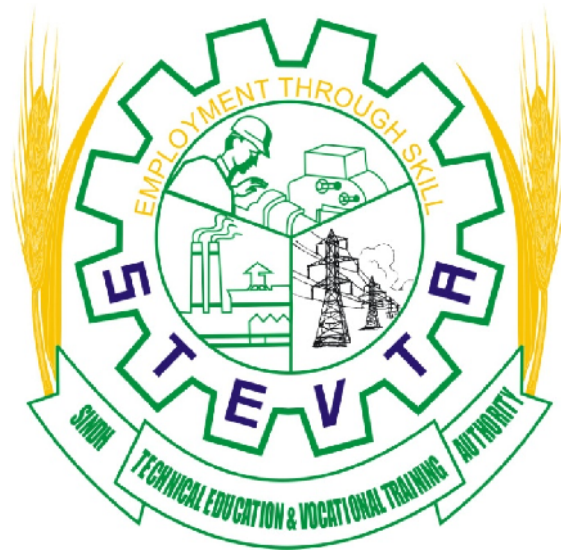


Sindh Technical Education & Vocational Training Authority (STEVTA)

WORKING PAPER

9TH MEETING OF STEVTA BOARD



23rd February, 2012 at 2:30 pm



Sindh Technical Education & Vocational Training Authority (STEVTA)

ST-19, Block 6, Gulshan-e-Iqbal, near NIPA, Karachi.

Phone No. 99244112-7 Fax No. 99244118

Website: <http://www.stevta.gos.pk>



Agenda for 9th Meeting of STEVTA Board

Item No.	Description of Agenda Items
1	Opening, Introduction and Progress Review
1.1	Welcome remarks by Chairman / Minister, STEVTA
1.2	Introduction of Board Members
1.3	Review & Approval of Minutes of 8 th Meeting
2	Progress Report
2.1	Sindh Skill Development Project (SSDP) – World Bank Funded
2.2	Economic Empowerment of Vulnerable Groups through Education & Training – ILO Funded
2.3	TEVT Sector Reform Support Project – EU Funded
2.4	Admissions 2011-12
2.5	Internal Audit Committee Report
2.6	Development Works Committee Report
2.7	External Chartered Accountant Firm Initial Report
2.8	Audit Report 2009-10 & 2010-11 – DG Audit Sindh
2.9	Departmental Accounts Committee (DAC) Meeting 2008-09
2.10	PPP – Overall Project Status
2.11	PPP – MOU with Iqra University for Vocational Training
3	Approvals
3.1	STEVTA (Draft) Service Rules and Regulations
3.2	Revision of Organogram
3.3	Group and Health Insurance
3.4	Schedule of Quarterly Board Meetings (2012)
3.5	Continuance of services of Contingent / Contractual Employees on Perpetual Basis
3.6	Deceased Quota Appointments

1. Opening / Introduction

1.1 Welcome remarks by Chairman, STEVTA:

1.2 Introduction of Board Members:

The STEVTA Board members are requested to introduce themselves.

1.3 Review & Approval of Minutes of 8th Meeting:

The 8th Meeting of STEVTA Board was held on 2nd July, 2011 at 3 pm in the Conference Room of Sindh Technical Education & Vocational Training Authority (STEVTA), Karachi.

Following attended the Meeting:

S. No.	Name	Designation
1	Mr. Abdul Salam Thahim	Chairman / Minister, STEVTA
2	Prof. M. Saeed Siddiqui	Chairman, SBTE, Karachi
3	Mr. Tahir Jawed	VP HR & PA, Engro Chemicals
4	Mrs. Talat Waseem	Director NAVTEC
5	Mrs. Aftab Inayat	Additional Secretary (Education Department)
6	Mr. Aurangzeb Aziz	Additional Secretary (I.T. Department)
7	Dr. Iqbal Saeed Khan	Additional Secretary (Social Welfare Dept.)
8	Mr. Ayaz Memon	Deputy Secretary (Admin) CM Secretariat
9	Mr. Abdul Wahid Uqaily	Managing Director / Secretary STEVTA Board

Following decisions were taken:

S. No.	Agenda Items	Decision
01	3. Confirmation of Minutes of 7 th Board Meeting	Minutes of 7 th STEVTA Board meeting were reviewed and confirmed.
02	3.1: Review & Approval of Expenditures for FY 2010-11 (upto 31-05-11) and Re-appropriation Budget 2010-11	The proposed re-appropriations in the Budget 2010-11 were approved.
03	3.2: Review & Approval of Budget Estimates 2011-12	The Board approved budget estimates for the financial year 2011-12.
04	3.3: Presentation - PPP Proposal for Pakistan Chemical & Energy Sector Skill Development Company (PCESSDC) for Technical Training Institute at Daharki	The Board appreciated and approved the project.

