

# **THE SIALKOT CHAMBER OF COMMERCE & INDUSTRY**

## **MINUTES OF MEETING OF THE EXECUTIVE COMMITTEE** **HELD ON MAY 29, 2023**

**01.** A Meeting of the Executive Committee of the Sialkot Chamber of Commerce & Industry was held on May 29, 2023 at 03:30 hours at Sheikh Muhammad Shafi Hall of the Sialkot Chamber.

**02.** Mr. Abdul Ghafoor Malik, President of the Sialkot Chamber of Commerce & Industry presided over the meeting. He thanked the members for attending the meeting.

**03.** The proceedings of the meeting started with the recitation of the Holy Quran.

**04.** The following members attended the meeting:

• Mr. Abdul Ghafoor Malik	President
• Mr. Wahub Jahangir	Senior Vice President
• Mr. Amer Majeed Sheikh	Vice President
• Mr. Adnan Yousaf	-Member-
• Mr. Ahmed Imtiaz Khan	-do-
• Mr. Awais Ahmed	-do-
• Mrs. Gulzaib Waqas Awan	-do-
• Mr. Jawad Hussain	-do-
• Mr. Matloob Ahmed Qureshi	-do-
• Mian Fiaz Ahmed	-do-
• Mr. Muhammad Shahbaz	-do-
• Mr. Naeem Yousaf	-do-
• Mr. Peeter John	-do-
• Mr. Saleem Akhtar Bhutta	-do-
• Mr. Saqib Ashfaq	-do-
• Mr. Toheed Nasir	-do-
• Mr. Zain Ul Abideen	-do-

**05. Leave of Absence**

• Mr. Afzaal Bhatti	-Member-
• Mr. Choudhry Jahangir Rashid	-do-
• Ms. Lubna Tubsim	-do-
• Mian Imran Akbar	-do-

**06. Members who could not attend the meeting**

• Mr. Shoaib Imtiaz	-Member-
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**07. Special Invitees**

- Sheikh Zahid Hameed, Chairman Departmental Committee on Garrison HQ
- Sh. Zohaib Rafique Sethi,

**08.** The Committee offered Fateha for departed souls and passed condolence resolution on the sad demise of the following: -

- Ch. Rafique Habib, Elder Brother of Mian Fiaz, EC Member SCCI
- Aunt (Phopho) of Mr. Amer Hamid Bhatti, Former Vice President SCCI
- Mother of Mr. Shahzad, Director M/s. Franko Shahzad Surgico.
- Mr. Abdul Majeed Photographer.

- Mr. M. Amin Mughal of M/s. Latif Surgical.

<b>09. Point discussed.</b>	Approval of minutes of meeting of the Executive Committee held on April 29, 2023.
<b>Approval</b>	Approved.

<b>09. Point discussed.</b>	Approval of Statement of Accounts for the month of April 2023.
<b>Discussion:</b>	
<p>Mr. Saleem Akhtar Bhutta raised apprehension about increase in expenditure as compared to the income. He discussed about the expenses made in the head of overtime and Entertainment &amp; Functions.</p> <p>Mr. Awais Ahmed endorsed Mr. Saleem Akhtar Bhutta and also expressed his concern about high expenditure made regularly every month. He said that he had observed that every month high expenditure was made whereas the major income was generated only during the month of February and March of every year in the form of Annual Renewal of the members. He said that expenses should be controlled to avoid any financial issue in future.</p> <p>Mr. Amer Majeed Sheikh replied that financial issues were under control and further care would be taken in future. As concerned to high expenses on entertainment and functions, he said that number of functions held during this year should be compared with the previous year. He requested Mr. Amer Rashid Wyne for provision of a list of functions held during this tenure to Mr. Awais Ahmed for his satisfaction. Mr. Amer Majeed Sheikh further informed that the installation work of Solar System had been completed and had become functional which would definitely reduce the electricity bill and expense would be controlled.</p> <p>Mr. Awais Ahmed said that the expenses like lunch &amp; gifts etc., definitely needed to be given on the visits of Delegates and it could not be controlled. The other expenses like postage, printing &amp; stationery, Office Entertainment etc., could be controlled which he had already requested in previous meetings. He also requested for the formation of sub-committee to check the details of the accounts.</p> <p>Mr. Muhammad Shahbaz Saim asked about the overtime of the staff. He questioned why the staff had to work after office working time during Ramadan.</p> <p>Mr. Sheikh Amir Majeed replied that the Office Working time was reduced in Ramadan and the staff had to stay for late work to complete the work of renewal of Membership, each day, on account of renewal period of Feb-March. As per the Human Resource Policy the concerned staff was eligible to get overtime. Secondly, as concerned to increase in the expenses of Printing &amp; Stationery, he said that during this tenure 15-16 thousand membership certificates were issued and the cost of a book was PKR 10,000/- which comprised 100 certificates. He added that this month record 846 new members were registered.</p> <p>Mr. Muhammad Shahbaz Saim said that he did not have any objection about overtime but the request was to keep a check that the overtime was given to right person.</p>	
<b>Participants</b>	Mr. Amer Majeed Sheikh, Mr. Awais Ahmed, Mr. Saleem Akhtar Bhutta and Mr. Muhammad Shahbaz Saim.
<b>Approval</b>	Approved.

