

RAWALPINDI DEVELOPMENT AUTHORITY
Admn & Finance Directorate

Subject: MINUTES OF THE 47th AUTHORITY MEETING OF RAWALPINDI
DEVELOPMENT AUTHORITY

Please find enclosed herewith a copy of minutes of the 47th
Authority Meeting of the Governing Body of Rawalpindi Development Authority held
on 07.03.2020 for information and record.

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Director (Admn & Finance)

No. 3(47th)/ — 267 — / Admn/RDA

Dated: 11-04- /2020

Copy to:-

1. The Chairman, Government of the Punjab, P&D Board, Lahore
2. The Secretary, Government of the Punjab, HUD&PHE Department, Lahore
3. The Secretary, Government of the Punjab, Finance Department, Lahore
4. The Secretary, Government of the Punjab, LG&CD Department, Lahore

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Director (Admn & Finance)

No. 3(47th)/ — 267 — / Admn/RDA

Dated: 11-04- /2020

Copy to

1. Mr. Tariq. M. Murtaza, (Chairman)
2. Amjad Mehmood Chaudhry, MPA (PP-13) (Member)
3. Major (R) Muhammad Latasub Satti, MPA (PP-6) (Member)
4. Ms. Nasreen Tariq, MPA (W-301) (Member)
5. The Commissioner, Rawalpindi Division, Rawalpindi (Member)
6. Deputy Commissioner, Rawalpindi (Member)
7. Managing Director, WASA, RDA, Rawalpindi (Member)
8. Mayor / Administrator, Municipal Corporation, Rawalpindi (Member)
9. Mr. Muhammad Muqarab Ali (Technical Expert / Member)
10. Chaudhry Muhammad Asghar (Technical Expert / Member)
11. All the Directors of RDA
12. President Staff Union (CBA), RDA
13. PS to DG, RDA
14. Master file

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Director (Admn & Finance)

RAWALPINDI DEVELOPMENT AUTHORITY
(Director General Directorate)

No.RDA/DG/ 68,
dated the 02-04-2020

MINUTES OF THE 47th AUTHORITY MEETING OF THE
GOVERNING BODY OF RDA HELD ON 07.03.2020

The 47th Authority meeting of Governing Body of RDA was held on 07.03.2020 in the conference room of RDA under the chairmanship of Mr. Tariq M. Murtaza, Chairman RDA. The meeting started with recitation of Holy Quran. The Chair welcomed all the participants.

2. DG RDA presented agenda items before the Governing Body, after detailed deliberation and discussion, following decisions were made.

Agenda Item No. 1 CONFIRMATION OF MINUTES OF THE 45th
AUTHORITY MEETING OF RDA HELD ON 25.01.2020

The Minutes of the 46th Authority Meeting held on 25.01.2020 were presented before the Authority for confirmation.

Decision:

The Minutes of 46th Authority Meeting were confirmed.

Agenda Item No. 2 APPROVAL OF TORs FOR THIRD PARTY AUDIT OF
WALAYAT COMPLEX

It was briefed by the Director General that the Parliamentary Secretary Revenue, Punjab in his written application has pointed out about receiving several complaints that there are many illegal mega constructions being built on state land with the involvement of revenue and RDA officials and that as per the policy of Government of the Punjab recovery of state lands is in process. In this regard, a letter has been written by the Assistant Commissioner (Saddar) to the Tehsildar Rawalpindi dated 28.12.2019 that it has to be made sure that any scheme / society is not built on state land or the land of rafa-e-aam. He has further asserted that the largest illegal commercial construction is "Town Centre Walayat Complex" (near Sawan Bridge Mouza Kotha Kalan) and the major part of this complex has illegally been constructed on State Land and violates RDA rules,


Director General
RDA, Rawalpindi

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from where the mafia earned billions of rupees by showing that the project is approved by RDA.

The matter was placed in the 46th Authority Meeting held on 25.01.2020 vide Agenda Item No. 2, wherein it was decided that the TORs of the third party audit should be prepared and placed before the Authority for approval in the next meeting. Accordingly, TORs were prepared and placed before the Governing Body of the Authority for perusal and approval to proceed further in the matter.

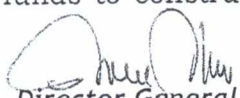
Decision:-

The proposed TORs were approved. It was also decided by the Authority that there must be a structure Engineer in the Consulting Firm. The Authority expressed that the process is very slow and directed to let it be completed at the earliest.

