

# Team Alfalah

Issue No. 61, April 2017



We are proud to announce that Team Alfalah has completed its journey of 5 years. First issue was published in 2012 April and today we are publishing the 60th issue. May this journey continue with appreciation and dedicated hard work.



# Table of Contents

|                    |         |
|--------------------|---------|
| Editor's Note      | Page 3  |
| Islamic Corner     | Page 4  |
| Insurance Day      | Page 5  |
| Employee Corner    | Page 6  |
| Allama Iqbal       | Page 7  |
| April Joiners      | Page 8  |
| BI Workshop        | Page 10 |
| Takaful Training   | Page 11 |
| Delegate the Work  | Page 12 |
| Labor Day          | Page 14 |
| Insurance Law Case | Page 15 |
| Peeru's Café       | Page 16 |

# Editor's *Note*

## Chief Patron

Mr. Nasar us Samad Qureshi

## Editorial Board

Dr. Fawad Sarwar

Syed Hasnain Zawar

Usman Arif

Naira Habib

Summer season is at its full peak these days. People need to keep themselves healthy as a lot of diseases attack during this season. Following are few tips that can keep you healthy during summer;

- Let's start with the basics. Drink plenty of water. You need to prevent your body from getting dehydrated. Do not hesitate in carrying bottles of water with you if you are going out for a duration longer than an hour or so.
- Apart from water, make sure that you consume other “good liquids” as well. Juices are strongly recommended. You can also consume fruits directly. Stay away from fizzy drinks. Lassi/shakes can be consumed in moderation.
- Do take rests . It's not good pushing beyond your physical limits.
- Wear as little clothing as possible when you are at your home. Go for light-weight, light-colored and loose-fitting clothes. Take good cover. Apply a good-quality sunscreen at least 30 minutes prior to going out. If necessary, repeat as per directions on the package.
- Get a good pair of sunglasses to protect your eyes from harmful UV rays. Do not treat sunglasses as just a fashion accessory . Put them to proper use.
- Wear the right pair of shoes for your outdoor activities. If you're doing a lot of walking and other outdoor activity, do not wear those flashy, fancy shoes which may look but are otherwise uncomfortable. Avoid blisters and sprains by choosing a good pair of walking shoes. Don't forget to wear them with a comfortable cotton socks. All this for your “happy feet ”.
- If you're on medication , try and find out if any of them is capable of increasing sensitivity to heat. No guesswork here. Only a qualified doctor can help you identify such medicines.
- See if you can bid goodbye to things like burgers, fries, puffs, pizzas, samosas, etc. for the season. If this looks too hard then at least cut down significantly on the consumption of junk food.

**Dr. Fawad Sarwar**

# Islamic Corner

“There is no gift that is better and more comprehensive than PATIENCE”

Sahih Bukhari 1400

Rasūlullāh ﷺ used to make this *Du'ā* at the beginning of the month of Rajab

اللَّهُمَّ بَارِكْ لَنَا فِي رَجَبٍ وَشَعْبَانَ وَبَلِّغْنَا رَمَضَانَ

“*Allāhumma bārik lanā fī Rajaba wa Sha'bān, wa ballighnā Ramadān*”

O Allah! Make the months of Rajab and Sha'bān a blessing for us and let us reach the holy month of Ramadān safely.

# Insurance Day at Hailey College

5th insurance day was celebrated at Hailey College of Banking and Finance on 5th April 2017. Industry veterans and students of HCBF attended the event enthusiastically. A debate competition on the topic “Why Educated Youth Should Pursue Insurance as Career” was also part of the event in which students and personnel from insurance industry participated.