The Board members are requested to confirm the minutes c

2. Progress Report

S. No.	Activity	Status
2.1	<p>Sindh Skill Development Project (SSDP) – World Bank Funded</p> <p>The World Bank funded Sindh Skill Development Project has been approved by PDWP, CDWP, ECNEC and World Bank Board of Directors at the cost of Rs.2155.23 Million including 20% counter funding by the Government of Sindh. The Financing Agreement has been signed on October 21, 2011.</p> <p>The project comprises 03 components:</p> <p>Component-I: Strengthening of Short-Term Skill Development Training Programs under Benazir Bhutto Shaheed Youth Development Program (BBSYDP).</p> <p>Component-II: Upgrading selected training programs in STEVTA institutions</p> <p>Component-III: Capacity building of STEVTA for implementing the SSDP.</p> <p>The project would support STEVTA in establishing 70 market driven institutional training programs and to institutionalize governance reforms in the TEVT Institutions to improve quality of training and capacity building of STEVTA, Trade Testing Board (TTB), Sindh Board of Technical Education (SBTE) and Training Institutions.</p> <ul style="list-style-type: none"> • 256 market driven institutional training proposals have been developed by institutions and are under Evaluation process by the committee comprising Employers / Industrialists / KCCI / Academia. Scrutiny Target date is 29th February, 2012. • Rs.50.0 Million has been released by Finance Department for counterpart funding for STEVTA Component-II. The Interim Unaudited Financial Reports (IUFs) for the 2nd quarter Budget 2011-12 (21st October to 31st December, 2011) / Withdrawal Application for release of 1st trench by World Bank is under process. 	In Progress
2.2	<p>Economic Empowerment of Vulnerable Groups through Education & Training – ILO Funded</p> <p>Activities completed:</p> <ul style="list-style-type: none"> • Know About Business (KAB) Training of Master Trainers held at Karachi • Training of Vocational Training Institute Managers for 25 Principals held at Lahore 	In Progress

	<ul style="list-style-type: none"> • 08 STEVTA Senior Management officials visited Thailand, Singapore and Malaysia to observe best practices for replication in Pakistan • Logistic Support in terms of one jeep received by STEVTA subject to transfer after payment of applicable custom duties (02 more vehicles are expected shortly) 																			
2.3	TEVT Sector Reform Support Project – EU Funded																			
	<p>GIZ (German Cooperation) is an international cooperation enterprise for sustainable development with Worldwide operations. GIZ is implementing European Union funded TEVT Sector Reform Support Project at the total cost of 42.5 Million Euros. The project is co-funded by the Government of Germany, Netherlands and the European Union.</p> <p>The project aims at improving access, equity and employability through its following 03 components:</p> <ol style="list-style-type: none"> TEVT Governance NVQF and Human Resource Development Innovative Training Delivery and Labour Market Information & Services <p>Implementing Agencies: NAVTTTC and Provincial TEVTAs (Punjab, Sindh, Balochistan, Khyber Pakhtunkhwa, AJK and responsible bodies for TEVT in FATA and Gilgit Baltistan).</p> <p>Current Activities in Progress:</p> <ul style="list-style-type: none"> • Training of Master Trainers through Staff Training facilities (ToT) • Provincial Strategy for implementation of National Skills Strategy • Training of Director (Technical Education) at ILO-ITC, Turin, Italy • Steering Committee Meeting • Submission of proposal for establishment of Automotive Training-cum-Service Unit at GPI, Makli under Fund for Innovative Training (FIT) Component-III 	In progress																		
2.4	Admissions Statistics – Session 2011-12																			
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2.5	<p>Internal Audit Committee Report</p> <p>The 1st meeting of the Internal Audit Committee was held under the chairmanship of Mr. Tahir Jawed on 19th November, 2011. The following TORs of the committee were approved:</p> <ul style="list-style-type: none"> (i) To develop mechanism for effective checks and control through the Internal Audit Division. (ii) To develop and approve plans for organizational internal audit. (iii) To review the report / recommendations of the Internal Audit Division. (iv) To present the progress report of the Internal Audit Division before the Sindh TEVTA Board. (v) Any other task / assignment deemed necessary by the Chairman of the committee. (vi) The committee will meet quarterly. 03 members including Chairman shall constitute the quorum for the meeting <p>The minutes of the meeting are annexed. In addition to above, the Internal Audit Committee also approved STEVTA Charter of Internal Audit Committee, Organogram of Audit Division and appointment / placement of Head of Internal Audit Division (Annex-I).</p> <p>STEVTA Board is requested to approve the recommendations of Internal Audit Committee.</p>	
2.6	<p>Development Works Committee Report</p> <p>The 1st meeting of the Development Works Committee was held under the chairmanship of Mr. Tahir Jawed on 24th January, 2012. The following TORs of the committee were approved:</p> <ul style="list-style-type: none"> i) Approve new / renovation works above Rs.5.00 Million (out of STEVTA single line grant) ii) Approve development schemes for inclusion in Annual Development Plan iii) Any other issue concerning works and services <p>The 26 number of projects amounting to Rs.188.25 Million were approved by the committee for execution. The minutes of the meeting containing the details of the approved projects are annexed (Annex-II).</p>	
2.7	<p>External Chartered Accountant Firm Initial Report</p> <p>The detailed audit for the years 2008-09, 2009-10 and 2010-11 of the STEVTA Fund has been completed by M/s Tariq Abdul Ghani External Chartered Accountant Firm. The draft accounts submitted by the firm are currently under discussion for subsequent consolidation. The detailed report will be presented in the next Board meeting.</p>	
2.8	<p>Audit Report 2009-10 & 2010-11 – DG Audit Sindh</p> <p>The Director General Audit, Sindh also conducted the audit</p>	

