



No. DWD/PWWEF/MB/2017-.....554-55
DIRECTORATE OF WOMEN DEVELOPMENT PUNJAB
6 College Block, Allama Iqbal Town, Wahdat Road, Lahore

Dated: 14th March, 2018

Ph: 042-99205861-66

To,

1. **Mr. Aquil Raza khoja,**
GM, Punjab Pension Fund.
2. **Ms Shahida, GM (OPS),**
Punjab Social Protection Authority.
3. **Ms. Sarwat Shaheen, SO (IC&YA),**
Finance Department.
4. **Ms. Nosheen Atta, Planning Officer,**
Planning and Development Department.
5. **Ms. Rukhsana Khan,**
Rep. of Women Chamber of Commerce and Industry.

SUBJECT: **MINUTES OF 7TH MEETING OF MANAGEMENT BODY OF PUNJAB WORKING WOMEN ENDOWMENT FUND (PWWEF) SOCIETY.**

I am directed to refer to the subject captioned above and to enclose herewith the minutes of 7th meeting of Management Body of Punjab Working Women Endowment Fund (PWWEF) Society held on 16.02.2018 at 11.00 a.m. in the Committee Room of Women Development Department, 184 Scotch Corner Upper Mall, Lahore under the Chairpersonship of Secretary, Women Development Department, Punjab.


(Rabia Yasmin)
14/03/18
Assistant Director

CC:

1. P.S to Secretary, Women Development Department. (Copy of minutes of the meeting enclosed)
2. P.A to Director, Directorate of Women Development. (Copy of minutes of the meeting enclosed)
3. Office Copy.





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DIRECTORATE OF WOMEN DEVELOPMENT, PUNJAB
6-COLLEGE BLOCK, WAHADAT ROAD, LAHORE

**MINUTES OF 7th MEETING OF MANAGEMENT BODY OF PUNJAB
WORKING WOMEN ENDOWMENT FUND (PWWEF) SOCIETY**

The 7th meeting of Management Body of Punjab Working Women Endowment Fund (PWWEF) Society was held on **16.02.2018** at **11:00 A.M.** under the Chairpersonship of Secretary Women Development Punjab in the Committee Room of Women Development Department.

2. The following attended the meeting:

1. Madam Bushra Aman, Secretary, Women Development Department / Chairperson PWWEF Society.
2. Muhammad Arshad Baig, Director, (DWD) / Secretary PWWEF Society.
3. Mr. Aquil Raza Khoja, GM, Punjab Pension Fund.
4. Ms. Shahida, GM (OPS), Punjab Social Protection Authority.
5. Ms. Sarwat Shaheen, SO (IC&YA), Finance Department
6. Ms. Nosheen Atta, Planning Officer, P&D Department
7. Ms. Rukhsana Khan, Rep. of Women Chamber of Commerce and Industry.

3. Meeting started with the recitation from the Holy Quran. Chairperson PWWEF Society welcomed the participants. The agenda items were discussed one by one. After detailed deliberations, Management Body took the following decisions unanimously:-

AGENDA ITEM	DISCUSSION	DECISION
Confirmation of the Minutes of 6 th Meeting of Management Body (29.11.2017)	Minutes of 6 th meeting of the Management Body held on 29.11.2018 were placed before the members of the Management Body for confirmation.	Management Body unanimously confirmed the minutes of 6 th meeting of Management Body held on 29.11.2017
Approval of payment of training allowance/stipend to Women Councilors under ADP Scheme titled "Training Awareness of Local Bodies Women Caucus on PWEI at Divisional Level" through PWWEF Society's Account	It was informed that DWD intends to use the account of PWWEF Society for disbursement of training allowance through cross cheques to almost 3700 women councilors to avoid cash transactions under the ADP Scheme. The approved amount of the training	The Management body unanimously allowed DWD to use the account of PWWEF Society for disbursement of training allowance/stipend to women councilors.