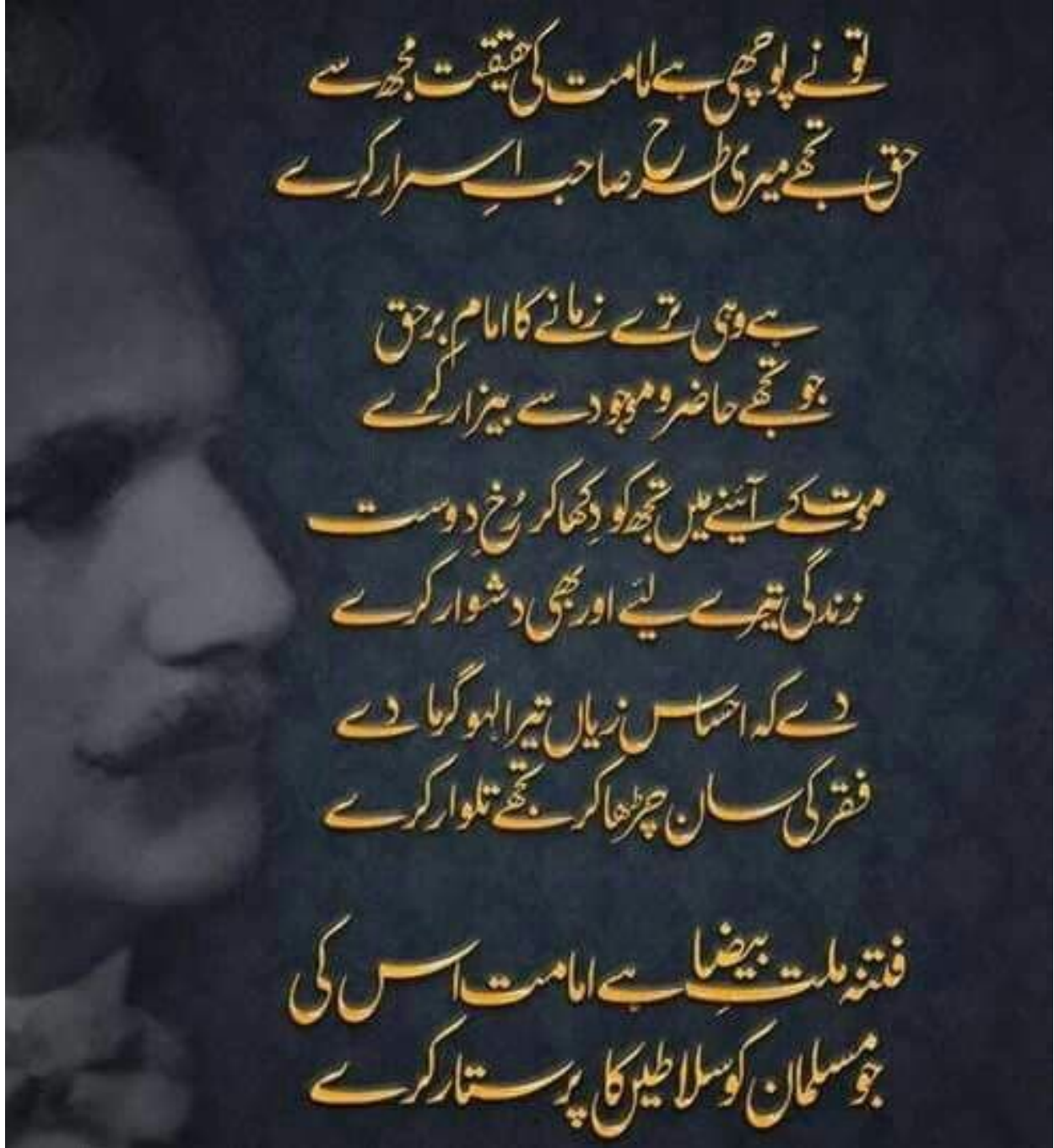
## Employee Corner

# Happy Birthday Colleagues

| Name                  | Designation                    | Location       | D.O.B  |
|-----------------------|--------------------------------|----------------|--------|
| Aamir Ishaq           | Officer                        | Peshawar       | 15-Apr |
| Imran Hashim          | Assistant Relationship Manager | Karachi Unit 1 | 15-Apr |
| Ghulam Farid          | Deputy Relationship Manager    | Peshawar       | 15-Apr |
| Dildar Mahboob        | Officer                        | Faisalabad     | 17-Apr |
| Arslan Hussain Shah   | Officer                        | Head Office    | 19-Apr |
| Kamran Malik          | Assistant Manager              | Karachi        | 19-Apr |
| Aftab Saleem          | Senior Executive Officer       | Head Office    | 19-Apr |
| Shahbaz Ahmed         | Executive Officer              | Head Office    | 20-Apr |
| Malik Farhan Asif     | Deputy Manager                 | Head Office    | 23-Apr |
| Hammad Iftekhhar      | Assistant Manager              | Head Office    | 25-Apr |
| Iftikhar ud Din       | Business Development Manager   | Peshawar       | 26-Apr |
| Syed Aosaf Ahmed Burq | Senior Executive Officer       | Head Office    | 4-May  |
| Ch. Manzoor Hussain   | Assistant General Manager      | Head Office    | 10-May |
| Furqan Mobin          | Executive Officer              | Head Office    | 11-May |
| Salman Abdul Majeed   | Senior Executive Officer       | Karachi        | 13-May |



