**Minutes of meeting**

**of Executive Committee of**

**High Court Bar Association, Abbottabad**

**Held on 12/5/2017 at 2:00 pm on the following Agenda**

**Agenda:**

1. To discuss the matter related to the Meeting with Honourable Chief Justice PHC
2. To discuss the matter related to the Construction of High Court Bar Room.
3. To discuss the matter related to the Saeed Akhtar Lawyer Plaza.
4. Selection of Co-Opted Member HCBA 2017-18
5. Computerization of record of lawyer data from COMSATS University
6. Preparation/amendment in Enrollment Form HCBA.
7. List of High Court Bar Association
8. New furniture for High Court Bar Association
9. Medical Allowance of Staff HCBA.
10. Service Structure and Bonus for Staff HCBA.
11. Parking for Lawyer and entrance gate in between Session Court & High Court

The meeting was started with Verses from Holy Qurran, performed by General Secretary HCBA and invited the Honourable President to grace the valuable suggestion and approvals.

The President first of all pointed out the Rules and Act of KP Bar Council under which High Court Bar Association functions. He further suggested we should follow our Constitution as KP Bar Council performs duties under its rules and regulations.

The Honourable President read over duties and functions of President, General Secretary, Vice-President, Library Secy. Addl. Secy. Finance Secy. And Executive members under the Constitution HCBA.

The president informed the house that in recently election of HCBA, 4 seats of Executive Member are remained vacant (i.e. 1 from Haripur, 2 from Mansehra and 1 from Battagram). Under the Rules of KP Bar Council the Chairman Election remain functioning for the whole of the session, so he will be request to announce the schedule for election of 4 vacant post of Executive Member as soon as possible. The Co-opted member notification will also be notified soon. All the member of Executive Committee agreed and approved it unanimously.

After that the Honourable President read out the minutes of previous meeting and discusses the accounts in detail, the balance is as under:

Amount in Bank : RS. 8665127.00

Receivable amount : Rs. 16200.00

Cash in Hand : Rs. 7275.00

The President further emphasized that we have already in contact with the COMSATS University for computerizing the record of members. A committee for looking after the Staff and canteen mater shall be constituted which will check the attendance, performance and proper uniform in office hour along with matter relating to canteen, their items rate and foods stuff used therein. President said that according to Bar Council Rules an Advocate must be enrolled with concerned Bar Association within 6 Month after obtaining the License. According to the list of KP Bar Council it would be brought on record that who is defaulter and who is not yet member of this Bar Association and after consultation with the Committee the membership will cancel after the default of three years continuously. The matter regarding the meeting with the Honourable chief Justice Peshawar High Court, Peshawar by the President during presidential dinner at Haripur, certain point were discussed which might be taken up by the President with Honourable Chief Justice, including submission regarding full time Single Bench and Divisional Bench at Abbottabad, besides occasional Division Bench for disposing of criminal cases and parking problem, to auction old furniture and to buy new furniture after visiting Advocate General Office at PHC, Abbottabad Bench qua his furniture.

In view of above agenda the following committees shall be constituted.

1. ***Committee for look after the Staff of HCBA and matter related to Canteen***:
2. Sardar Muhammad Asif (General Secretary)
3. Abdul Hakeem (Vice President)
4. S. Zulifiqar Ali Shah (Member Executive)
5. Adnan Fareed (member Executive)

(The duties of above Committee is to check out the attendance of Staff, their uniforms and performance, prepare a service structure in accordance with C & W department and attach them with EOBI Department along with the all mater related to Canteen HCBA)

1. ***Committee for Members List of HCBA***
2. Sardar Muhammad Asif (General Secretary)
3. Nisar Ahmed Khan Swati (Additional Secretary)
4. Syed Raza Ali Shah (Member Executive)
5. Faraz Ahmed (Member Executive)

(The above Committee shall work on the list of members of HCBA and to check who is not enrolled/existed with/on KP Bar Council and who is defaulter of HCBA and who are not yet enrolled with this Association after that a new list in accordance with KP Bar Council will be prepared and to write letters to all the DBA/TBA in this connection)

1. ***Committee for maintaining the Register for Meeting and Register for Library Books***
2. Sardar Muhammad Asif (General Secretary)
3. Nisar Ahmed Khan Swati (Additional Secretary)

(The above Committee shall maintain the proper record of minutes on the register and maintain a register for Library with all Books and to remove any deffiencay of books by purchasing new books etc)

1. ***Committee for purchase new furniture for HCBA Bar Room, President office and Library/auctioned proceedings***
2. Sardar Muhammad Asif (General Secretary)
3. Abdul Hakeem (Vice President)
4. Nisar Ahmed Khan Swati (Additional Secretary)
5. Syed Zulfiqar Ali Shah (Member Executive)

(The above committee will arrange the quotation for furniture from the market and put before the Executive Committee for their approval)

1. ***Committee for security payment to Contractor and final completion report of Saeed Akhtar Khan Lawyer Plaza.***
2. Sardar Muhammad Asif (General Secretary)
3. Abdul Hakeem (Vice President)
4. Zahid Idrees Mufti Advocate High Court
5. Muhammad Ali Khan Jadoon (Ex-General Secretary)
6. Syed Raza Ali Shah (Member Executive)
7. Adnan Fareed (Member Executive)

(The above committee shall handle the all matter relating to the finalization of Saeed Akhtar khan lawyer plaza i.e. payment of security amount; defective ability report, final report and any other deficiency try to be removing)

**Sardar Muhammad Asif**

**General Secretary**

**High Court Bar Association,**

**Abbottabad**