



**Sindh Technical Education &  
Vocational Training Authority (STEVTA)  
Government of Sindh**



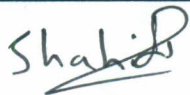
**MINUTES OF 17<sup>TH</sup> MEETING OF STEVTA BOARD  
Held on 12<sup>TH</sup> MAY, 2017**


The 17th Meeting of STEVTA Board of Governors was held on 12<sup>th</sup> May, 2016 at 11.00 a.m. in the Conference Room of STEVTA Headquarters, Karachi under the chairmanship of Special Assistant to Chief Minister Sindh / Chairman STEVTA. Following attended the meeting:


Sr #	Name	Designation
1.	Engr. Shahid Abdul Salam Thahim	Chairman STEVTA – In Chair
2.	Mr. Faraz Dero	MPA Sindh
3.	Mr. Sohail Wajahat Siddiqui	Prominent Industrialist
4.	Mr. Majyd Aziz	President, Employers Federation of Pakistan
5.	Mr. Naveed Ahmed Shaikh	Secretary (Universities & Boards) / Administrative Secretary, STEVTA
6.	Mr. Abdul Raheem Shaikh	Secretary, Information, Science & Tech: Deptt
7.	Dr. Abdul Sami Qureshi	Rep: of Mehran University of Engg: & Tech:
8.	Dr. Aijaz Alam Khan	Dy: Secretary (B&E-II) Finance Deptt:
9.	Mr. Qazi Arif Ali	Director, Sindh Board of Tech: Education
10.	Mr. Abdul Jabbar Shaikh	Section Officer (Dev), Social Welfare Deptt:
11.	Mr. Muzafar Ali Bhutto	Managing Director, STEVTA


2. The meeting started with the recitation from the Holy Quran. The Chairman STEVTA, in his opening remarks welcomed the participants of reconstituted Board and thanked them to spare time for the meeting from their busy schedule.


3. The Managing Director STEVTA informed the forum that the minutes of 16<sup>th</sup> meeting held on 10<sup>th</sup> February 2017, were circulated; since no observations / non-conformities to the reported decisions were received; therefore he requested the BoG to confirm the minutes. The BoG confirmed the minutes of 16<sup>th</sup> STEVTA Board meeting. Mr. Sohail Wajahat suggested that the progress on the decisions of last meeting should also be presented in next meeting for the information of BoG. Chairman seconded his suggestion. The Managing Director responding to the Chairman directives said that in future, progress report on the decisions taken shall be presented before BoG.


  
 Shahid

  
 Aijaz Alam Khan

  
 Majyd Aziz

  
 Faraz Dero

  
 Naveed Ahmed Shaikh

  
 Abdul Raheem Shaikh





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5. Following decisions were made:

Agenda Items	Discussion / Observations	Decision
2. Formation of Trust for Provident Fund & Pension Fund and approval of draft Rules.	<p>The Managing Director apprised that a Committee comprising of Director (A&amp;T), Director (MIS), Director (Finance) STEVTA, Mr.Faisal CEO Sindh Insurance and Mr.Shahnawaz Nadir Shah, Chief Investment Specialist, Finance Deptt: was constituted to establish Pension &amp; Provident Funds for the employees of STEVTA. The Committee hired the services of a consultant firm; who has drafted rules for the Pension and the Provident Fund. The rules have been framed under section-22(f) of the STEVTA Act. Once the rules are in principle approved by BoG, the same shall be sent to Law Department for vetting thereof.</p> <p>The MD further apprised that a Trust shall also be established in this regard, which may comprise of three to five numbers of Trustees.</p> <p>Mr. Majyd Aziz suggested following Trustees as members for the STEVTA Provident &amp; Pension Fund Trust:</p> <ol style="list-style-type: none"> <li>1) Director Finance STEVTA.</li> <li>2) Rep: of Korangi Assoc: of Trade &amp; Industry.</li> <li>3) Rep: of Secretary Labour.</li> <li>4) Rep: of Secretary Finance.</li> <li>5) Rep: of STEVTA Employees Union.</li> </ol> <p>Mr. Navid Ahmed Shaikh suggested that the funds of the Trust must be audited as per requirement of STEVTA Act. Mr. Sohail Wajahat desired that all STEVTA audit reports on audit of accounts may also be presented before the BoG.</p>	<p>Board in principle approved the draft Provident Fund Rules and Pension Fund Rules and directed to forward the same to Law Department for vetting.</p> <p>Board approved STEVTA Provident &amp; Pension Fund Trust with 05 trustees as proposed by Mr. Majyd Aziz.</p> <p>Further, the Board decided that the STEVTA Accounts must be get audited through an external Chartered Accounting Firm; as envisaged in STEVTA Act and the Director Finance should give a presentation to BoG on the audited reports.</p>
3. Formation of Departmental Promotion Committees for STEVTA Employees.	<p>The M.D apprised that as per Rule 6 of Part-II of the STEVTA (APT Rules) 2012, there shall be one or more Promotion committees and Selection Committees, which have not yet been framed. Accordingly, the same have been proposed in working paper for approval of BoG.</p> <p>Mr. Sohail Wajahat proposed to constitute an H.R. Committee in STEVTA and all such matters relating to staff induction, promotion, SNEs or upgradation etc. may be routed through H.R. Committee to BoG.</p>	<p>The Board constituted H.R. Committee with following members:</p> <ol style="list-style-type: none"> <li>1) Mr. Majyd Aziz</li> <li>2) Mr. Tahir Jawed.</li> <li>3) M.D (STEVTA)</li> <li>4) Rep: Secretary Labour</li> <li>5) Director (Admn.)</li> </ol> <p>To review the matters relating to staff induction, promotion, SNEs or upgradation etc. and</p>





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Agenda Items	Discussion / Observations	Decision
	<p>The Board seconded his opinion and following constitution of H.R. Committee was proposed:</p> <ol style="list-style-type: none"> <li>1) Mr. Majyd Aziz                      Convener</li> <li>2) Mr. Tahir Jawed                    Member</li> <li>3) M.D (STEVTa)                        Member</li> <li>4) Rep: of Secretary Labour        Member</li> <li>5) Director (Admn.)                    Member/Secretary</li> </ol>	<p>develop recommendation for the BoG.</p> <p>The Board approved the proposed Promotion Committees for STEVTa employees.</p>
<p><u>4. CREATION OF SNE/SHIFTING OF POSTS/UPGRADATION</u></p> <p>4.1 Restoration of nomenclature of Head Clerk/ Assistant/ Stenographer and Superintendents (Civil Servants) and retitling of posts of Assistant DP (BPS-14) &amp; Deputy Assistant Director BPS-16</p>	<p>The M.D apprised that the Govt. of Sindh has recently upgraded various posts; viz. Junior Clerk, Senior Clerks, Assistants, Stenographers, Superintendents etc. But, the benefit of upgradation is not being availed by STEVTa employees due to different nomenclatures other than government. The nomenclature of posts of Civil Servants was changed by STEVTa during inception period. Therefore, to extend monetary benefit due to upgradation, the restoration of original nomenclature is imperative.</p> <p>Mr. Sohail Wajahat suggested that the matter may first be referred to H.R. Committee to look into and to submit a report in this regard.</p>	<p>Board decided that the matter first be referred to H.R. Committee to develop its recommendation and to bring before BoG for decision.</p>
<p>4.2 Restoration of 81 posts deleted during the fiscal year 2013-14.</p>	<p>The M.D. informed that after establishment of STEVTa in 2009, under rationalization exercise, 265 posts were deleted from the budget book during the fiscal year 2013-2014. In order to get the funds transferred, only the posts meant for initial recruitment were required to be deleted but due to typographical/human error, 81 posts; which were already filled-in, were deleted. Hence, the salaries of such employees stopped. Accordingly, they were adjusted against other vacant posts to draw the salary. But, for their pensionary/retirement benefits, the said 81 deleted posts are required to be restored.</p> <p>Mr. Aijaz Alam Khan suggested that the posts; from where the 81 employees are drawing salaries; be redesignated according to actual designations of the effected employees and a summary be moved to Finance Department for necessary changes of redesignated posts in Budget Book.</p>	<p>The Board did not approve to restore the 81 posts deleted during the fiscal year 2013-14, however, Board decided on humanitarian grounds to re-designate the posts which are currently occupied by the 81 officials according to their actual designations; from where employees are drawing salaries. In this respect a request may be sent to Secretary Finance for such re-designation.</p> <p>(For transparency)</p>