# Allama Iqbal



# April Joiners

We congratulate Mr. Izaz Ali, Mr. Khurram Nadeem, Mr. Naveed Ashraf, Mr. Yasir Riaz, Mr. Arshad Khan & Mr. Aurengzeb for completing ten years in Alfalah Insurance Company. We hope that Alfalah Insurance will benefit from their continued patronage in days to come.

| Name                    | Designation                 | Placement   | Date of Joining | Service period |
|-------------------------|-----------------------------|-------------|-----------------|----------------|
| Izaz Ali                | Manager                     | Peshawar    | 15-Apr-07       | 10             |
| Khurram Nadeem          | Executive Officer           | Islamabad   | 16-Apr-07       | 10             |
| Naveed Ashraf           | Manager                     | Faisalabad  | 7-Apr-07        | 10             |
| Yasir Riaz              | Assistant Manager           | Peshawar    | 21-Apr-07       | 10             |
| M. Arshad Khan          | Officer                     | Karachi     | 24-Apr-07       | 10             |
| Aurengzeb               | Driver                      | Peshawar    | 21-Apr-07       | 10             |
| Hayat Gul               | Manager                     | Islamabad   | 1-Apr-08        | 9              |
| Muhammad Fahim Siddique | Deputy Relationship Manager | Lahore      | 9-Apr-08        | 9              |
| Ahsan Mehboob Qureshi   | Assistant Manager           | Head Office | 5-Apr-08        | 9              |
| Khurram Rasheed         | Senior Executive Officer    | Head Office | 28-Apr-09       | 8              |
| M. Tariq Chaudhry       | Manager                     | Head Office | 1-Apr-10        | 7              |
| Taimur Mahmood Mirza    | Executive Officer           | Head Office | 27-Apr-11       | 6              |

# April Joiners

| Name                  | Designation              | Placement   | Date of Joining | Service period |
|-----------------------|--------------------------|-------------|-----------------|----------------|
| Syed Ali Waseem       | Officer                  | Multan      | 6-Apr-11        | 6              |
| Adeel Nazeer Sheikh   | Deputy Manager           | Karachi     | 19-Apr-13       | 4              |
| Fahim Haider          | Senior Officer           | Head Office | 7-Apr-14        | 3              |
| Aftab Saleem          | Senior Executive Officer | Head Office | 1-Apr-14        | 3              |
| Iqra Shahbaz          | Executive Officer        | Head Office | 1-Apr-14        | 3              |
| Hafiz M. Tahir Ashraf | Senior Executive Officer | Head Office | 1-Apr-14        | 3              |
| Aamir Ishaq           | Officer                  | Peshawar    | 22-Apr-15       | 2              |
| Hunain Tahir          | Relationship Officer     | Faisalabad  | 28-Apr-15       | 2              |
| Muhammad Ameer        | Security Guard           | Head Office | 16-Apr-15       | 2              |
| Arslan Hussain Shah   | Officer                  | Head Office | 1-Apr-16        | 1              |
| Mohsan Tanveer        | Senior Executive Officer | Head Office | 01-Apr-16       | 1              |



For All  
Your  
Hard Work!

# Business Interruption Workshop

On March 29, 2017 a workshop on BI was conducted by Lahore Insurance Institute which was facilitated by Mr. Zaheer Abbas. During this three hour workshop technical aspects of BI were discussed including technical definitions, coverage, types of BI, calculation of gross profit and claim calculation of BI.

The knowledge, command on the subject and communication skills of the presenter were well appreciated by the audience and the feedback was great.



# Takaful Training - Concepts & Practices

As per the requirement of Securities and Exchange Commission of Pakistan, a 3 day training workshop was conducted at Head Office Alfalah Insurance Company. Subject of the training was Takaful Concepts and Practices which was facilitated by Mufti Imtiaz Alam. It was a fruitful session that helped the participants in understanding takaful in a better way.



