



## MINUTES OF MEETING

### Subject

53<sup>rd</sup> MEETING OF THE BOARD OF DIRECTORS OF PUNJAB LAND DEVELOPMENT COMPANY LIMITED

### Venue

PLDC Head Office, Lahore

### Held On

Jun 16, 2017  
10:00am

### Ref. No

PLDC/BOD/CS/\_\_\_\_\_/16 dated Jun \_\_\_\_, 2017

### Participants

1. Mr. Mehmood Qadir Khan, MPA (SMK) Chairman of the BOD
2. Mr. Abdul Rauf Mughal, MPA (ARM) Director
3. Brig. (R) Amjad Ali Jan (AAJ) Director / CEO
4. Mr. Qamar-ul-Islam (QI) Representative Chairman Planning & Development (Director)
5. Mr. Mussarat Jabeen (MJ) Representative Secretary HUD & PHED (Director)
6. Mr. Mudassar Arif (MA) Representative Senior Member Board of Revenue (Director)
7. Mr. Umer Saeed (US) Representative Secretary Finance (Director)
8. Mr. Shafiq Ijaz (SI) Company Secretary (CS)- PLDC

### By Invitation

9. Lt. Col (R) Arif Majeed Butt (AMB) cChief Engineer – PLDC

| Sr. No | Discussion Points  | Decisions/ Implementation/Action By  |
|--------|--|--|
|        | <p>The meeting started with recitation from Holy Verses of Quran by CEO-PLDC. The Chairman welcomed all the participants and thanked them for taking out time from their busy schedules for participation in the meeting convened at short notice. Upon request of CEO-PLDC, Convener declared meeting open to discuss with the agenda items circulated and proposed vide notice of the Board meeting dated Jun 14, 2017 as under:</p> <ol style="list-style-type: none"> <li>1. Progress / Update on following Construction Projects: <ol style="list-style-type: none"> <li>a) Construction of Houses by M/s HRL at Ashiana Quaid.</li> <li>b) Works at Ashiana Sahiwal and Ashiana Faisalabad</li> <li>c) Tendering process of 174 Houses and Boundary Wall</li> </ol> </li> <li>2. Brief on 29<sup>th</sup> Technical Committee Meeting Report.</li> <li>3. Balloting scheduled for left over verified applicants (60 Nos.) on Jun 19, 2017</li> <li>4. Update on Legal case – M/s Lahore Casa Developers</li> <li>5. Overview on following: <ol style="list-style-type: none"> <li>a) Proposed future investments to finance Ashiana Schemes</li> <li>b) Way forward for Ashiana Schemes</li> <li>c) Community Management – Newly raised</li> </ol> </li> <li>6. Update on 15<sup>th</sup> Human Resource Committee Meeting.</li> </ol> |  |
| 1.     | <p><b><u>CONFIRMATION OF MINUTES OF 52<sup>nd</sup> BOARD OF DIRECTORS MEETING.</u></b><br/> At the outset, CEO-PLDC took the members of the Board through the Minutes and decisions of 52<sup>nd</sup> Board Meeting held on Apr 10, 2017 for the information of participants. Further, CEO-PLDC also informed the meeting that minutes of meeting were circulated to all the directors through letter dated Apr 18, 2017. Comments from HUD &amp; PHED were received through letter No. SO(H-I)2-18/09(i) dated May 03, 2017 in</p>  | <p><b>“RESOLVED THAT</b> the minutes of the 52<sup>nd</sup> BOD meeting are hereby confirmed”.</p> |

