

No.PPA/Central/EC Meetings

23rd May, 2023

ALL EXECUTIVE COMMITTEE MEMBERS, PPA

**MINUTES OF 3rd MEETING OF EXECUTIVE COMMITTEE, HELD AT PPA CENTRAL
OFFICE AT 10 AM ON FRIDAY 14TH APRIL 2023, ISLAMABAD**

1. The following Executive Committee Members and Special Invitees attended the subject meeting:

- (a) Mr. Ch. Muhammad Ashraf – Chairman PPA
- (b) Mr. Malik Muhammad Sajid Awan-Senior Vice Chairman
- (c) Mr. Ch. Muhammad Nusrat Tahir –Vice Chairman PPA NR
- (d) Mr. Ghulam Muhammad –Vice Chairman PPA SR
- (e) Mr. Dr. F.M Sabir- Special Invitees
- (f) Mr. Jan Muhammad Javaid–EC Member
- (g) Mr. Khaleeque Arshad- Special Invitee
- (h) Mr. Hassan Sarosh Akram - Special Invitee
- (i) Dr. Zafar-ul-Islam Siddiqui –EC Member
- (j) Mr. Ghulam Khaliq- Special Invitee
- (k) Mr. Abdul Karim Bhatti - Special Invitee
- (l) Mr. Masuad Sadiq –EC Member
- (m) Mr. Mahmood Ahmed –EC Member
- (n) Mr. Dad Karim–EC Member –EC Member
- (o) Mr. Bilal Mughal –EC Member
- (p) Mr. Abdul Qayum–EC Member
- (q) Ms. Aneeqa –EC Member
- (r) Mr. Abdul Haye Mehta - Special Invitee
- (s) Mr. Amir Ali Khan – EC Member
- (t) Mr. Sheikh Shahzad Elahi –EC Member
- (u) Mr. Ahmad Bilal–EC Member
- (v) Mr. Ch. Fargham –EC Member
- (w) Mr. Allah Bux–EC Member
- (x) Mr. Javed Aslam –EC Member
- (y) Mr. Emad Shakil –EC Member
- (z) Mr. Muhammad Ishaq –EC Member
- (aa) Squadron Leader Muzammil Aftab (Retd) Secretary General
- (bb) Major (R) Syed Javaid Hussain Bukhari Secretary Northern Region
- (cc) Mr. Raghieb Saeed Khan Secretary Southern Region

2. **Agenda (1). Recitation of Holy Quran.** Mr. Ghulam Muhammad Vice Chairman Southern Region recited few verses of Holy Quran to start the 3rd Executive Committee meeting at 10 am on 14th April ,2023, in PPA Central Office Islamabad.
3. **Agenda (2). Naat and Necrology for all Poultry concerns.** Secretary General PPA requested all members to recite Darood Shareef in place of Naat and for devoting it's blessings to all departed souls specially PPA members who met Allah recently.
4. **Agenda (3). Welcome address by Chairman:** Chairman PPA Ch. Muhammad Ashraf welcomed all the participants; he rendered special thanks to senior members and special invitees for their participation in 3rd Executive Committee meeting. He requested all the participants to take active part in decision making during the meeting, he also thanked EC members who all the way travelled from Karachi to attend the meeting and members attending meeting through Zoom at Northern and Southern Regional Offices.
5. **Agenda (4). Approval of minutes of 2nd Executive Committee held on 29th November, 2022 at Northern Region office Lahore.** Mr. Jan Muhammad Javaid proposed minutes of meeting and ask to all members if they have any objection so tell us otherwise minutes of meeting approved. One member said that he did not receive copy of the minutes Secretary General explained that minutes were sent earlier, Chairman PPA said that again the minutes will be provided and same may be approved in 4th Executive Committee meeting.
6. **Agenda (5). Progress on agenda point (f) of 2nd EC Meeting, for removal of disparities in member's FBR and PPA record.** Secretary general gave a detailed briefing about discrepancies in membership for differences in company's data with FBR record. Chairman decided that all disparities may be corrected while respective members while renewal of membership for year 2023-24, Secretary General updated the house that few previous observations were still observed at receipt of Renewal request for year 2023-24. Chairman PPA concluded the point by saying that Northern and Southern Regional Secretaries to personal coordinate with the respective members for correction of observation at the renewal stage.
7. **Agenda (6). Progress on agenda point (g) of 2nd EC meeting, and internal audit observation No A.5 and M, monthly reports sent by Regions not comprehensive. NR and SR are to submit routine Monthly and special project / IPEX Income and expenses data separately ledger head wise along with bank reconciliation for bank accounts by NR**