## The Importance of Knowing How to Delegate the Work

“President Wilson did not have a well-organized secretarial staff. He did far too much of the work himself, studying until late at night papers and documents that he should have largely delegated to some discreet aides. He was, by all odds, the hardest worked man at the Conference; but the failure to delegate more of his work was not due to any inherent distrust he had of men and certainly not any desire to “run the whole show” himself but simply to his lack of facility in knowing how to delegate work on a large scale. In execution, we all have a blind spot in some part of our eye. President Wilson’s was in his inability to use men.” Woodrow Wilson as I Know Him, Joseph Patrick Tumulty, 1921.

When we think of manly leadership, thoughts of courage, resiliency, boldness and determination come to mind. We think of the man confidently in charge, steering the ship and leading the men. What we often do not think of is delegation. The ability to wisely and effectively delegate is a quality far more quiet than others, and yet one of the most crucial to a leader’s success. Whether you’re a manager at work, owner of your own business, officer in the military, or simply working on a school project, effective delegation is one of the keys to achieving your goals.

A man who insists on maintaining all control and authority is insecure and actually fails to even meet the definition of a leader. A leader is an executive, a man who manages time, resources, and people. A leader does not do everything himself, rather he marshals all of these elements on the pathway to success.

### Why Is Delegating Important?

Delegating frees you up to tackle the truly important aspects of your mission/business/project. Too many leaders, believing only they are able to do things just right, insist on being involved in every single detail of their missions. They believe that this ultra-hands-on approach is good for business because they’re making sure everything gets done just so.

But a leader should be in charge of the overall direction of a team; he is the one looking ahead,

steering the course, and making needed corrections to avoid getting off track. But buried in the small details, a man will lose the big picture and fail to see that the mission is falling apart until it is too late. A good leader isn’t a slave to detail; he uses his valuable time to tackle what’s truly important. And this leads to greater success for him and his organization.

### Delegating increases the morale, confidence, and productivity of subordinates.

A boss that takes over his subordinates’ responsibilities, constantly looks over their shoulder, and sticks his nose in their every doing, creates very dissatisfied people. They feel like their leader has no confidence in them. Conversely, bosses that give important responsibilities to their employees, along with the freedom to complete the task their way, builds his employees’ innovation, morale, and satisfaction. It is crucial for a leader to show those under him that he trusts them.

“There are those who seem to think a proof of executive ability is to be fussing around all the while. Not so. The real leader flutters not. He knows how to delegate work. He is the one who directs and, therefore, seems least busy of all.” Ohio Education Monthly, 1915.

### Delegating saves you time.

Not only does delegating allow you to concentrate on more important matters, it simply gives you more time in general.

Some leaders don’t believe this. “Why bother spending all that time training someone to do something that I can do myself with less trouble?” they ask. But while it’s true that training someone will involve more time in the short term, it’s an investment in the future that will pay compound interest.

The old adage, “**Feed a man a fish, feed him for the day, teach a man to fish, feed him for a lifetime,**” applies here. You can spend 20 minutes every day doing something your secretary should be doing, and thus spend 86 hours doing that task during the next five years. Or, you can spend

## The Importance of Knowing How to Delegate the Work

3 hours one day training your secretary to do it, and not have to spend any time on it ever again.

And what's the point of working your butt off to get to the top if you're going to be just as busy and harried as you were as a grunt? Andrew Carnegie was a man who knew how to hustle to get wanted he wanted. But once he found success, he became a master delegator. To a friend who told him that he got to work at 7 in the morning, he said:

"You must be a lazy man if it takes you ten hours to do a day's work. What I do is get good men and I never give them orders. My directions do not go beyond suggestions. Here in the morning I get reports from them. Within an hour I have disposed of everything, sent out all my suggestions, the day's work done, and I am ready to go out and enjoy myself."

### How to Delegate Effectively?

#### Pick the best people.

The true key to effective delegation begins before you actually do any delegating at all; rather, it starts in the hiring office. Choosing the best people for your team or business is the most paramount part of effective delegation. Everything rests on having people that can successfully carry out the responsibilities you delegate just as well as could do yourself. Pick people who are creative and self-motivated enough to work without you constantly looking over their shoulder and giving instruction.

#### Delegate in a way that people will willingly accept the assignment.

When you delegate a task to someone, that person will greet the task with one of two responses: resentment or pride. To ensure it's the latter, never delegate responsibilities that everyone knows you should specifically be doing. You delegate tasks when there are more important things that you personally need to attend to, not when you simply find a task unpleasant.

When you delegate a task, tell the person why you chose them-why you think their particular talents are well-suited for the project. **Compliments** go a long way, and will give the person a sense of

being needed and a sense of purpose.