|                  | <p>which it was stated the review should be replaced with reinstatement. The correction has been made accordingly. It was placed before the Board for confirmation.</p>  |  |                    |           |                    |         |     |     |     |         |     |     |     |       |      |      |     |  |
|------------------|--|--|--------------------|-----------|--------------------|---------|-----|-----|-----|---------|-----|-----|-----|-------|------|------|-----|--|
| <p><b>2.</b></p> | <p><b><u>COMPLIANCE MATRIX ON INSTRUCTIONS BY THE BOARD IN 52<sup>ND</sup> BOD MEETING.</u></b></p> <p>CS-PLDC informed the Board regarding updates of decision of previous Board meeting:</p> <ul style="list-style-type: none"> <li>i) <u>The Board directed PLDC to get 1500 houses (by M/s HRL) uptill Jun 30, 2017.</u> CS-PLDC apprised that till date 95% of the target has been achieved. However, PLDC may get more than 97% houses till Jun 30, 2017.</li> <li>ii) <u>Status of Un-allotted Houses &amp; Plots and PLDC recommendation on their disposal.</u> CS-PLDC informed that the matter of un-allotted Houses &amp; Plots is being discussed today in upcoming agenda.</li> <li>iii) <u>Update on Ashiana Sahiwal &amp; Faisalabad Projects, Inspection Schedule and Release of payments.</u> CS-PLDC stated that the compliance has been made in this regard. However, detailed update is being given by CE-PLDC today.</li> </ul> | <p>The Board acknowledged and endorsed the updates provided by CS-PLDC</p> |                    |           |                    |         |     |     |     |         |     |     |     |       |      |      |     |  |
| <p><b>3.</b></p> | <p><b><u>TO UPDATE PROGRESS OF ASHIANA QUAID LAHORE</u></b></p> <p>CE-PLDC briefed the Board as under:</p> <table border="1" data-bbox="273 1040 1144 1270"> <thead> <tr> <th>Size</th> <th>Planned</th> <th>Completed</th> <th>Under construction</th> </tr> </thead> <tbody> <tr> <td>2 Marla</td> <td>790</td> <td>569</td> <td>221</td> </tr> <tr> <td>3 Marla</td> <td>952</td> <td>852</td> <td>100</td> </tr> <tr> <td>Total</td> <td>1742</td> <td>1421</td> <td>321</td> </tr> </tbody> </table> <p>The Chairman inquired time M/s HRL will require to complete the project. CE responded that keeping in view the current pace of work, the construction of houses is likely to be completed before Dec 31, 2017. The case for EOT upto Dec 31, 2017 has been forwarded to M/s Nespak for evaluation. CEO-PLDC apprised the</p>  | Size   | Planned            | Completed | Under construction | 2 Marla | 790 | 569 | 221 | 3 Marla | 952 | 852 | 100 | Total | 1742 | 1421 | 321 |  |
| Size             | Planned  | Completed  | Under construction |           |                    |         |     |     |     |         |     |     |     |       |      |      |     |  |
| 2 Marla          | 790  | 569  | 221                |           |                    |         |     |     |     |         |     |     |     |       |      |      |     |  |
| 3 Marla          | 952  | 852  | 100                |           |                    |         |     |     |     |         |     |     |     |       |      |      |     |  |
| Total            | 1742   | 1421   | 321                |           |                    |         |     |     |     |         |     |     |     |       |      |      |     |  |

participants that weekly "Progress Review" meeting is scheduled with M/s HRL alongwith detailed site visit by CEO-PLDC. The Board acknowledged the updates presented by CE-PLDC.

Tender of construction of 174 houses and Boundary wall

CE-PLDC briefed the Board that following 07 firms were pre-qualified during the Tender process:

- i) SPS Pvt Ltd
- ii) Choudhary Construction Company
- iii) Construct
- iv) Eastern Construction Engineers & Contracts
- v) Zoraiz Engineers Pvt Ltd
- vi) Progressive International Engineers and Contractor
- vii) Shahid Builders Pvt Ltd