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Agenda Items	Discussion / Observations	Decision
4.3 Transfer of Budget of vacant posts of initial recruitment reflected in Budget book 2016-17 (scheme 24, 26 and 28 of Budget 2017-18)	<p>The M.D. apprised the Board that after formation of STEVTA there shall be no induction of government employees (civil servants) paid through AG Sindh. Future employment in STEVTA is made as public servants (employees of STEVTA) paid through STEVTA by itself. At present more than 60% posts are required to be created at different institutions/offices for future recruitment. It is estimated that 1,131 posts meant for initial recruitment in civil servant mode are lying vacant. Therefore it is required that budget provision allocated for these vacant posts may be got transferred to STEVTA to create these positions and make appointments as per STEVTA Act.</p> <p>Mr. Sohail Wajahat suggested that STEVTA should review its need assessment for HR with relevant JDs to work-out whether we need the human resource exactly in these categories of posts or changed requirement so that the filling of posts could be beneficial for the organization.</p>	Board decided to refer the matter to H.R. Committee to review need assessment for HR requirement and recommend the proposal accordingly.
<p>5. APPROVAL OF RECRUITMENT</p> <p>5.1 Recruitment against the vacant posts on contingent and contract basis.</p>	<p>The M.D. apprised the BoG that the essential staff was hired against the posts lying vacant under civil servant mode in offices and the institutes. However, their services have now been discontinued. Some persons were also appointed on contract basis under the orders passed by Hon'ble High Court. The discontinuation of their services has left adverse effects in the functioning of the offices/ institutions. The performance of these appointees has been reported satisfactory. Therefore, the Board may allow STEVTA to continue and hire the services of persons on contingent or contract basis in the larger interest of STEVTA till such time STEVTA makes recruitment on permanent basis.</p> <p>The Board observed that the employment on contingent basis is the competency of Managing Director to make appointments for 89 days as per requirement within approved parameters. The services of contingent staff may not be hired for a period more than once. After completion of the period, the same person may not be engaged again on contingency basis. In the meantime, STEVTA may take efforts to make proper recruitment of staff by observing codal formalities.</p>	<p>Board allowed STEVTA to make appointment to the minimum level as per approved parameters of government; by the Managing Director on contingent basis for smooth functioning of Authority. The process of recruitment against vacant posts also be initiated as per Section-14 of STEVTA Act 2009.</p> <p>Board decided that the matter regarding contract appointees; who were appointed on Court's directives may be referred to Legal Section and then to H.R. Committee to review the matter and develop its recommendation for approval of BoG.</p>





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	With regard to persons appointed on the Court's orders, Mr. Sohail Wajahat opined that such individual cases be first referred to Legal Department of STEVTA and then to the H.R. Committee to consider and decide their terms of employment; continuance or absorption if so required.	
5.2 Recruitment under Sindh Skills Development Project (SSDP)	<p>The M.D. apprised that the Board in its 14<sup>th</sup> meeting approved creation of 90 posts of trainers / instructors (BS-14 to BS-18) to support implementation of 70 programs under SSDP at the cost of Rs.37.269 Million.</p> <p>After getting approval from Honourable Chief Minister Sindh, the selection process has been initiated. The written test has been conducted by the NTS and the result has been received. Now the Interviews of the qualified candidates who have secured 50% passing marks are required to be conducted.</p> <p>Mr. Sohail Wajahat suggested to refer the matter to H.R. Committee which may review the requirement and develop their recommendations.</p> <p>Mr. Navid Ahmed Shaikh expressed that this is a world bank project recruitment and according to their terms &amp; conditions, the STEVTA has to make appointment of 90 Instructors if so required.</p>	Board decided to refer the matter to H.R. Committee to review the request.
5.3 Recruitment of children of deceased employees of STEVTA.	<p>The M.D. apprised that a number of employees have been expired during their service tenure, hence, one of their children/spouse have approached to the STEVTA for appointment under the provision of law. Their documents/ education certificates were checked by the Committee and found eligible according to criteria/ academic qualification. Further many other application are under scrutiny by the Committee and interview accordingly. Since, there are no vacancies available in STEVTA mode, therefore, in order to accommodate eligible candidates under Rule 11-A of the Sindh Civil Servants (Appointment, Promotion &amp; Transfer) Rules 1974 deceased quota, new posts are required to be created.</p> <p>As per Rules 5(i) of the STEVTA (Appointment, Promotion and Transfer) Rules, the Board of Governors is the competent forum to accord approval for appointment of candidates which have been found eligible under Rule 11-A (deceased quota) along with permission to create the required posts.</p>	<p>Board approved appointment of children of deceased employees, as per Government policy and rules. <i>again approved vacancies only.</i></p> <p><i>7/5</i></p>