and SR, as per format provided by Central office. Vice Chairman Northern Region said that we are sending monthly report of income and expenditure to central office, Chairman PPA said that although monthly report is received but the standard format provided by PPA Central Office to Regional office is not followed. Secretary General said that both the Regional offices are sending monthly report in their own non-standard format whereas PPA Central office had provided a standard "Ledger Head wise" accounts format to both the Regional offices presently the requested account report is not received at Central office in the above said format, despite number of reminders to the Regional Secretaries. The Chairman PPA directed that the format for monthly accounts report sent by Central Office vide PPA/Central/policy-13055 – 13056 dated 21st Feb. 2022 may be strictly adhered to, by both the Regional offices for sending monthly accounts report, Secretary General PPA is to submit a report in this respect to EC in 4th EC meeting.

8. Agenda (7). Progress on Agenda point (k) on internal audit for IPEX 2022 and for Central, Northern and Southern Regions Accounts by Internal Audit Committee headed by Dr. F.M Sabir. Progress from NR for following points is required:

(a) **The observation No A.2 says ,Our verification revealed that there were about 118 members who had not paid the membership for 2021 and 166 numbers had not paid the membership fee of PPA –North for 2022 but no action was taken by the management, to ensure non re occurrence of incidence in future ,by making system strong and finally to close matter amicably an inquiry was ordered by Chairman PPA,NR office is to provide progress.**

Secretary General explained details of Internal Auditor's observation on membership renewals pertaining to objections raised for 2021 (118 – Renewals) and 2022 166 renewal membership cases mentioned above who were given renewals but in records of NR Office fee for above renewals was not received by PPA Northern Region Office as indicated by Internal Auditor. Dr. F.M Sabir sahib said that if this had been done by Northern Region office then it is a very serious issue, he further said that he along with Mr. Ahmad Bilal – EC Member and NR office has clarified this point from Internal Auditor who said that what they meant by this observation is that since above members have not renewed their memberships and have not paid the renewal fee so they (the Internal Auditor) made this observation that PPA management have not taken any action on this non-renewal and non-payment of membership. **Dr. Sabir further said that in case NR office had given membership renewal to a single member and had not charged or have not shown fee charged from the PPA Member(s) then in that case a very strict action may be taken by EC of PPA. Mr. Jan Muhammad Javaid**

said that this matter needs to be investigated in case any member had been given membership renewal without having membership fee receipt in Northern Region Office then a strict action may be taken by EC of PPA. The Chairman PPA Mr. Ch Muhammad Ashraf directed Secretary General PPA to carry out scrutiny regarding above observation as the PPA Membership Nos. and names involved in above observations have also been provided by the Auditor. Chairman further said that since Central Office keeps the copies of membership certificates so same be checked in order to ensure that no member out of the above observation had been issued membership certificate as confirmed by the Secretary Northern Region in 3rd EC Meeting. Mr. Malik Muhammad Sajid Awan-Senior Vice Chairman, suggested that PPA members be given membership renewal even after 31st March by charging late fee, Dr. Sarosh Sahib said that it is not possible and same dead line date of 31st March is followed by all Chambers and Associations and no waiver is offered by any trade organization for the renewal of membership. Mr Jan Muhammad Jaived – EC Member said in case extension for renewal of membership is given then there is no limit for it as members are going to demand extension again and again, so members have to get renewal by 31st March each year and extension to this date is not required. Mr. Sajid Sahib Senior Vice Chairman again requested Chairman PPA for review to give extension for renewal date after 31st March, Chairman updated the house that the dead line date for renewal of membership is as per Article of Association of PPA and Trade Organizations Rules 2013 hence from legal perspective the extension to membership renewal date beyond 31st March is not possible.

(b) As per point B.1 of internal audit “NR paid following Honorarium, without any approval from Executive Committee and Head Office of PPA.” The details of Paid Honorarium as follows:

Date	Particulars	Amount (Rs.)
28/1/2022	First Honorarium on Gross salary	827,437
05/9/2022	Second Honorarium on Gross salary	878,451
19/9/2022	Adnan Akhtar Honorarium	35,000

To ensure that reoccurrence of this incidence does not takes place in future, through making system strong and finally to close matter amicably an inquiry was ordered by Chairman PPA, NR office is to provide progress. Secretary Northern Region said that approval of Regional / Zonal Executive committee for payment of above Honorarium for IPEX 2022 is available and it was as approved by the