However, only 03 firms submitted Tender documents. The detail is as under:

| Sr. no | Bidders         | Total Bid price (PKR)                    |  |   |                                    |
|--------|-----------------|--|--|---|------------------------------------|
|        |                 | Package-1                                | Package-2                                | Package-3                                 | Package-4                          |
| 1      | M/s SPS Pvt Ltd | N/A                                      | N/A                                      | N/A                                       | 32,072,212/-<br>+37.9%<br>6414/Rft |
| 2      | M/s Construct   | 115,925,934/-<br>+76.9%<br>PAR: 4006/Sft | 147,542,707/-<br>+78.3%<br>PAR: 4044/Sft | 178,272,543/-<br>+78.7.%<br>PAR: 4048/Sft | 35,123,947<br>+51%<br>7024/Rft     |

|   |                                  |                                      |     |     |                                 |
|---|----------------------------------|--------------------------------------|-----|-----|---------------------------------|
| 3 | M/s Choudhary<br>Construction Co | 61,988,390<br>-5.3%<br>PAR: 2142/Sft | N/A | N/A | 23,735,148/-<br>+2%<br>4747/Rft |
|---|----------------------------------|--------------------------------------|-----|-----|---------------------------------|

CE-PLDC informed that the bids of M/s SPS and M/s Construct were declared unsuccessful because of higher rates. M/s Choudhry Construction Company was the only one to win the bid of Package -1 and Boundary Wall. But, unfortunately the owner of M/s Choudhry Construction Company expired soon after the bidding process. Hence the whole process of tendering remained unsuccessful.

CE-PLDC updated the members that the whole Tender process was discussed in Technical Committee meeting, in which it was decided that:

- i) 03 packages of Houses to be converted into 02 packages (*BOQ and Engineer Estimates has been prepared as per new Packages and MRS Rates 2017*)
- ii) Eligibility criteria to be lowered to allow C-4 category firms also
- iii) Re-advertisement of the whole Tender process (*advertisement published on Jun 14, 2017*)

CEO-PLDC informed that to save time, PLDC should go for pre-cast boundary wall instead of brick work. Further, the both the options have been included in the RFP. The Board directed that this matter should be discussed and recommended by Technical Committee.

The Chairman showed serious concern on the performance of Engineering department that more than 18 months have been passed but PLDC is unable to construct houses and a Boundary Wall. CEO-PLDC informed the Board that Sales Tax on Construction Services has been reduced from 16% to 5%. This is regarded as positive step. Chairman, however, directed to process summary to waive-off even 5% to alleviate burden on low-income allottees.

Resolved that recommendations of Technical Committee in its 29<sup>th</sup> meeting are hereby validated by the Board.

|           |   |   |
|-----------|---|---|
| <p>4.</p> | <p><b><u>TO UPDATE PROGRESS OF ASHIANA IQBAL LAHORE</u></b></p> <p>CE-PLDC briefed the Board that the Development Agreement with M/s Sparco Group (Lahore CASA Developers) was terminated on Apr 10, 2017, due to failure of the Developer to achieve Financial Close, in compliance with the decision of 52<sup>nd</sup> Board meeting. Just after the termination, the Developer filed two suits against PLDC, titled as below:</p> <p>i) <u>Shahid Shafiq Vs PLDC</u></p> <p>The case was filed on Apr 11, 2017 for seeking directions for Arbitration. Till date 20 Hearings have been carried out. Last Hearing was on Jun 14, 2017 however next hearing date is Jun 17, 2017.</p> <p>ii) <u>Lahore Casa Developers Vs PLDC</u></p> <p>The case was filed on Apr 20, 2017 for Stay order against termination of the Contract. Till date 16 Hearings have been carried out. Last Hearing was on Jun 15, 2017 however next hearing date is Jun 16, 2017.</p> <p>CEO-PLDC expressed his concern for present state by Legal Advisor and requested to engage competent and experienced lawyer to handle these cases.</p> <p>Chairman discussed that 20 hearings in the lower courts clearly depicts that the Developer is utilizing his all resources to delay the case for long time to create pressure on PLDC for reviewing the termination of the Agreement. Chairman urged that the legal cases should be fought aggressively.</p> <p>Legal Advisor suggested to engage Mr Malik Muhammad Arshad Advocate for legal fee amounting to Rs 01 million (for both cases). Legal Advisor also suggested that total amount of the fee to be paid upfront to which Board agreed.</p> | <p>Resolved that Mr Malik Muhammad Arshad will be engaged immediately for legal fee amounting Rs 01 million (for both cases). Legal Counsel hired will continue uptill Session Court without further increase in legal fee. Other name suggested was dropped for higher bid of legal fee.</p> |
| <p>5.</p> | <p><b><u>TO UPDATE PROGRESS OF ASHIANA SAHIWAL &amp; FAISALABAD</u></b></p>   |   |