*Shahid D. J. Shaukat*





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Agenda Items	Discussion / Observations	Decision
6. Honorarium / Meeting allowance to members of STEVTa Board of Governors.	<p>The M.D. apprised the Board that in order to recognize the services who spare valuable time despite pressing commitments/obligations, the STEVTa has been considering allocation of some funds in its budget for travelling allowance/ daily allowance to the members as a token of appreciation to meet their travelling expenses. In this respect, an amount of Rs.20,000/- has been proposed for a member per meeting.</p> <p>Mr. Sohail Wajahat observed that only members of the Board should be entitled for the allowance and not to the proxy(s). <i>(If Board member attend meeting in person) ✓</i></p>	Board approved Meeting Allowance @ Rs.20,000/- per meeting per member for the members of Board. The Allowance shall be admissible to the notified members only.
7. Authority allowance to STEVTa & Civil employees posted at STEVTa H.Qs.	The M.D. apprised that STEVTa Headquarters allowance is currently paid to STEVTa employees only. Besides STEVTa employees, some civil servants are also posted in Headquarters against the sanctioned posts reflected in the budget book drawing salary through Accountant General. Non-payment of STEVTa Headquarters allowance to the civil servants posted in STEVTa Headquarters has created a sense of deprivation amongst the civil servants. Hence, in order to remove the disparity, it is proposed that the facility of Authority allowance be extended to all the staff/officers; irrespective of STEVTa or Civil/Govt. employees posted in STEVTa H.Qs. against the sanctioned posts.	The Board decided to refer the matter to H.R. Committee to develop recommendation for BoG approval.
8. Pre-admission entry test for 3-year Diploma of Associate Engineering (DAE) through Sindh TEVTA instead of third party (NTS).	<p>The M.D. apprised that due to complicated and prolonged admission process of NTS, which takes 3 to 4 months in completion; and creating lot of problems and issues for the candidates. Further, due to delay in admission process by NTS system, the academic Session comprised of 32 weeks is affected. Therefore, Sindh TEVTA in the light of available pool of its own Experts, Assessors, invigilators, Master Trainers, E-Tutors and ERP system is in a position to conduct Pre-Entry test for DAE Admissions through STEVTa. Hence, Board may kindly accord approval to conduct DAE admission process at STEVTa level instead of NTS from the next Academic Session 2017-18 and onwards.</p> <p>Mr. Qazi Arif Ali, Secretary SBTE expressed that due to NTS test, the enrolment is quite shrinking. Due to this effect, the students preferred private institutes.</p>	<p>Board decided to prepare detailed TORs by the Academic &amp; Training Department of STEVTa for the purpose and to prepare a criteria for admission to ensure merit based admission through STEVTa.</p> <p><i>(for BoG approval) ✓</i></p>