Have **consistent standards**. Leaders who complain that their subordinates don't have the ability to tackle responsibilities competently are sometimes to blame themselves. They have not given their people clear guidance on what is expected of them. These leaders do not know themselves what they want and yet are angry when the result of a subordinate's work is not up to par. They know what they don't like, but can't articulate what they do want.

A man's efficiency is best developed by giving him **responsibility with a clear understanding** of that which is expected. Gradually increase the responsibility, always extending a guiding and helpful hand where needed. Give him all information necessary bearing on his work, encourage him to discuss troublesome matters with you or his next superior in order that errors may not occur for fear of exposing an apparent lack of knowledge.

Give **ample freedom** for the subordinate to complete the task. Once you delegate a responsibility, you are placing your trust in that subordinate to carry out the task. Constantly jumping back in to check on how things are going will show your subordinate that you do not really trust them, and thus will actually erode their morale and impede their productivity, creativity and success. Give the person room to be able to successfully complete their assignment, and remember, while there is an agreed upon goal, they don't have to get there exactly how you would get there. Let them do things in their own way.

#### Follow-up.

Giving ample freedom doesn't mean you never check in at all. Periodically follow-up with the person, not necessarily to stick your nose in what they're doing, but to see if they have any questions or concerns that need to be addressed.

**Share in rewards and give credit and praise.** When you ask others to take on responsibilities, you cannot

*By: Mr. Mohsan Tanveer*

# 1st May – Labor Day

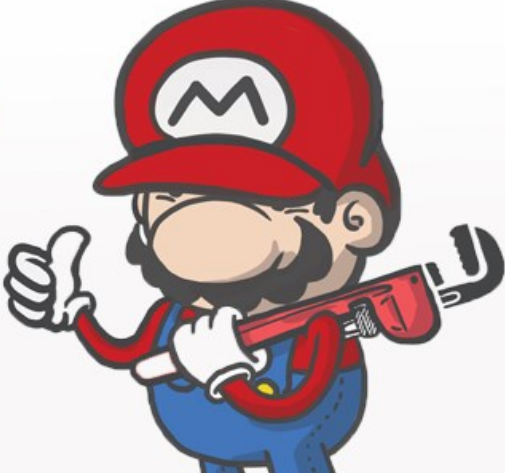
Your Hard work & Your dedication  
Have helped to build the nation.  
**Happy Labor Day**



HD Covers @ coverpixs.com



Salute you on a Special Day. For all the hard  
work you do Celebrate With Joy This very very  
**Happy May 1st Workers Day**



HD Covers @ coverpixs.com



# Insurance Law Case

## Common law rules

These are the rules which the courts themselves have developed to assist with interpretation. The three rules of interpretation include the following

### 1- Literal rule

According to the rule, words and phrases should be construed by the courts in their ordinary sense and the ordinary rules of grammar and punctuation should be applied. If by applying this rule a clear meaning emerges, then this must be applied. The courts will not try to establish whether this represents what Parliament intended when the legislation was passed.

This rule is strongly criticized by many lawyers. It has been said to be 'a rule against using intelligence in understanding language'. In some cases a strict application of the literal rule may lead to a result which is clearly at odds with the intention of the legislation.

Point to note:

This rule is the primary rule which takes precedence over the others.

### Case example

In *Whitely v. Chappell* (1869) the defendant had voted in the name of a person who had died and was accused of impersonating 'any person entitled to vote' at an election, which was an offence under electoral law. However, he was found not guilty of the offence on the grounds that a dead person is not entitled to vote and of course, has no legal rights of any sort once they cease to exist.

### 2- Golden rule

Where the meaning of words in a statute, if strictly applied, would lead to an absurd result, and there is an alternative interpretation which avoids the absurdity, the courts are entitled to choose that latter meaning and to assume that Parliament did not intend the absurdity. This is sometimes called the golden rule.

### 3- Mischief rule

This is sometimes called the rule in *Heydon's case*, from the decision in 1584 in which it was first set out. Under this rule, the judge will consider the meaning of the words in the Act in the light of the abuse or 'mischief' which the Act was intended to correct, and choose the interpretation which makes the Act effective in suppressing this mischief.

### 4- Presumptions

Finally, there are a number of presumptions which apply to the construction of a statute, unless there are clear words to the contrary in the statute itself.