CE-PLDC briefed the Board as regarding the status of construction of Mosque, Boundary wall and Main Gate (M/s Arham Builders) as following:

| AHS        | Description of work | Project Cost    | Physical progress |
|------------|---------------------|-----------------|-------------------|
| Sahiwal    | Boundary wall       | Rs.13,598,072/- | 100%              |
|            | Mosque              | Rs.10,937,183/- | 50%               |
| Faisalabad | Boundary wall       | Rs.5,285,026/-  | 98%               |
|            | Mosque              | Rs.11,236,774/- | 52%               |
|            | Main Gate           | Rs.2,842,275/-  | 40%               |

CE-PLDC informed that the contractor has been provided EOT till Nov 30, 2017 by the Technical Committee in its 29<sup>th</sup> meeting held on May 25, 2017. 20% of the total payable amount is being withheld as per the decision of the Board in its 52<sup>nd</sup> meeting. The pictures of the construction sites were presented to the Board members.

CE-PLDC apprised the members that status of allotment of Ashiana Sahiwal and Faisalabad as under:

Ashiana Sahiwal

| Units                           | Allotted | Available | Sale Price (PKR)  | Recommended Re-launch Price (PKR) |
|---------------------------------|----------|-----------|---|-----------------------------------|
| 3 Marla Housing Units (125 Nos) | 108      | 17        | Launch 2011 ; 1,190,000<br>Launch 2012 ; 1,590,000<br>Launch 2013 ; 1,590,000 | 1,800,000                         |

Resolved that recommendations of Technical Committee in its 29<sup>th</sup> meeting held on May 25, 2017 are hereby validated by the Board.

|   |    |   |           |   |
|---|----|---|-----------|---|
| <b>5 Marla Residential Plots (87 Nos)</b> | 87 | - | 1,500,000 | - |
|---|----|---|-----------|---|

Ashiana Faislabad

| <b>Units</b>                               | <b>Allotted</b> | <b>Available</b> | <b>Sale Price (PKR)</b>   | <b>Recommended Re-launch Price (PKR)</b> |
|--|-----------------|------------------|---|--|
| <b>3 Marla Housing Units (106 Nos)</b>     | 79              | 27               | Launch 2011 ; 1,190,000<br>Launch 2012 ; 1,490,000<br>Launch 2013 ; 1,490,000 | 1,700,000                                |
| <b>5 Marla Residential Plots (109 Nos)</b> | 28              | 81               | 1,000,000   | 1,250,000                                |

CE-PLDC informed that since the scheme has been launched three times (2012, 2013 & 2014) hence the low-income group public are no more interested to apply for un-allotted houses. These unallotted houses should be launched for general public. CEO-PLDC reiterated that funds of PLDC are stuck up in these unallotted houses / plots, hence PLDC should dispose of them at earliest possible time.

MJ opined that PLDC is a Government owned company incorporated for facilitating the low-income group, hence, going to general public will be a deviation from the purpose of PLDC. Since the schemes are developed now, therefore these unallotted houses should be offered to low-cost income group for last time. The Board agreed that the unallotted houses and plots should be launched once again in the same pattern



as was followed previously.