	of STEVTA accounts. 15 audit observations have been received (Annex-III). The audit observations will be discussed in the next DAC meeting for settlement.													
2.9	Departmental Accounts Committee (DAC) Meeting 2008-09													
	During the course of audit of STEVTA accounts (2008-09), the Audit Party appointed by DG Audit, Sindh, developed 17 audit observations. Out of these, 02 observations were converted into draft paras for consideration in DAC meeting. The minutes are annexed (Annex-IV).													
2.10	<p>PPP – Overall Project Status</p> <p>The status of projects under Public Private Partnership approved by STEVTA Board is as under:</p> <table border="1"> <thead> <tr> <th>PPP Project</th> <th>Approved Cost</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>Hunar Foundation (VTI Korangi)</td> <td>80.00</td> <td>MoU signed</td> </tr> <tr> <td>Pakistan Chemical & Energy Sector Skill Development Company-PCESDC (TTC Dharki)</td> <td>25.00</td> <td>MoU signed</td> </tr> <tr> <td>PPP Phase II Projects</td> <td>149.36</td> <td>EOI invited. Evaluation under process</td> </tr> </tbody> </table>	PPP Project	Approved Cost	Status	Hunar Foundation (VTI Korangi)	80.00	MoU signed	Pakistan Chemical & Energy Sector Skill Development Company-PCESDC (TTC Dharki)	25.00	MoU signed	PPP Phase II Projects	149.36	EOI invited. Evaluation under process	
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3. Approvals

3.1 STEVTA (Draft) Service Rules and Regulations:

In light of the provision of Section 14 of STEVTA Act, the posts in the Authority are required to be filled as may be prescribed by rules. In this regard, the Draft Services Rules have been prepared and forwarded to Law Department for vetting and approval by the Government in accordance with the Section 22 of the Act (**Annex-V**).

Recommendation:

The Board is requested to accord ex-post-facto approval.

3.2 Revision of Organogram:

The Board approved organogram of the Authority (**Annex-VI**) containing 125 positions. The functions of existing Directorates i.e. Technical Education and Vocational Training Wings are overlapping and their job descriptions are confined to oversee matters relating to their respective Directorates. Now, after the effective establishment of the Authority, it is deemed expedient that instead of operating in isolation, the job description and scope of work of these directorates is re-defined to do away with overlapping functions.

It is therefore, proposed to re-assign the role of these directorates as under:

Existing Directorate and Its Scope of Work	Re-assigned Directorate and its Scope of Work
<p>Director (Technical Education) (Previously administered by Education Department)</p> <p>Oversee day to day affairs of Institutions under Technical Education Wing (GCTs, GPIs, GMIs, GIBCEs, GVS) as under:</p> <ul style="list-style-type: none">▪ Administration▪ Academic & Training▪ Monitoring & Evaluation▪ Financial Management▪ Audit & Reconciliation▪ HR Management▪ Planning & Development▪ Implementation and Execution of various programs / projects / initiatives	<p>Director (Admin)</p> <p>Oversee day to day administrative matters of STEVTA Headquarters and employees of all TEVT institutions and offices (Technical Education and Vocational Training Wing) including:</p> <ul style="list-style-type: none">▪ General Administration▪ Appointments, Transfer & Postings▪ Seniority & Promotions▪ Performance Appraisal▪ Terminal Benefits▪ Legal and Estate Affairs▪ Any other assignment (assigned by the Authority)