*Shahid Afshar*





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Agenda Items	Discussion / Observations	Decision
9. Replacement of SNE of Sugar Technology into Electrical Technology at GMI Khipro and GMI Tando Jam.	The M.D. apprised that in Technical Education Project (TEP) funded by Asian Development Bank during academic session 2003-04, the Sugar Technology was introduced in GMI Khipro and Tando Jam. As the sugar technology is related to chemical sector and the candidates of locality are preferring the chemical technology compared to sugar technology as per job demand of public & private sector. On demand of local community for introducing electrical technology in both institutes and on recommendation of concerned Principals & Regional Directors, the DAE Electrical technology was introduced at the above Institutes. Hence, it is proposed that SNE for Sugar Technology may be converted into DAE Electrical technology.	Board accorded approval to convert the SNE for Sugar Technology into DAE Electrical Technology. <i>Fund must/shall be utilized accordingly</i> ★
10. Introduction of Chinese language in GIBCEs.	<p>The M.D. apprised that the building of China Pakistan Economic Corridor (CPEC) has opened a new era and doors of employment for skilled labor. Realizing the fact and importance of Chinese Language; STEVTA has planned to introduce "<b>Chinese language</b>" as an additional component in its existing skill development programs. As a first initiative, 06 Commercial Training Institutions have been selected to start Chinese Language with existing programs; one each at Karachi, Hyderabad, Mirpurkhas, Nawabshah, Sukkur &amp; Larkana. The language proficiency shall be taken up to the level HSK (Level III); which is an international standardized language level for non-native Chinese speakers' ability.</p> <p>He further informed that STEVTA has shared the proposal with NAVTTC (GIZ) Islamabad to seek assistance under TVET Reform Support Program to implement the project in Sindh.</p> <p>Mr. Majyd Aziz informed that the Karachi University is also providing free Instructors for Chinese language. STEVTA may also contact them in this regard.</p>	Board approved the proposal to introduce Chinese language in GIBCEs.
11. Establishment of Regional Directorate at Nawabshah.	The M.D. apprised that currently STEVTA is administering its institutions through five Regional Directorates; one each at Karachi, Hyderabad, Mirpurkhas, Sukkur & Larkana. In order to closely monitor the academic/training activities as well to properly administer the institutions, it is proposed	Board approved to establish a Regional Directorate of STEVTA at Nawabshah. <i>also additional 50 vacant benches.</i> ★





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Agenda Items	Discussion / Observations	Decision
	that a Regional Directorate may be established at Benaziabad (Nawabshah) in line with the current policy of the provincial government with regard to Benazirabad. The Regional Directorate Nawabshah shall be set-up by adjusting staff from amongst the available sanctioned strength of civil servants as well STEVTA employees.	
12. Procurement of Equipment/ Machinery for setting-up Electrical Technology Labs: at Eight institutes of STEVTA.	<p>The M.D. apprised that a request was received from Academic Section to Procurement Section STEVTA to make procurement for setting-up of Electrical Technology Laboratories at 08 institutes of STEVTA. The request was supported with the detail of equipment were to be procured. Accordingly, Bids were invited by observing SPPRA rules. Bids were comprising of following five packages:</p> <ol style="list-style-type: none"> <li>1) General Purpose &amp; Power System Lab: (Package-I)</li> <li>2) Electrical Machines Lab: (Package-II)</li> <li>3) Basic Electronics Lab: (Package-III)</li> <li>4) Digital Electronics &amp; Microproc: Lab: (Package-IV)</li> <li>5) Communication Lab: (Package-V)</li> </ol> <p>The bids were invited thrice until now. First time contracts were awarded in respect of Package-IV &amp; V, rest cancelled. Second time, contract awarded for Package-III, rest cancelled. The goods had been supplied in full. Third time contracts were awarded for Package-I and II.</p> <p>M.D. further apprised the Board that STEVTA Budget is single line budget and according to Section 7(C) and Section 12 of the STEVTA Act 2009, it is the competency of Board to manage the funds. Initially Rs.300.00 million were allocated for the said procurement. Govt. of Sindh allocated Rs.1,100.00 for STEVTA as a single line grant against a proposed allocation of Rs.2,124.00 million. Accordingly, the Budget allocations were rationalized by STEVTA and Rs.250.00 million were proposed for procurement. The STEVTA BoG constituted a sub-Committee headed by Secretary Finance to finalize the Budget rationalization. In the meeting of said sub-Committee held on 04.01.2017, the Ex-Managing Director emphasized on the importance of Electrical Tech: Labs and requested for allocation of Rs.250.00 million for the purpose, to complete the project. However, on rationalization, an allocation of Rs.50.00 million was made under the relevant head of account for</p>	<p>In order to complete the Electrical Technology Labs:, Board approved to withdraw the contract termination letters, subject to procurement as per SPPRA rules and also subject to contracting firms may withdraw their claim of damages on STEVTA, in the best public interest.</p> <p>Since it was a one-line budget; hence in accordance to Section 7(C) and Section-12 of the STEVTA Act 2009; Board approved to reappropriate the required funds from the allocated budget to the required extent to meet the expenditure against stores so delivered during current financial year.</p> <p>Board approved to extend the delivery period of stores for a period of 90 days, to cover the time period spent on litigation etc.</p>