Point to note:

Amongst the most important are the presumptions that the statute:

- is not intended to create a 'strict' criminal offence (i.e. liability without criminal intention or fault); is not intended to oust (do away with) the jurisdiction of the courts;
- is not intended to have retrospective effect;
- applies only to the UK;
- is not intended to infringe the requirements of international law; does not bind the Crown (i.e. the Government); and
- is not intended to interfere with vested (i.e. existing and established) rights or allow confiscation of property without compensation.



# Peeru's Café - 30th March

There was another get together on 30th March at Peeru's Café on account of celebrating achievements of Alfalah Insurance Company. Excellent Qawali program was hosted followed by the dinner.



# Alfalah Insurance

The fastest growing insurance company  
in the country

## Head Office:

5-Saint Mary Park, Gulberg III, Lahore.  
UAN: 111-786-234  
Fax: +92-42-35774329  
E-mail: [afi@alfalahinsurance.com](mailto:afi@alfalahinsurance.com)  
Web: [www.alfalahinsurance.com](http://www.alfalahinsurance.com)

## Lahore Unit 1:

5-Saint Mary Park, Gulberg III, Lahore.  
UAN: 111-786-234  
Fax: +92-42-35774329  
E-mail: [afi.lu1@alfalahinsurance.com](mailto:afi.lu1@alfalahinsurance.com)  
Web: [www.alfalahinsurance.com](http://www.alfalahinsurance.com)

## Faisalabad Office:

P-72/2, Chirag Plaza, 4th Floor,  
Liaqat Road, Faisalabad.  
Tel: +92-41-111-786-234, +92-41-2606131-3  
Fax: +92-41-2646969  
E-mail: [afi.fbd@alfalahinsurance.com](mailto:afi.fbd@alfalahinsurance.com)

## Islamabad Office:

2nd Floor, Bank Alfalah Building,  
Markaz I-8, Islamabad.  
Tel: +92-51-4864695-98  
Fax: +92-51-4862596  
E-mail: [afi.isl@alfalahinsurance.com](mailto:afi.isl@alfalahinsurance.com)

## Peshawar Office:

Ays Centre, 2nd Floor, Arbab Road,  
Peshawar Cantt, Peshawar.  
Tel: +92-91-111-786-234, +92-91-5253901-3  
Fax: +92-91-5253964  
E-mail: [afi.pwr@alfalahinsurance.com](mailto:afi.pwr@alfalahinsurance.com)

## Multan Office:

10-A, 2nd Floor, Tehsil Chowk, Bosan Road,  
Multan.  
Phone # 061-6211446-8  
Fax # 061-6211449  
E-mail: [afi.mul@alfalahinsurance.com](mailto:afi.mul@alfalahinsurance.com)

## Gujranwala Office:

1st Floor, Al-Hameed Centre, Opp Govt.  
Iqbal High School, G.T. Road, Gujranwala.  
Tel: +92-55-3820863-5  
Fax: +92-55-3820867  
E-mail: [afi.guj@alfalahinsurance.com](mailto:afi.guj@alfalahinsurance.com)

## Sialkot Office:

1st Floor, City Tower,  
Shahab Pura Road, Sialkot.  
Tel: +92-52-3240907  
Fax: +92-52-3240908  
E-mail: [afi.skt@alfalahinsurance.com](mailto:afi.skt@alfalahinsurance.com)

## South Zone

### Karachi Office:

1st Floor, Finlay House,  
I.I. Chundrigar Road, Karachi.  
Tel: +92-21-111-786-234, 32463839-42  
Fax: +92-21-32463361  
E-mail: [afi.khi@alfalahinsurance.com](mailto:afi.khi@alfalahinsurance.com)

### Karachi Unit-1 Office:

1st Floor, Finlay House,  
I.I. Chundrigar Road, Karachi.  
Tel: +92-21-111-786-234, 32463839-42  
Fax: +92-21-32463361  
E-mail: [afi.ku1@alfalahinsurance.com](mailto:afi.ku1@alfalahinsurance.com)

### Hyderabad Office:

House No. 49, 2nd Floor,  
Dr. Line, Saddar Cantt, Hyderabad.  
Tel: +92-22-2780655  
Fax: +92-22-2780656  
E-mail: [afi.hyd@alfalahinsurance.com](mailto:afi.hyd@alfalahinsurance.com)



MOTOR



INDUSTRIAL



PROPERTY



CARGO



TEXTILE



TRAVEL



ENERGY



HEALTH



CROP