**6. BALLOTING SCHEDULE FOR LEFT OVER VERIFIED APPLICANTS**

CE-PLDC updated the participants regarding the pending verifications of the allottees as under:

| <b>Scheme</b>        | <b>Pending Verifications</b> | <b>Houses Available</b> | <b>Balance un-allotted Houses</b> | <b>Verified Applicants</b> |
|----------------------|------------------------------|-------------------------|-----------------------------------|----------------------------|
| Ashiana-e-Quaid(ext) | 49                           | 49                      | 12                                | 37                         |
| Ashiana Sahiwal      | 20                           | 30                      | 17                                | 13                         |
| Ashiana Faisalabad   | 12                           | 36                      | 27                                | 9                          |
| <b>Total</b>         | <b>81</b>                    | <b>115</b>              | <b>56</b>                         | <b>59</b>                  |

CE-PLDC informed that the ballot is scheduled on Jun 19, 2017 under the Ballot & Auction Committee for allotment of house numbers to the verified applicants (59 Nos.)

**7. OVERVIEW ON PROPOSED FUTURE INVESTMENTS (FOREIGN & LOCAL)**

CEO-PLDC apprised the Board that since his joining with PLDC, he has been involved in number of investment plans for PLDC in upcoming future. CEO-PLDC accompanied Chief Minister Punjab and Secretary HUD & PHED on “Road & Belt Forum” from May 14, 2017 to May 19, 2017. During the stay at Beijing, number of Chinese Firms interested in affordable housing were contacted. These firms also attended ISBOP and signed MoU. Thus these initiatives remained quite successful.

Chengdu Xingcheng Investment Group Company Ltd, China

The company was engaged in Sep 2016 for investment in Ashiana Quaid (F-Block), Ashiana Iqbal and Ashiana Sialkot. MoU has been signed. The company has also provided unsolicited proposal for construction of apartments at Ashiana Iqbal, however, due to high construction cost, the proposal has been sent back for review. Further, company officials are arriving on Jun 29, 2017 for a week to share their investment plan with PLDC. If these plans are found feasible & implementable, then these shall be taken up in Board for approval.

Al-Bayrak, Turkey

The company was engaged in Dec 2016 for construction of apartments at Ashiana Quaid (F-Block) against the land of BRRC (220 kanal land available on Canal Road). This project was initiated through Chief Minister Office, while The Urban Unit is the executing company. However, PLDC is engaged as facilitator. Till date, negotiations are in progress.

China Railway 5 Group and China Rainbow

Both these companies were engaged in May 2017 for investment in Ashiana Quaid (F-Block). China Railway 5 Group has signed MoU with PLDC is willing to provide unsolicited proposal. While negotiation with China Rainbow is at preliminary stage.

Dorce, Turkey

Suggestions to constructed prefabricated houses at mass scale came up during ISBOP, where representative of Dorce met Chief Minister Punjab. However, proposal was technically evaluated by PLDC and Chief Minister Punjab was informed that said proposal is technically not feasible on account of harsh summer of the province while in these types of construction, conditioned environments are considered mandatory. However, Dorce has been requested to send technical team instead of marketing representative to further probe into the proposal.

CEO-PLDC informed that all development in this regard are at initial stage. However, in case there is any significant progress, the Board will be informed for endorsement and approval. The Board appreciated efforts of CEO-PLDC.

### **OVERVIEW ON FINANCING**

CEO-PLDC informed the participants that currently PLDC is working on following four types of Financing arrangements for upcoming projects:

#### Government Loan / Seed Money

The Government is requested to provide loan on low interest rates with relaxed installment plan

#### House Building Finance Company Limited (HBFCL)

HBFCL is a company specifically formed for provision of house finance to general public. CEO-PLDC and CFO-PLDC had met Managing Director and other top officials of HBFCL on Jun 09, 2017 for the following matters:

- i) Provision of house finance facility to allottees of PLDC (currently BOP is giving house finance to allottees)
- ii) Provision of Bridge Financing / Running Finance to PLDC for upcoming projects

HBFCL was agreed for the first one, however, in case of second one, they informed that the matter has to be discussed at Board level.

