former Presidents, Mohammad Shabbir, Mr. S.M. Naseem, Mr. Sohail Altaf, Mr. Najam Rehan, Syed Asad Haider Mashadi, Mr. Manzar Khurshid Sheikh, Top-Executive and Secretary general. A draft will soon be formulated by M/s. Amir Alam Khan & Co., Chartered Accountants & Co., Rawalpindi and will be submitted to DGTO, Ministry of Commerce, Government of Pakistan and SECP for approval.

An amendment was proposed in byelaws i.e. addition of free sale certificate to the members with fee as under:

1. Regular Rs.1200/-
2. Urgent Rs.1700/-

House approved.

Fatiha was offered for the following demise:

- Uncle of Mian Humayun Pervaiz
- Relative of Mr. Muhammad Aqil Obaid
- Father of Mr. Kashif Riaz

House also offered the prayer for the health of Mr. Ashfaq Mahmud Khan.

President Dr. Shimail Daud Arain proposed Plan of RCCI Activities (In Outline), 3 Years Plan and list of RCCI members, which is required to be submitted to the DGTO Office, Ministry of Commerce as per mandatory requirement of under clause No. 23 (1) of Trade Organizations Rules, 2013 for the renewal of RCCI License.

### **Decision**

Mr. Jalil Ahmed Malik approved the said agenda point, which was seconded by Mr. Salman Zafar Ali Khan, later the House approved the proposed Plan of RCCI Activities (In Outline), 3 Years Plan and list of members of RCCI.

Since there was no other point, the meeting was adjourned with a vote of thanks to the Chair.

(Irfan Manan Khan)  
Secretary General

## Emergent Meeting Minutes of the Executive Committee

**Date and Time:** 22<sup>nd</sup> May 2014 at 11:30.  
**Venue** : Khalid Waheed Hall of the Chamber

Meeting started with the recitation of Holy Quran, soon after President Dr. Shimail Daud Arain thanked all the Executive Committee Member for their presence in the meeting.

### **To discuss the revision in RCCI delegation processing fee for UK.**

President briefly elaborated the agenda and suggested to raise the delegation processing fee for UK as under:

- |    |              |              |
|----|--------------|--------------|
| 1. | Existing Fee | Rs. 40,000/- |
| 2. | Revised Fee  | Rs. 50,000/- |

### **Decision**

House approved the revised fee Rs. 50,000/- for UK Delegation.

Since there was no other point, the meeting was adjourned with a vote of thanks to the Chair.

(Irfan Manan Khan)  
Secretary General

# Minutes of the 9th Executive Committee Meeting

**Date and Time:** 28 June 2014 at 11:30 A.M  
**Venue :** Khalid Waheed Hall of the Chamber

Meeting started with the recitation of Holy Quran by Mr. Mohammad Badar Haroon. Dr. Shimail Daud Arain, President in chair thanked all the Executive Committee Member for their presence in the meeting.

**Res. No.56 To confirm the Minutes of the 8<sup>th</sup> Executive Committee Meeting held on 17 May 2014 and Emergent Executive Committee Meeting held on 22 My 2014**

President, Dr. Shimail Daud Arain announced the agenda item number one for approval.

While discussing the agenda item No.1 Mr. Muhammad Aqil Obaid inquired the previously discussed matter under resolution No. 53 regarding the 3 quotations for the award of contract in the name of Mr. Rizwan Qadri of M/s. Polific Solution Rawalpindi. Secretary General Mr. Irfan Manan Khan clarified that PPRA ruling provide the option of single purchase quotation for the projects of technical nature under section 42. He also clarified that PRRA ruling is not applicable to Chamber and Private Companies, still we follow the ruling to keep the system competitive. However the quotation provided by M/s. Polific Solution were duly checked and verified from the market.

## **Decision**

Minutes of the 8<sup>th</sup> Executive Committee Meeting held on 17<sup>th</sup> May 2014 and Emergent Executive Committee Meeting held on 22<sup>nd</sup> May 2014 were confirmed by Mr. Mohammad Tariq Mughal and seconded by Chaudhry Jamil Ahmed. House also passed the Minutes unanimously.

**Res. No.57 To consider the applications for the Chamber's Membership of the firms/companies mentioned in the list already circulated to the members**

President, Dr. Shimail Daud Arain presented 08 applications for Corporate Class and 111 for Associate Class for approval.