<p>Director (Vocational Training) (Previously administered by Labour Department)</p> <p>Oversee day to day affairs of Institutions under Vocational Training Wing (VTIs and VTCs) as under:</p> <ul style="list-style-type: none"> ▪ Administration ▪ Academic & Training ▪ Monitoring & Evaluation ▪ Financial Management ▪ Audit & Reconciliation ▪ HR Management ▪ Planning & Development ▪ Implementation and Execution of various programs / projects / initiatives 	<p>Director (Operations)</p> <p>Implementation and execution of training related matters, projects, programs and initiatives of all TEVT institutions (Technical Education and Vocational Training Wing) including:</p> <ul style="list-style-type: none"> ▪ Operational Matters, Projects, Programs & Initiatives ▪ Monitoring and Evaluation ▪ Quality and Research ▪ Public Private Partnership ▪ Capacity Building Programs ▪ Any other assignment (assigned by the Authority)
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Admin (Strength: 27)	Operations (Strength: 31)
Director	Director
Additional Directors (02) Services, General	Additional Directors (02) Operations, Research
Deputy Directors (04) General, Tech, Voc, TEVTA	Deputy Directors (06) Operations, Projects / Programs, PPP, M&E, Q&R, HRD
Assistant Directors (05) General, Legal, Tech, Voc, TEVTA	Assistant Directors (07) Operations, Projects / Programs, PPP, M&E, Q&R, HRD
Deputy Assistant Directors (07) General, Legal, Transport, Advertisement, Tech, Voc, TEVTA	Deputy Assistant Directors (07) Operations, Projects / Programs, PPP, M&E, Q&R, HRD
Assistants DP (08)	Assistants DP (08)

Recommendation:

The Board is requested to approve the proposal.

3.3 Group and Health Insurance:

a) Group Insurance

In view of existing policy admissible to Government servants (civil/public), the STEVTA intends to introduce Group Insurance to STEVTA employees. The group insurance will be subscribed as under:

Scale	Contribution	
	Employees	STEVTA
BS-1 to BS-10	50%	50%
BS-11 and above	100%	0%

The Board is requested to approve the above proposal as per existing Government Policy.

b) Health Insurance

The STEVTA Board in its 5th meeting held on 28th June, 2010 approved Health Insurance facility and directed that presentation about detailed work plan may be made in its next meeting. The matter was reproduced in 8th meeting and the Board has approved health insurance subject to fulfillment of codal formalities.

In view of directions, the salient features of Health Insurance facility have been developed for perusal of Board. The services will be procured in accordance with the SPPRA Rules.

Recommendation:

The Board is requested to approve the proposal.

3.4 Schedule of Quarterly Board Meetings (2012):

According to the STEVTA Act, 2009, it is mandatory to hold at least 04 meetings in a year. In order to comply with the provision of the Act, it is proposed that a tentative schedule of meetings may be approved as under:

1st Meeting	2nd Meeting	3rd Meeting	4th Meeting
Last Saturday of March	Last Saturday of June	Last Saturday of September	Last Saturday of December

Note: Because of convening of 1st meeting of the year today, it is proposed that onward meetings may now be held as per above schedule.

Recommendation:

The Board is requested to approve the proposal.

3.5 Perpetual Employment:

With the establishment of STEVTA, the authority appointed officials on contingent / temporary basis keeping in view acute shortage of staff for functionalization of the Authority against various positions reflected in the approved STEVTA organogram.

A committee was constituted to scrutinize / evaluate the performance of these officials. The committee has recommended to retain the services of these officials on perpetual basis in STEVTA employment structure.

Recommendation:

The Board is requested to approve the recommendations of the committee for conversion of these officials into STEVTA employment structure.

3.6 Deceased Quota Appointments:

Under Section 15 of STEVTA Act 2009, the existing employees transferred to the Authority have been given the status of civil servants. Therefore, in case of their death, one of their legal heirs shall be eligible for appointment under the deceased quota.

In the light of policy notified by the Government of Sindh to consider the appointments (BS-2 to BS-15) against deceased quota, the cut-off date is 17th July, 2007 (expired after this date) (**Annex-VII**). The Selection Committee after scrutiny / evaluation of documents of eligible candidates followed by interview has recommended 31 candidates for appointment from BS-2 to BS-15 (**Annex-VIII**).

Recommendation:

The Board is requested to approve the appointments against deceased quota.