Zonal Executive Committee, the approval is available with Northern Region office. Further Mr. Ch Nusrat Tahir Vice Chairman Northern Region confirmed the Central Executive Committee and to Chairman and other office bearers of PPA that above said Honorarium had been approved by the ZEC. Mr. F. M Sabir sahib Convenor Standing Committee on Finance and Mr. Jan Muhammad Javaid sahib Convenor of Standing Committee on Settlement of Receivable Balance asked Vice Chairman and Secretary Northern Region to provide a copy of the approval by ZEC 2022 to PPA Central Office for perusal of PPA Central Executive Committee. Chairman PPA closed this agenda point of 7 (b) by directing Secretary General PPA to submit progress and the copy of above said approval in next that is 4th EC Meeting.

(c) As per point D.1 and D.3 of Internal Auditor, "There was huge credit pending from customers, totaling to Rs.14,101,836," also the total recoverable amount from 2013 till 2022 IPEX is Rs. 23,375,059 as per details provided by North Region office, the latest status of each recoverable amount in form of updated list be presented by Secretary NR. Secretary General said about Northern Region office has officially sent three different IPEX outstanding amounts lists, the details of which are as follows

Account Head	Jan 2023		Feb 2023, to Internal Audit Team		April 2023	
	No. of Companies	Amount (Rs.)	No. of Companies	Amount (Rs.)	No. of Companies	Amount (Rs.)
IPEX	68	2,33,75,059	63	1,41,01836	59	1,69,25999
Magazine	26	29,50,000	Nil	Nil	27	2,56,4952

Dr. F. M Sabir sahib said that his company name is also in that recoverable outstanding list although his company had paid the due amount in advance, he also said that in PPA EC meeting at Southern Region Office in March 2022, it was approved that for IPEX its organizing committee is to first take advance amount of booked stalls / space with consent letter from client for the stall / space intended to be purchased by the client and later all dues must be cleared by the booking company / individual at least 15 days before start of IPEX each year, else the stalls / space be cancelled with advance refund and be reallocated on cash terms to any other willing party on cash payment. Mr. Jan Muhammad Javaid said that he as Convenor of Standing Committee on Settlement of Receivable Balances had tried to make few recoveries but it is a difficult task for any

single individual, he further said that accountability has to be there for all income and expenditures of PPA specially for Accounts pertaining to IPEX. Mr. Khaliq Arshad sahib – Senior Member PPA said that recommendations/directions of Internal Audit got carried out through professional Accountants by Standing Committee on Finance headed by Dr. F M Sabir be taken in correct perspective for PPA future affairs without misunderstanding it's any point. Mr. Khaliq further said it has happened because of the lenient view of PPA EC, he said that debtors are to be contacted for recovery. Dr. Sarosh said that Chief Organizer of IPEX 2022 be called in next EC meeting and he may be asked to submit a report for recovery of receivables. Mr. Nusrast Tahir Vice Chairman North said that a Committee be made for recoveries pertaining to IPEX 2022., Mr. Shahzad Illahi seconded the proposal suggesting the name of Mr. Khaliq Arshad as Chairman of the Committee. Chairman PPA, Ch. Muhammad Ashraf Sahib considering suggestions and discussion of PPA EC members and other Senior members concluding all points regarding this agenda points suggested that a Recoveries and Settlement Committee is to be approved by PPA EC and he proposed name of Mr. Khaliq Arshad sahib – Senior PPA Member as Head of the Inquiry Committee and Mr. Ahmad Bilal EC Member from Northern Region and Mr. Ghulam Khaliq – Ex Senior Vice Chairman from Southern Region. The proposal was seconded by Mr. Jan Muhammad Javaid, there being no point against the proposal so finally, it was unanimously resolved by the entire EC. Mr. Khaliq Arshad sahib was requested finalize the list of existing companies having outstanding liability against PPA and the committee is to finalize findings and recommendations for recovery of outstanding amounts with commitment of dates for payment from each debtor. Chairman requested the chairman of above committee to please present a report regarding recoverable for information and approval of EC. Chairman further said that each person's recovery is to be investigated.