## **Decision**

All the applications were duly considered by the Executive Committee. Mr. Mohammad Younas Dar confirmed and Mr. Adil Jan Erkin seconded the resolution. All applications for fresh membership were unanimously approved by the house later on.

**Res. No.58 To overview the activities from last Executive Committee Meeting till date.**

While discussing the events and happenings during the past one month, the description of the important events are as under:

- President informed that during the meeting on Standing Committee on Marble, Chairman Standing Committee has requested a delegation to visit India for exploring the market potential of their products.
- He informed the House that USAID has shown his willingness to donate the trade portal to RCCI, which itself is an achievement and can become a source of earning for Chamber in the days to come.

House appreciated the Top-Executives.

- While discussing the meeting with Secretary, Ministry of Industries and Production, Government of Pakistan, President elaborated that the matter of Quaid-e-Azam Industrial Estate was discussed in detail including the EPZ in the existing Industrial estate of RCCI.
- He further informed that 14<sup>th</sup> August celebration are being planned by Mr. Mohammad Tariq Mughal who is also Chairman Standing Committee on Culture. Mr. Mohammad Khurshid Barlas added that the cultural activities may be planned through out the year instead of dedicating a single day for activities.

**Res. No.59 To present the account position of RCCI for the preceding month.**

President briefed the current account position of the Chamber for approval.

Mr. Salman Zafar Ali Khan inquired the procedure for registration of unforeseen expenses, President clarified that the unforeseen expenses are registered in their specific head of accounts.

**Decision**

House approved the account report of RCCI for the preceding month, which indicated the expenses of Rs.2,132,216/- and revenues of Rs. 1,899,860/- earned by the Chamber, report was confirmed by Mr. Ikram-ur-Rehman Abbasi and seconded by Mr. Mohammad Badar Haroon.

**Res. No. 60 To discuss the construction progress of RCCI New Building (WBIC).**

President briefed the House about the recent progress of construction and stated that the tiles from Karachi will reach Rawalpindi in few days. Mr. Salman Zafar Ali Khan suggested that the parking floor is required as soon as possible and contractor may be asked to operationalize the parking area at priority as it gets very difficult to find parking place during the larger events of or in RCCI.

Chaudhry Jamil Ahmed along with the other Executive Committee Members appraised the effort of Mr. Manzar Khurshid Sheikh, Chairman RCCI New Building Committee for his contribution toward the construction of Chamber Building.

President further informed that team from TDAP recently visited and inspected the construction of building and assured to release the remaining funds as soon as possible.

**Res. No. 61 Any other point with the permission of the Chair.**

Following staff cases were presented to the House by Secretary General for approval:

1. Secretary General presented the case of Mr. Muhammad Ishaq, Graphic Designer who has completed 3 months of probation period and his performance is found satisfactory

Chaudhry Jamil Ahmed opposed his confirmation. The House opposed the opinion of Chaudhry Jamil Ahmed and upon the request of President all the members of House voted in favour of contractual employment of Mr. Muhammad Ishaq, Graphic Designer except Chaudhry Jamil Ahmed.

2. Upon the successful completion of one year of contractual services. The cases of the following employees were presented for regularization:

- (1) Ms. Aneela Tahir, Membership Officer
- (2) Ms. Aamra Saleem, R&D Officer

**Decision**

House approved the regularization of above mentioned employees upon the recommendation Secretary General and Top-Executives.

Mr. Mohammad Badar Haroon suggested that separate agenda point for staff matters may be added when ever required.

Mr. Muhammad Aqil Obaid suggested that the recommendation of RCCI Standing Committees may also be presented to Executive Committee Meeting for approval as per previous practice.

Mr. Salman Zafar Ali Khan requested an immediate reply for NIZDA's request against their letter dated 14 June 2014.

Mr. Salman Zafar Ali Khan added that by0laws for industrial estate are required to be formulated as soon as possible.

Mr. Mohammad Khurshid Barlas added that donation campaign for RCCI Medical Welfare Council may be started immediately. He further suggested that events may be planned as a sequel of CABOC Conference, which was organized by RCCI and USAID in recent past.