#### State Bank of Pakistan (SBP)

Infrastructure, Housing & SME department of SBP facilitates the companies for providing housing loans. In this regard, SBP has been approached by PLDC on Jun 14, 2017.

#### Local Banks

The other Government owned organizations (i.e FWO, NLC etc.) obtain loan from the local banks against the Government Guarantees at around Kibor + 1%. PLDC may approach the banks for seeking loan facility.

PLDC Running Funds

PLDC may request the Government for the deferment of loan instalments so that the same may be invested in small scheme.

**WAY FORWARD FOR FUTURE ASHIANA SCHEMES**

CEO-PLDC apprised the Board that currently 06 schemes are under consideration. Brief details are as under:

| Sr. | Site                    | Land (kanal) | Houses / Apart. | Status           | Financing          |
|-----|-------------------------|--------------|-----------------|------------------|--------------------|
| 1   | Ashiana Quaid (F-block) | 128          | 1300            | Available        | HBFCL              |
| 2   | Kasur                   | 230          | 258             | Available        | PLDC               |
| 3   | Ashiana Iqbal           | 3078         | 6500            | Litigation       | Foreign investment |
| 4   | Chiniot                 | 212          | 282             | Auqaf Dep.       | Govt. Loan         |
| 5   | Sialkot                 | 1664         | 3256            | PHATA            | Foreign investment |
| 6   | Sargodha                | 1055         | -               | Condition survey | PLDC               |

Estimated timelines were also presented to the Board. The Board acknowledged the efforts and directed that schemes at Lahore should be given top priority.

**8. UPDATE ON 15<sup>TH</sup> HUMAN RESOURCE COMMITTEE MEETING.**

CEO-PLDC updated the Board regarding the decisions made in 15<sup>th</sup> HRC meeting as under:

Revision of Organogram

CEO-PLDC informed the Board that changes proposed by PLDC are recommended by HRC (i.e inclusion of Chief Contract Administrator, Chief Internal Auditor and Manager Legal Affairs) in organogram for final approval from the Board. The Board after detailed consideration approved the (above-mentioned) 03 positions and permitted CEO-PLDC to initiate hiring process. However, the revised organogram will be shown in next meeting, once all the changes are highlighted in existing organogram are made.

Recruitment of Manager level (and above) through hiring of Third Party HR Consultant

CEO-PLDC briefed that as per instructions of Chief Minister Punjab, PLDC will also hire Manager (and above level) positions through Third Party Consultant. The process of hiring of Consultant has been initiated. The Board directed that Consultant should be engaged for the whole process i.e drafting and publishing of advertisement, acceptance and compilation of applications, shortlisting through psychometric test and panel interviews.

Extension of Service Contracts of PLDC employees except Assistant Manager (Recovery)

CEO-PLDC informed that service contracts of PLDC employees (except Mr Jawad Akhtar – Assistant Manager Recovery) expiring on Dec 31, 2016 has been extended till Dec 31, 2017. Service Contract of Mr Jawad Akhtar has not been renewed on account of weak demonstrated performance, habitual absence, insubordination etc. Brief of the same was put up to Board members. The Board was also apprised of recommendation of extension of Assistant Manager (and below) to be handled by CEO-PLDC henceforth.

Raise in Salaries of Lower staff

Upon recommendation of CEO-PLDC, HRC directed to increase salaries of lower staff in comparison with other companies / public departments. The comparison was presented to the Board. The Board after due consideration approved increased salary (as one time only) with effect from Jun 2017 as under:

Resolved that recommendations of Human Resource Committee in its 15<sup>th</sup> meeting held on Jun 06, 2017 are hereby validated by the Board.