<b>10. Point discussed.</b>	Approval of minutes of meeting of the Departmental Committee on Garrison HQ/ Cantonment Board Affairs held on May 23, 2023.
<b>Approval</b>	Approved.
<b>11. Point discussed.</b>	Approval of minutes of meeting of the Departmental Committee on Advance Manufacturing Technologies & Industry Academia Linkage held on May 18, 2023.
<b>Approval</b>	Approved.
<b>12. Point discussed.</b>	Approval of minutes of meeting on visit of Mr. Daniel Clauss, European Union First Counsellor to Pakistan held on May 02, 202.
<b>Approval</b>	Approved.
<b>13. Point discussed.</b>	Approval of Report of meeting with Dr. Muhammad Mujahid, Rector, Pak-Austria Fachhochschule: Institute of Applied Sciences and Technology (PAF-IAST) Haripur KPK held on May 08, 2023.
<b>Approval</b>	Approved.
<b>14. Point discussed.</b>	Approval of Report of Seminar on Payoneer held on May 24, 2023.
<b>Approval</b>	Approved.
<b>15. Point discussed.</b>	Approval of minutes of meeting on visit of Mr. Wahab Riaz, Advisor to Chief Minister for Youth Affairs & Sports Department Punjab held on May 25, 2023.
<b>Discussion:</b>	
Mr. Muhammad Shahbaz Saim appreciated the President on his efforts for release of the funds from Government of Punjab to complete work on Phase 1 of High-Performance Center Sialkot.	
<b>Participants</b>	Mr. Muhammad Shahbaz Saim.
<b>Approval</b>	Approved.
<b>16. Point discussed.</b>	Approval of minutes of meeting of the Departmental Committee on Human Resource held on May 27, 2023.
<b>Discussion:</b>	
Mr. Naeem Yousaf said that the services of Ms. Farzan Akif had been extended for three months. He said that the period of probation was extended. He enquired if she was providing much better service?	
The President replied that she was very much cooperative and helped in the matters related to Islamabad. He said that if any member had work related to Embassies or Ministries in Islamabad, he/she could contact her and she would definitely would extend services to help in resolving issues.	
<b>Participants</b>	The President and Mr. Naeem Yousaf
<b>Approval</b>	Approved.
<b>17. Point</b>	Approval of minutes of meeting of the Departmental

<b>discussed.</b>	Committee on Education held on May 27, 2023.
<b>Approval</b>	Approved.

<b>18. Point discussed.</b>	Approval of minutes of meeting of the Departmental Committee on Membership/Bye-Laws held on April 27, 2023.
<b>Approval</b>	Approved.

**Any Other Point:**

**19.** Mr. Naeem Yousaf said that he had visited the Website of this Chamber and observed that outdated information in the heads of R&D, E-bulletin, Fairs & Exhibitions etc., was uploaded. He said that two different buttons like Fairs & Exhibitions and Trade Fairs having same information were shown on the Website and most of the information was not updated after 2022. He said that there was a need to update the Website with latest information and also to upgrade it.

The President suggested that a Sub-Committee should be formed which was agreed by the house. A Sub-Committee comprising of Mr. Naeem Yousaf, Mr. Muhammad Shahbaz Saim and Mr. Zain Ul Abideen under the Chairmanship of Mr. Naeem Yousaf was formed.

**20.** Mr. Zain Ul Abideen said that a Sub-committee on the Documentary of this Chamber under the supervision of Mr. Amer Majeed Sheikh was also formed by the Executive Committee. He was member of the Committee but no meeting had been called in that regard till date.

Mr. Amir Majeed Sheikh replied that the assignment of the documentary film had been sent to the appointed company along with the payment to start work on it. As soon as a clip related to the documentary was received from them, the meeting of Sub-Committee would be called to see it and with its approval, it would be forwarded to Executive Committee for final approval.

Mr. Naeem Yousaf said that in the meetings with Foreign Ambassadors it was always discussed about Trade Mark, Copy Rights etc. He informed that recently in the meeting with Austrian Ambassador held in this Chamber, the Ambassador had noticed and said that there was no mention of any trademark registered company in the presentation given to him. Mr. Naeem said that it should be considered. He further said that there was only one company which had registered their Trade Mark with European Union that should be highlighted. Mr. Amer Majeed Sheikh replied that the other Companies could object on it.

**21.** The President requested all the Members to come in time with Dress Code in the meeting with Mr. S.M. Tanveer. He also shared the sitting plan of the Guests with the Members.

**22.** Mr. Saleem Akhtar Bhutta said that he had requested to upload the pictures of his Committee Meeting on Chamber's social media Pages but he was not allowed. He said that recently he had seen pictures of meetings of various Departmental Committees Meetings on social media Pages of SCCI. The President replied the matter was discussed in a meeting and he had allowed it.

**23.** The Members discussed about the Executive Committee Meeting to hold at Nathiagali but no decision was taken.

The Meeting ended with a vote of thanks to the Chair.

**Minutes approved by the President, Sialkot Chamber of Commerce & Industry.**