Chaudhry Jamil Ahmed commented that the activities of R&D Standing Committees has to be separated from R&D Department and the Department may be clarified and instructed that they are nowhere under the domain of RCCI Standing Committee R&D.

House offered collectives prayers through Mr. Mohammad Badar Haroon for earliest recovery of the health of Sheikh Shahzad Akhtar and also offered Fatiha for departed souls of:

- Sister of Mr. S.M. Naseem and Mr. S.M. Azeem
- Grand Mother of Mian Humayun Parvaiz,
- Mother of Mr. Faheem Siddiqui
- Brother of Mr. Afzaal Saeed Butt

House also thanked Mrs. Sadia Waseem, Executive Committee Member for hosting Lunch.

Since there was no other point, the meeting was adjourned with a vote of thanks to the Chair.

(Irfan Manan Khan)  
Secretary General



# Emergent Meeting Minutes of the Executive Committee

Date and Time: 7<sup>th</sup> July 2014 at 11:30.  
Venue : Khalid Waheed Hall of the Chamber

Meeting started with the recitation of Holy Quran by Mr. Muhammad Aqil Obaid, soon after Dr. Shimail Daud Arain, President in chair thanked all the Executive Committee Members for their presence in the meeting.

1. To approve the RCCI Election Schedule 2014.
2. To appoint the Election Commission for conducting the forthcoming RCCI Elections 2014.

## Decision

After discussions, House to approved the RCCI Election schedule 2014, which was confirmed by the House. The Election schedule for the year 2014 as finalized is enclosed as annexure A.

After a brief discussion a 3 Member Election Commission for the RCCI Elections- 2014 was finalized which is as under:

- |    |                               |        |
|----|-------------------------------|--------|
| 1. | Mr. Naveed Javaid             | AM-159 |
| 2. | Mr. Mohammad Tariq Javed Butt | AM-272 |
| 3. | Ch. Iqbal Ahmed               | AM-305 |

House was further informed that there are total 10 vacant seats. President elaborated that total of 10 seats are vacating for election 2014, 05 from Associate Class, 05 from Corporate Class.

Since there was no other point, the meeting was adjourned with a vote of thanks to the Chair.

(Irfan Manan Khan)  
Secretary General

# Minutes of the 10th Executive Committee Meeting

Date and Time: 26<sup>th</sup> July 2014 at 5:30 PM.  
Venue : New Building Hall of the Chamber

Meeting started with the recitation of Holy Quran by Mr. Mohammad Badar Haroon. Dr. Shimail Daud Arain, President in chair thanked all the Executive Committee Members for their presence in the meeting.

**Res. No.62 To confirm the Minutes of the 9<sup>th</sup> Executive Committee Meeting held on 28<sup>th</sup> June 2014 and Emergent Meeting of the Executive Committee held on 7<sup>th</sup> July 2014**

President, Dr. Shimail Daud Arain announced the first agenda item for approval.

## Decision

Minutes of the 9<sup>th</sup> Executive Committee Meeting held on 28<sup>th</sup> June 2014 and Emergent Executive Committee Meeting held on 7<sup>th</sup> July 2014 were confirmed by Mr. Adil Jan Erkin and seconded by Mr. Mohammad Younas Dar. House also passed the Minutes unanimously.

**Res. No.63 To consider the applications for the Chamber's membership of the firms/companies mentioned in the list already circulated to the members.**

Dr. Shimail Daud Arain presented 09 applications for Corporate Class and 58 for Associate Class for approval.

While discussing the agenda point No. 2, Mr. Salman Zafar Ali Khan inquired that is there any application ever rejected, President clarified that all the applications are processed after completing the necessary documentation and the applications are duly checked by the department for any discrepancy.

Mr. Mohammad Badar Haroon inquired that how repute of any organizations is evaluated, President informed that no criminal conviction certificate from the member is the proof with Chamber that market repute of the applicant is acceptable.

## Decision

All the applications were duly considered by the Executive Committee. Mr. Mohammad Tariq Mughal confirmed and Mr. Ikram-ur-Rehman Abbasi seconded the resolution. All applications for fresh membership were unanimously approved by the house later on.