Agenda Item No. 3

CONSTRUCTION OF ADDITIONAL 02 NOS. STORIES AT EXISTING RDA PARKING PLAZA, FAWARA CHOWK, RAWALPINDI THROUGH PPP MODE:

It was briefed by the Director General, RDA that according to 2017 Population Census, Rawalpindi is Pakistan's 4th largest Metropolitan City with the population of more than 2.00 Million. Rawalpindi City contributes significantly to the national economic output. Subject project is located in the heart of economic hub of Rawalpindi City comprising of 10 major whole sale markets/ bazaars. These market places serve the entire Potohar Plateau. Consequently, it attracts a large number of commercial and domestic traffic. However, parking spaces is scarce leading to frequent traffic jams and hampering of economic activity. RDA has already constructed parking plaza having 03 Nos. stories (Basement + 2 Nos. stories with parking facilities of minimum 140 cars) near Fawara Chowk. However, it is unable to cop up with the existing traffic demand. Therefore, RDA has envisaged the subject project to construct additional 02 Nos. floors with estimated parking of more than 100 vehicles on PPP basis to alleviate traffic congestion in Rawalpindi City as currently RDA do not have funds to construct addition stories from own source funds. PDF funding


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from PPP authority for hiring of transaction advisory services would also be required to prepare PPP proposal. Thus, proposed to allow RDA to construct additional 02 stories of parking plaza, Fawara Chowk, Rawalpindi on PPP mode beside allocation of Project development fund for hiring of transaction advisory consultant from PPP authority.

Decision:-

The agenda was approved as proposed.


Agenda Item No. 4


**GRANT OF RDA SUPPORT ALLOWANCE TO THE
EMPLOYEES WORKING IN BS-09 TO BS-16 OF
RAWALPINDI DEVELOPMENT AUTHORITY**

It was briefed by Director General, RDA that the Governing Body of Rawalpindi Development Authority in its meeting held on 25.01.2020 has approved the "RDA Support Allowance" to employees of RDA working in BS-01 to BS-08 vide agenda No.12 on the analogy of Lahore Development Authority, Lahore. Whereas Lahore Development Authority in its meeting held on 28.10.2019 approved the case of grant of LDA Support Allowance to all employees of UD Wing, LDA working in BS-01 to BS-20 & above and proposed that "RDA Support Allowance" may kindly be allowed to the employees in BS-09 to BS-16 on the following rates w.e.f. 01.03.2020 which has already approved to the employees in BS-01 to BS-08 of RDA.

Sr. #	BPS	RDA Support Allowance (Per month)
2.	09 to 14	Rs.4,000/-
3.	15	Rs.5,000/-
4.	16 Private Secretaries (BS-17) & Staff Officer (BS-17)	Rs.7,000/-

Employees working in BS-09 to BS-16 mostly belong to middle class family. Due to steep hike in inflation in the past few years, the employees are facing problems in making their both ends meet. Hence, any monetary benefit to


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these employees will not only uplift the morale but will also increase motivation and efficiency. The financial impact of above said grant of "RDA Support Allowance" will come out to approximately **Rs.294,000/-** per month. The financial impact will be paid from RDA's own budget against budget head (Pay and Allowances) for FY 2019-20. Rawalpindi Development Authority is an autonomous body and has complete autonomy in its financial matters alongwith its own sources of revenue generation. The Authority is completely independent in deciding its financial matters including grant of special allowances / benefits to its employees and presented the case before the Authority for approval of grant of "RDA Support Allowance" to the employees working in BS-09 to BS-16 of RDA w.e.f. 1st March, 2020 in accordance with rates approved by LDA, Lahore. It was further proposed that any increase proposed by the LDA, will automatically be implemented in Rawalpindi Development Authority in form of RDA Support Allowance.

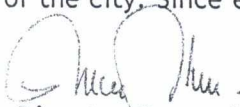
Decision:-

The agenda was approved as proposed.

Agenda Item No. 5

ESTABLISHMENT OF SHELTER HOME IN BASEMENT OF RDA PARKING PLAZA

It was briefed by the Director LD&EM that RDA Parking Plaza was constructed to cater parking problems in the Fawara Chowk, a commercial hub of Rawalpindi City from RDA's funds against an amount of Rs. 220 million (approx). It is a major source of income for RDA, therefore separate head of account has been created for Parking Plaza in the budget of RDA. The basement of Parking Plaza was designed and reserved for Suzuki Stand. The 1st contract of Suzuki Stand was awarded in the year 2012 and last contract was expired on 10.03.2017. The amount of contract of Suzuki Stand was Rs. 52,00,000/- per annum. The contract was re-auctioned but in vain. Afterwards, it was decided by the Committee constituted vide office order No.RDA/Admn/F-217/553/2017 dated: 27.11.2017 to convert the basement in Motorcycle Parking Stand for parking of Motorcycles standing in front of Bara Market & Imperial Market on Liaquat Road, Rawalpindi. Accordingly, the contract was put into auction for Motorcycle stand but in the meanwhile, the basement was turned into shelter home in the year 2018 by the Federal & Provincial Government to accommodate homeless people of the city. Since establishment of Shelter Home in the basement of RDA Parking