*One person in stores  
must be under responsible  
Quality of Equipment  
& condition of  
equipment supplies  
must be checked &  
BoG to be informed  
as per Govt Rules etc  
+ etc.*

*Shahid*

*Ashtan*





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	<p>Electrical Tech: labs. Entire procurement process was complete. Agreements were also signed, but recently the contracts were cancelled, as sufficient funds could not be made available under relevant head of account. However, it was unfair as sufficient funds are available with STEVTA under single line budget and required funds can be reappropriated for the purpose.</p> <p>The Board was further informed that on termination of contracts, the bidders have approached Honourable High Court and got stay. Matter is under hearing. The firms have claimed that they have already mobilized most of the articles and placed orders to import rest of the articles. Both the firms have also claimed damages of 50.0 million each on STEVTA. The matter is subjudice.</p> <p>It was highlighted that the contract was cancelled at the advance stage of contract process, while all codal formalities were followed &amp; completed. Hence, STEVTA may be allowed to continue with the execution of contracts to complete all the packages of Electrical Tech: Labs. As far as funds are concerned, STEVTA may reappropriate the required funds from allocated budget to the required extent. Payments may be made against delivered articles during current financial year. As to the delivery period may be extended for supply of stores, as a reasonable time has been spent on litigation etc.</p>	
13. Any other item with the permission of Chair.	<p>The M.D. apprised the Board that the buildings of the following three Institutions have been completed with regard to civil works and similarly the essential equipment/machinery and furniture has also been procured:</p> <ol style="list-style-type: none"> <li>1) GMI Garhi Khuda Bux.</li> <li>2) GVI(G) Machur, Distt: Naushero Feroz.</li> <li>3) GPI Chachro.</li> <li>4) GPI Sachal Baloch Goth.</li> <li>5) GVI Juma Goth</li> </ol> <p>Accordingly, in order to operationalize the above institutions, necessary staff is required to run the training activities. Board is requested to accord approval of the proposed SNE for the said institutions.</p>	<p>Board approved the proposed SNE in respect of following Institutes:</p> <ol style="list-style-type: none"> <li>1) GMI Garhi Khuda Bux.</li> <li>2) GVI(G) Machur.</li> <li>3) GPI Chachro</li> <li>4) GPI Sachal Goth.</li> <li>5) GVI Juma Goth.</li> </ol> <p><i>Through H.R. B.O. communication.</i></p>





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6. The meeting ended with a vote of thanks to and from the Chair.

**(Muzafar Ali Bhutto)**  
Managing Director / Secretary  
STEVTA Board

**(Abdul Jabbar Shaikh)**  
Section Officer (Dev)  
Social Welfare Department

**(Dr. Aijaz Alam Khan)**  
Deputy Secretary (B&E-II)  
Finance Department

**(Qazi Arif Ali)**  
Director  
Sindh Board of Tech: Edu:

**(Dr. Abdul Sami Qureshi)**  
Representative of  
Mehran University of Engg: & Tech:

**(Abdul Rahim Shaikh)**  
Secretary, Information Science  
& Technology Deptt:

**(Majyd Aziz)**  
President, Employers  
Federation of Pakistan

**(Sohail Wajahat Siddiqui)**  
Rep: of Industrial Community

**(Navid Ahmed Shaikh)**  
Secretary (Universities & Boards)/  
Admn. Secretary STEVTA

**(Faraz Dero)**  
Member Provincial Assembly

**(Shahid Abdul Salam Thahim)**  
Special Assistant to C.M. Sindh/  
Chairman STEVTA