|    |   |  |
|----|---|--|
|    | <p>Drivers Rs 19,000 per month</p> <p>Naib Qasid / Sweeper/ Cook/ Security guard Rs 17,000 per month</p> <p><u>Approval of Gratuity Policy</u></p> <p>CEO-PLDC informed that the HRC recommended for the approval of Gratuity policy. The Board approved the Policy and directed that this will be applied prospectively i.e with effect from Jun 16, 2017.</p> <p><u>Recruitment of Manager Finance on contingent basis</u></p> <p>CEO-PLDC informed that CFO-PLDC is resigning from the company due to his personal reasons. Besides CFO in Finance Department, only one daily wager Accounts Assistant is held, thus, if CFO leaves may create financial mismanagement. The HRC authorized CEO-PLDC to hire Manager Finance &amp; Accounts at earliest possible for smooth transition. CEO-PLDC stated that interviews were conducted on Jun 14, 2017 in which following two candidates were shortlisted:</p> <ul style="list-style-type: none"> <li>i) Mr Ali Waqas</li> <li>ii) Mr Muhammad Ahmed Saeed</li> </ul> <p>Both of them agreed at the package of Rs 150,000 per month. Offer letter to the first one will be issued after the Board approval. In case, he declines to accept the offer, the second one will be approached. The Board approved the hiring of Manager Finance &amp; Accounts.</p> <p><u>Offer Letter of new CEO-PLDC</u></p> <p>Draft Offer Letter of new CEO-PLDC was presented to the Board The Board approved the offer letter directed to include other benefits like company maintained car, fuel and telephone allowance in the offer letter. Secretary HUD &amp; PHED is requested to sign formal offer letter as per practice in vogue.</p> |  |
| 9. | <p><b><u>OVERVIEW ON COMMUNITY MANAGEMENT.</u></b></p> <p>CEO-PLDC informed the Board that currently no proper staff is working in PLDC Community Management. To supervise and support the Community, it is necessary to hire following staff:</p>  |  |

| Sr. | Staff                                      | Tasks  |
|-----|--|--|
| 1   | Officer Incharge                           | Overall supervision of Community and staff   |
| 2   | Admin Supervisor                           | Horticulture, Janitorial, Street Lights, Water & Disposal station, Maintenance of Parks, Mosque, Graveyard |
| 3   | Security Supervsior                        | Security of Colony, Mazar Activities, Traffic Regulations, Reporting on undesirable activities             |
| 4   | Community support cell Officer             | Complaint office, Guidance on sale / purchase of Houses, Guidance on Tenancy                               |
| 5   | Recovery Supervisor                        | Market management, Service charges collection, Tenancy agreement registration, Resident's Data Bank        |
| 6   | Utility metering & Billing section Officer | Utility Bills, Complaints on Bills   |

Further, CEO-PLDC briefed the members regarding some of the improvement works that has been undertaken since his joining with PLDC:

- Community Management Organized & Officer Placed
- Review of Security, Horticulture and Janitorial Staff and additional hiring done.
- General Repair/ Maintenance of Filtration Plant, Sewerage Pump , Mosque, Street Lights is done.
- Enrollment of Imam & Khadim for Mosque is done.
- Sui Gas of overall scheme (MD-SNGPL has been approached)
- Electrification D & E Block in progress.
- Garbage Contract (Agreement with LWMC is being made)
- Issue of Allotment Letter – Legal Opinion has been sought

|  |  |  |
|--|--|--|
|  | <ul style="list-style-type: none"> <li>• Mosque Security, Model Dispensary functionality.</li> <li>• Anti-Encroachment Measures.</li> <li>• Issue of Circular for Residents (Dos &amp; Don'ts)</li> </ul> <p>The Board appreciated the updates presented by CEO-PLDC. Further the Board approved the Community Management staff hiring by PLDC (being supervisor level staff).</p> |  |
| <p>The meeting ended with a vote of thanks to the Chair at 1300 hrs.</p> |  |  |

**(MEHMOOD QADIR KHAN)**  
**CHAIRMAN OF THE MEETING**  
**BOARD OF DIRECTORS - PLDC**