	<p>allowance i.e. Rs. 24.00 million under the scheme will be transferred to the bank account of PWWEF Society.</p> <p>It was proposed that the Management body may like to allow DWD to use the account of PWWEF Society for disbursement of training allowance/stipend to women councilors.</p>	3
<p>Mapping of the existing Working Women Hostels and Framing of bench-mark/standards for Working Women Hostels (WWHs)</p>	<p>It was informed that DCs of Layyah, Attock and Narowal earmarked land for the establishment of WWHs at their respective district HQs.</p> <p>As first step, DWD/PWWEF Society may request all DCs to share list of existing WWHs at their district HQs. After receiving lists of existing WWHs at each district HQ from DCs, PWWEF Society may hire the services of consultant/consultant firm for need assessment of hostel facility at each district HQ along with demand-supply analysis w.r.t capacity of hostel facility at each district HQ.</p> <p>Draft ToRs were presented before Management Body for approval to hire the services of consultant/consultant firm under short consultancy under PPRA rules for mapping of existing WWHs of Lahore and framing of bench-mark standards as per best practices for WWHs.</p>	<p>Management body directed to hire the separate consultant/consultant firm for Layyah, Attock, Narowal and Lahore and approved the constitution of a sub-committee to finalize the TORs for consultancy services under short consultancy for "Mapping of the existing Working Women Hostels and Framing of bench-mark/standards for Working Women Hostels (WWHs)".</p> <p>Composition of committee is as:</p> <ul style="list-style-type: none"> > Director, DWD (In chair) > Director, PSPA (Member) > Rep. of P&DD (Member) > Rep. of FD (Member) > AD (I) (Member / Secretary)
<p>Investment Plan</p>	<p>PPF shared the draft Investment Policy Statement (IPS) and Governance</p>	<p>Management body directed Investment Committee to examine</p>

	Structure for PWWEF Society for approval by the Management Body	and recommend the Investment Policy Statement and Governance Structure for PWWEF Society. Convener Investment Committee will present the drafts in Management Body after approval of Investment Committee.
Mechanism for disbursement of grant to Working Women <ul style="list-style-type: none"> ➤ Revision of upper limit of earning from Rs. 20,000/- per month to Rs. 30,000/- per month ➤ Selection of beneficiaries from Lahore, Multan and Rawalpindi (as pilot) 	<p>Members were informed that in response of advertisement PWWEF Society received 04 applications, out of which only one application received on specified format.</p> <p>Keeping in view the response of advertisement, it was proposed that the upper limit of earning i.e. Rs. 20, 000/- per month may be enhanced to Rs. 30,000/- per month and the beneficiaries may be allowed to select from the Lahore, Multan and Rawalpindi (as pilot).</p>	Management body unanimously directed to scrutinize all the received applications and present before Management Body for approval.
Approval of payment through PWWEF Society's Account to: <ul style="list-style-type: none"> ➤ Awardees of Fatima Jinnah Award (FJA), 2016 ➤ Awardees of Fatima Jinnah Award (FJA), 2017 	<p>It was informed that approved amount of the cash awards will be transferred to the bank account of PWWEF Society.</p> <ul style="list-style-type: none"> ➤ 05 women were bestowed with FJA, 2016 and cash award of Rs. 200,000/- per awardee was announced but the beneficiaries did not receive the amount till date. Inordinate delay caused due to non-existence of NTN number of awardees of FJA, 2016. ➤ Similarly awardees for FJA, 2017 may face same issue 	The Management body unanimously allowed DWD to use the account of PWWEF Society for disbursement of cash award to the Awardees of FJA, 2016 and FJA, 2017.

It was proposed that the management body may like to allow DWD to use the account of PWWEF Society for disbursement of cash award.

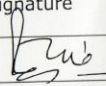

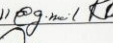


Meeting ended with a vote of thanks to and by the Chairperson.

Sl. #	Name	Designation
1.	Apurva Kulkarni	Member
2.	Shahida	Member
3.	Pooja Kulkarni	Member
4.	Natasha Kulkarni	Member
5.	Sneha Kulkarni	Member
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of the meeting enclosed
✓ Office Copy

ATTENDANCE SHEET

Subject: **7TH MEETING OF MANAGEMENT BODY OF WORKING WOMEN ENDOWMENT SOCIETY, SCHEDULED TO BE HELD ON 16.02.2018 AT 11:00 A.M UNDER THE CHAIRPERSONSHIP OF SECRETARY, WOMEN DEVELOPMENT DEPARTMENT.**

Sr. #	Name	Designation	Department	Contact No.	E-mail Address	Signature
1.	Aqsa Raza Khaja	Gm, PPF	Finance Dept.	0300-8555739		
2.	Shahida	Gm (OPS) LOCCB	PSPA	03004952222	gm.ops@psa.gov.pk	
3.	Rukhsana Khan	Executive member	Administration	03457086787	Khan.rukhsana2011@gmail.com	
4.	Noshreen Attia	Planning officer	PSD Dept	0331-565497	noshikhan.qlau@gmail.com	
5.	Sarwat Shaheen	SO (IC & PA)	FD	0300-4467664	SarwatShaheen669@gmail.com	
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