9. Agenda (8) Nomination /Appointment of Chief Organizer for IPEX 2023. Chairman and Vice Chairman North proposed the name of Mr. Abdul Haye Mehta Senior Member of PPA for the designation of Chief Organizer IPEX 2023, his name proposal was seconded by Dr. Sarosh sahib and also by Mr. Jan Muhammad Javaid sahib. Mr. Mehta said that he is thankful to all EC members, Senior members including Sabir sahib and the entire PPA specially to Chairman PPA, for giving me this responsibility of Chief Organizer IPEX. It is requested that I am not in competition with any previous organizer but I assure to the entire PPA and its EC that all matters will be in black and white and my policy will be very simple that how so ever can afford will participate in IPEX. He further said that he will be present his plan about IPEX in next EC meeting, that will focus that how PPA can increase it's income from IPEX with transparency in IPEX affairs. Chairman PPA thanked and acknowledged Mr. Mehta's earlier

service to PPA and said in the past he had always proved equal to the task given to him by the PPA management. Mr. Ghulam Khaliq Ex Senior Vice Chairman PPA from South said that he had carried a detailed study on IPEX, it is suggested that a separate permanent body by the name IPEX Board of PPA be established which should look after IPEX affairs each year by giving full liberty of operations to Chief Organizer of each year, the job description of IPEX Board should be to establish Policies, Rules and Strategic Guidelines to conduct IPEX and Chief Organizer with full freedom be appointed to run operational matters of the IPEX. This will ensure to avoid entangling of IPEX affairs with routine affairs of NR Office and Chief Organizer IPEX be given fully authority to utilize staff of NR Region with prior information to Secretary NR without any other involvement of management of Northern Region in any affair of IPEX. This will help for targeted use of all IPEX resources for the annual Expo only. This will also help to make IPEX a PPA affair and not NR office activity, this is not unfair by any mean as in PPA NR office specially staff has been employed catering for IPEX and monthly Magazine. The IPEX Board must consists of one member each from NR, SR and Central office Chairman is to act as head of Board with having senior PPA members as its coopted members both from North and South Regions. Mr. Mehta Sahib further inquired what will be the complete configuration of Board and what will be its roll and task, Mr. Ghulam Khaliq Sahib said that it will be to empower Chief Organizer of IPEX.

10. Agenda (9) Progress on agenda point No.(i) of 2nd EC meeting, study report on Interim review progress on outstanding of IPEX by Mr. Ghulam Khaliq as the date for this project was extended by Chairman PPA TO 31st December 2022. Secretary General invited Mr. Ghulam Khaliq – Ex Senior Vice Chairman PPA to make presentation on interim progress for outstanding possibilities of IPEX .Mr. Ghulam Khaliq suggested that a thorough study have been carried out even looking into the possibilities of outsourcing of IPEX to VIV finally it was concluded that presently PPA is to continue with IPEX as it is doing locally. However for long term purposes PPA EC should look into the possibilities to make separate board for IPEX which should manage and organize IPEX locally without mixing IPEX affairs with PPA affairs and that board should also look into the possibilities of IPEX outsourcing in the further future after complete collaboration and looking into all possible options in details and preparing both financial and technical feasibilities for the same.

11. Agenda (10) Approval of EC, for promotional campaign for annual report 2023. Secretary General suggested for EC approval for promotional campaign / advertisement in Annual Report prepared in each year. Mr. Jan Muhammad Javaid sahib proposed approval of suggestion by Secretary General and Mr. Ghulam Khaliq sahib and Dr. Sarosh sahib

seconded the proposal, there being no opposition to the proposal so it was unanimously resolved.

12. Agenda (11) Regularization of Approval for participation made by NR in Dairy Expo in January 2023. Secretary General proposed regularization of participation of NR office in Dairy Expo in January 2023, Mr. Nusrat Tahir Sahib Proposed the regularization and it was seconded by Chairman PPA and was unanimously resolved and approved.

13. Agenda (12) Progress on performance of standing Committees by EC. Secretary General said after due permission from Chairman PPA, that the progress on performance of Standing committee is very weak Central Office had already provided guidelines on Chairman PPA instructions for each and every Standing Committee and had sent letters to Convenors, Co-convenors and to members of respective Standing Committee members very less had been done concerning this. Chairman and other senior members of PPA requested all the Standing Committees to take keen interest and try to bring about a positive change in affairs of the Association through team work. Chairman further said that it is our Association so we have to collectively work for its betterment

14. Agenda (13) Any other point with prior permission of Chairman. Chairman North requested for approval from Chairman PPA for one new appointment of Accounts person as Mr. Arslan resigning and they want to hire new staff, Chairman North suggested one female candidate. Chairman said that non-Management staff as per Article of Association directions can be hired by Vice Chairman's of the respective Regions.



Mr.Ch. Muhammad Ashraf
Chairman Pakistan Poultry Association (PPA)