

KHYBER PAKHTUNKHWA CITIES IMPROVEMENT PROJECT  
PROJECT MANAGEMENT AND CONSTRUCTION SUPERVISION CONSULTANTS  
**MINCONSULT SDN BHD**  
JOINT VENTURE  
**CREATIVE ENGINEERING CONSULTANTS**

Ref: KPCIP/PMSCS/RE-ATD/CW-02/Lot-2/012

Date: 8<sup>th</sup> August 2023

To:


The Project Manager  
ZKB-M/S T.T. SH-INSAT LIMITED LIABILITY COMPANY (JV)  
Abbottabad

Project: ADB LOAN 4160-PAK & LOAN 8412-PAK (AIB CO-FINANCING): KHYBER PAKHTUNKHWA CITIES IMPROVEMENT PROJECT (KPCIP): OCB-KPCIPCW-02 Procurement of Works for improvements/Construction of Water Supply System: LOT-2: Rehabilitation and upgradation of Water Supply to WTP with SCADA in Abbottabad Including New Water Treatment Plant, Abbottabad.

Subject: Minutes of Meeting Dated 03-08-2023.

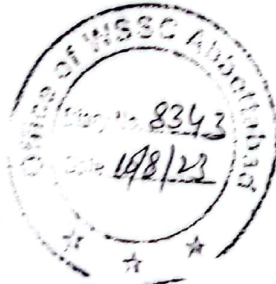
Please find the attached minutes of meeting held in your office on 03-08-2023 for your necessary action & record.

Your Sincerely

  
Engr. Said Afsar  
The Engineer/Resident Engineer  
Water Supply System (Abbottabad)  
PMSCS-KPCIP

Cc:

1. Project Director, (PMU-KPCIP, LGE&RDD).
2. Director Technical, (PMU-KPCIP, LGE&RDD).
3. Team Leader (PMSCS)
4. Chief Executive Officer, (WSSCA).
5. Contract & Claim Engineer (PMSCS).
6. Planning & Scheduling Engineer (PMSCS).
7. Office Copy



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PE (WS)

- Draft a letter to R.E. and ask why C.E. is not informed/invited for this kick off meeting

11<sup>th</sup> 08 2023

AM / Planning

Review of FYI & Draft reply if necessary  
10<sup>th</sup> Aug-23

## Minutes of Meeting

### Project:

**KHYBER PAKHTUNKHWA CITIES IMPROVEMENT PROJECT (KPCIP); OCB-KPCIP-CW-02 Procurement of Works for improvements/Construction of Water Supply System: LOT-2; Rehabilitation and upgradation of Water Supply to WTP with SCADA in Abbottabad Including New Water Treatment Plant, Abbottabad**

Date: August 03, 2023

Time: 10:30 AM - 12:00 PM

Location: ZKB-T.T. SH-INSAT (JV) Site Office Jarian Road Nawanshahr, Abbottabad, KPK, Pakistan.

### Attendees

S.NO	Name	Designation
1	Engr. Said Afsar Khan	Resident Engineer (PMCSC-ATD)
2	Engr. Abdul Majeed	Project Manager (ZKB-T.T. SH-INSAT))
3	Engr. Shakir Aziz Dawar	Environmental Associate (PMCSC-ATD)
4	Riaz Ali Shah	Deputy Project Manager (ZKB-T.T. SH-INSAT)
5	M.Tahir Khan	Material Engineer (ZKB-T.T. SH-INSAT)
6	Obaid Rahman	Environmentalist (ZKB-T.T. SH-INSAT)
7	Tanveer Khan	Surveyor (PMCSC-ATD)







### Agenda Items:

The following items were discussed and as under:

1. Letters pertaining to SSHSMP & SSEMP submission, time program, contractor personal and equipment's were handed over to contractor and discussed in detail.
2. Consultant and contractor environmentalist will review the SSEMP and SSHSMP prior to submission to RE. The review will be completed by 07/08/2023.
3. Contractor was briefed about the submission of RFI and its importance with regards to IPC processing. No verification of work without approved RFI.

4. Contractor was briefed about the site instruction memo from consultant side regarding discrepancy, defect if any in the work, and non-adherence to design/specifications.
5. Contractor was told that no work shall start prior to the approval of joint survey and cross section, and also to conduct rock classification. ?
6. Contractor was advised to submit the request for source approval of construction materials. ✓
7. Work program letter submitted to contractor and was briefed about the importance of work program.
8. Contractor was advised to provide Grievance Redressal Mechanism Register (GRM) and Grievance Box at office as well at camp site.
9. Contractor was advised to provide project sign board and other mandatory sign board related to health and safety. ✓
10. Contractor was advised to provide full personal protection equipment's (PPE's) for all staff and labors.
11. Contractor was advised to submit letter for observing holiday during the week. \_\_\_\_\_ ?



Minutes of Meeting Attendance Sheet			
S.NO	Attendees	Designation	Signature
1	Said Afsar khan	Resident Engineer (PMCSC-Abbottabad)	
2	Abdul Majeed	Project Manager ZKB - T.T. Sh-INSAAAT (JV)	
3	Shakir Aziz Dewar	Environmental Associate (PMCSC-Abbottabad)	
4	Tanveer Khan	Senior Surveyor (PMCSC-Abbottabad)	
5	Riaz Ali Sha	Deputy Project Manager (ZKB - T.T.Sh-INSAAAT (JV))	
6	M.Tahir Khan	Material Engineer ( ZKB - T.T.Sh-INSAAAT (JV)	
7	Obaid Rehman	Environmental (ZKB - T.T.Sh-INSAAAT (JV)	