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Plaza, RDA is not able to use it for parking purpose to generate revenue. RDA is an autonomous body meeting the expenses on a/c of salaries and other issues out of its own assets/ resources. The establishment of Shelter home is causing loss of Rs. 05 Million (approx.) per annum to RDA. A canteen is also constructed in the basement. The last contract of canteen was expired in the year 2016. At present, it is also a part of Shelter Home so it also cannot be auctioned. It was decided by the then Chairman RDA to place the issue before Governing Body of RDA for formal approval of the Shelter Home established in the basement of RDA Parking Plaza but at that time Governing Body was not formally constituted. Now, the matter is being brought before the Authority either to approve Establishment of Shelter Home in the basement of Parking Plaza or appropriate decision to place the issue before Provincial Government for compensation / payment.

Decision:-

Ex-post facto approval for the establishment of Shelter Home in the basement of Parking Plaza was granted by the Authority.

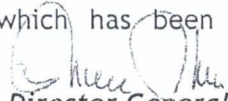
Agenda Item No. 6

COMPUTERIZATION OF ONE WINDOW SERVICES OF RAWALPINDI DEVELOPMENT AUTHORITY

It was briefed by Director General, RDA that Rawalpindi Development Authority started its One Window Operation Centre for the facilitation of general public way back in 1999. Currently, One Window Centre is catering needs of the general public by offering following three services manually:-

- i) Property Transfer
- ii) Approval of Building / Completion Plans
- iii) Change of Land Use

The Department spends huge amount of money and resources to manage traditional / manual way of running one window operations, ranging from office stationary to inter-department communication details (which includes files and correspondence letters). Latest IT based techniques have come under extensive usage in the entire private as well as some public organizations for quicker and better service delivery. However traditional paper based official working mechanism is being followed in Rawalpindi Development Authority (RDA) which has been outdated and computers are only being used for typing


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RDA, Rawalpindi

documents. The official files are in miserable conditions which are growing exponentially, ultimately creating security and management issues.

Now with the changing dynamics and under the umbrella of ease of doing business, it has been decided by the Authority that a state of the art one window operation centre may be established where all the services can be provided through a computerized management information system. PC-I has been prepared with an estimated cost of Rs. 16.000 Million. The proposed system will be a first step towards implementation of Government's vision of paperless environment and ease of doing business for the facilitation of general public. It will also help in revenue generation as quick disposal of applications will bring a positive image of the department. This exercise will be completed by introducing Information, Communication and Technology (ICT) tools for smooth running of one window services.

Decision:-

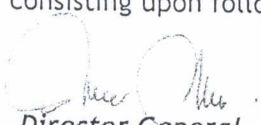
The Authority approved the computerization of One Window Operation Services with an approximate cost of Rs. 16.000 Million in the best public interest.

Agenda Item No. 7

**ESTABLISHMENT OF PUBLIC RELATIONS
(PR) WING AND SUBSEQUENT CREATION OF
POSTS IN PR WING**

It was briefed by Director General RDA that Currently the world is an era where information is the main strategic resource upon which individuals, organizations, and societies rely for their growth and development. The Development Authorities like Lahore Development Authorities (LDA) established PR Directorate/Wing but not in RDA. Therefore, it is need of the hour to establish Public Relations Wing in RDA for smooth running of the official business regarding public relations.

As per budget provisions of the current fiscal year, there is only one post of Public Relations Officer / BS-17 in RDA without any support staff. It is tough for a single person to cope with different Public Relations activities and proposed that current post of Public Relations Officer may be re-designated as Assistant Director Public Relations and Public Relations (PR) Wing of RDA consisting upon following posts may be allowed to be created:-


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Sr. #	Name of the Post	Pay Scale	No. of the post
1	Deputy Director (PR)	18	01
2	Assistant (PR)	16	01
3	Computer Operator	11	01

Decision:-

The agenda was deferred.