**Res. No.64 To overview the activities from last Executive Committee Meeting till date.**

President briefed the following activities during the past one month, which are as under:

- **Visit of TDAP Team.** President informed that a team of TDAP, Islamabad visited Rawalpindi Chamber to inspect the construction work of WBIC and they have sent their recommendation to TDAP Head Office, Karachi for the clearance of issuance remaining funds of WBIC.
- President informed the recent visit of DCO, Rawalpindi to RCCI for the collection of funds for IDPs of Waziristan and further informed that so far over 3 million rupees have been collected from the members of Chamber.

President also updated the recent developments over annual achievement awards and election process of RCCI.

**Res. No.65 To present the account position of RCCI for the preceding month.**

President briefed the current account position of the Chamber for approval.

**Decision**

House approved the account report of RCCI for the preceding month, which indicated the expenses of Rs.1,688,567/- and revenues of Rs. 3,027,339/- earned by the Chamber, report was confirmed by Mr. Muhammad Aqil Obaid and seconded by Mrs. Farah Jawaid.

**Res. No.66 To discuss the construction progress of RCCI New Building (WBIC)**

Mr. Manzar Khurshid Sheikh, Chairman New Building Committee (WBIC) briefed the session with construction work of RCCI New Building. He further requested the House to advice the following matters:

- Re-imbursement of Air Ticket for China travel to Mr. Irfan, Contractor of RCCI New Building for the purchase of tiles.
- Compensation for Mr. Irfan, Contractor of RCCI New Building for the construction work he has carried out so far.

He further requested Rs. 3 to 4 million to be transferred to building account for Mezzanine Floor.

Mr. Salman Zafar Ali Khan inquired for the parking area on lower ground floor.

Chaudhry Jamil Ahmed proposed that the services of Mr. Manzar Khurshid Sheikh, Chairman RCCI Building Committee may be awarded with a trophy in Annual Achievement Awards to acknowledge his services.

**Decision**

After detailed discussion House approved 7% of total work to be given to M/s. Mars international and further approved his air ticket for his travel to China for the purchase of tiles and award of trophy to Mr. Manzar Khurshid Sheikh in Achievement Awards.

**Res. No.67 Approval of staff matters.**

While discussing the agenda, President Dr. Shimail Daud Arain informed that annual assessment process of the employees as per preceding year has been started and will be concluded shortly with subsequent percentage of raise in salary.

Mr. Jalil Ahmed Malik inquired whether the raise has to be decided now, President replied it will be placed in August or September 2014. However the inflationary allowance, which is 10% may be given to the employees.

Mr. Salman Zafar Ali Khan suggested that the allowance may be given before Eid which was seconded by Mr. Mohammad Tariq Mughal.

President clarified that the said raise can not be given in this month due to financial constraints. However the same will be adjusted in August salary.

Mr. Manzar Khurshid Sheikh, Ex-Officio Member also clarified the past practices and new system of employees appraisal, which was started in his tenure

**Res. No.68 Any other point with the permission of the Chair.**

No point was raised for discussion.

House also thanked Mr. Mohammad Badar Haroon, Executive Committee Member for hosting Iftar-cum-Dinner.

Since there was no other point, the meeting was adjourned with a vote of thanks to the Chair.

(Irfan Manan Khan)  
Secretary General

# Emergent Meeting Minutes of the Executive Committee

Date and Time: 9<sup>th</sup> August 2014 at 11:30 AM.  
Venue : Khalid Waheed Hall of the Chamber

Meeting started with the recitation of Holy Quran, soon after Acting President Malik Shahid Saleem thanked all the Executive Committee Member for their presence in the emergent meeting. Later on formal proceedings started with the agenda point which were circulated vide letter No. 12/2014/4866 dated 8<sup>th</sup> August 2014.

## **To revise the fee structure of RCCI business delegation.**

Mr. Shahid Saleem malik, Acting President briefly elaborated the agenda and suggested to revise the fee structure of RCCI business delegation as under:

-2-

-	USA	
	Existing Rs. 50,000/-	Revised Rs.75,000/-
-	China	
	Fresh Rs.25,000/-	Revised Rs.40,000/-
	Revision Rs.5,000/-	Revised Rs.10,000/-

-2-

## **Decision**

House approved the revised fee structure of RCCI business delegation.

Since there was no other point, the meeting was adjourned with a vote of thanks to the Chair.

(Irfan Manan Khan)  
Secretary General

# Minutes of the 11th Executive Committee Meeting