Agenda Item No. 8


GRANT OF "RDA SUPPORT ALLOWANCE" TO THE EMPLOYEES OF WATER & SANITATION AGENCY, RDA, RAWALPINDI

The Governing Body, RDA in its 46th Authority meeting held on 25.01.2020 has approved "RDA Support Allowance" to the employees in BS-1 to BS-08 (step wise) at the analogy of LDA. The Lahore Development Authority in its meeting held on 28.10.2019 while considering to adopt Govt. of the Punjab, Finance Department, notification No.FD-SR-I-9-14/2002(P-I) dated 07.05.2019 approved the case of grant of "LDA Support Allowance" to employees of UD Wing, LDA.

Since all the Rules and Regulations of Government of the Punjab are being followed in WASA, RDA like other development authorities such as LDA, FDA, MDA & GDA, the same Utility Allowance namely "RDA Support Allowance" is proposed for the employees of WASA, being agency of RDA, on the following rates revised vide Govt. of the Punjab, Finance Department Notification No. FD.SR-1/9-14/2002(P-I) dated 27th December 2019 effective from 01.02.2020.

Sr. #	BPS	RDA Support Allowance (Per month)	
		Existing	Revised
1.	01 to 08	Rs.3,000/-	Rs.6,000/-
2.	09 to 14	Rs.4,000/-	Rs.8,000/-
3.	15	Rs.5,000/-	Rs.10,000/-
4.	16, Private Secretaries (BS-17) & Superintendent (BS-17)	Rs.7000/-	Rs.14,000/-
5.	BS-17	Rs.15,000/-	Rs.15,000/-
6.	BS-18	Rs.20,000/-	Rs.20,000/-
7.	BS-19	Rs.25,000/-	Rs.25,000/-
8.	BS-20 & above	Rs.30,000/-	Rs.30,000/-

WASA, being agency of an autonomous body which has complete autonomy in its financial matters and has its own sources of revenue generation. The Authority is completely independent in deciding its financial matters including


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grant of special allowances / benefits to its employees. The expenditures so incurred will be borne from WASA own resources and no grant will be claimed from the Government of the Punjab to this extent.

It was further briefed by the Managing Director, WASA that the present Revenue Generation of WASA, RDA is about 45.000 Million and he has given target to the employees of WASA to raise the income generation of WASA upto Rs. 60.000 Million and proposed that the case be approved subject to income generation of WASA upto Rs. 60.000 Million per month.

Decision:-

It was decided by the Authority to get revenue generation of WASA raised first. The agenda was deferred.

FURTHER DECISION TAKEN:-

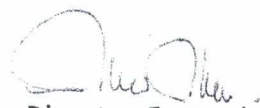
The matter regarding fixation of 2% quota for employees of RDA in the approved Private Housing Schemes of RDA was discussed in length and it was decided by Authority to constitute following committee to make recommendations in this regard and put up before the Authority for approval:-

1.	Major(R) M.Latasub Satti, MPA PP-13	Convener
2.	Muhammad Muqarab Ali, Technical Expert	Member
3.	Director (LU&BC), RDA	Member
4.	Director (LD&EM), RDA	Member
5.	Director (MP&TE), RDA	Member

It was unanimously decided by the Authority that the next Authority Meeting of the Governing Body of RDA will be convened on the 21st of March, 2020.

The meeting was concluded with votes of thanks by the Chair.

The list of participants is attached at **Annex-A.**


Director General
RDA, Rawalpindi


Chairman
RDA, Rawalpindi

LIST OF PARTICIPANTS

<u>Sr.</u>	<u>Name & Designation</u>	
1.	Mr. Tariq M. Murtaza, Chairman, RDA	In-chair
2.	Major (R) M. Latasub Satti MPA, PP-06	
3.	Mrs. Nasreen Tariq MPA, W-301	
4.	Mr. Muhammad Muqarrab Ali Technical Expert	
5.	Ms. Ammara Khan, DG RDA	
6.	Mr. Iftikhar-Ud-Din Naeem, MD WASA	
7.	Mrs. Saima Ghafoor, Rep. P&D	
8.	Zia-ud-din Satti Rep. HUD&PHE Department	
9.	Safeer Hussain, Dy. DAO, Rep. of Finance Department	
10.	Mr. Jahangir Mirza DD(LG), Rep. of Secretary LG&CD	
11.	Kh. Imran Safdar CCO MCR, Rep. of Administrator	
12.	Mr. Khalid Goraya Director (Admn & Finance)	
13.	Mrs. Kinza Murtaza Director (LD&EM)	
14.	Mr. Shuja Ali, Director Arch, RDA	
15.	Mr. Muhammad Tahir Meo, Director (MP&TE), RDA	