



PASSCO

11-Kashmir Road, Lahore

Ph.No.99201461 Fax No.99200184

Email: info@passco.gov.pk

No. PASSCO/HR/Estb/Coord/8610/R&I/276

Dated: 23 Jan, 2025

Section Officer (Coord)
M/o National Food Security & Research,
Islamabad.

Subject: TRANSPARENCY INTERNATIONAL PAKISTAN'S RECOMMENDATIONS ON UPLOADING UPDATED INFORMATION ON THE WEBSITE OF NFS&R DEPARTMENT GOVT. OF PAKISTAN ENSURING CITIZENS ACCESS TO CLIMATE DATA AS PER ARTICLE 19A OF THE CONSTITUTION OF PAKISTAN, RIGHT OF ACCEDED TO INFORMATION ACT 2017, SUPREME COURT OF PAKISTAN JUDGEMENT IN C.P.NO.3532/2023

Kindly refer to your office letter No. F.10-3/2025-Coord(info) dated 16-01-2025 on the subject cited above.

2. I am directed to inform that PASSSCO is a Public Limited Company (unlisted) formed under Companies Act, 1913 (now Companies Act, 2017) working under administrative control of M/o NFS&R Islamabad as per Sr.12 of Rules of Business, 1973 and declared as Autonomous Body vide Cabinet Division No.4-11/2019-Min-I dated 14.04.2020. PASSCO is also declared as strategic but not essential SOE by CCoSOE. PASSCO is being controlled by 9x member BOD (3 Govt. Servant and 6 Bankers).

3. In this regard, please find attached below mentioned documents through which PASSCO operations are being governed: -

- i. Memorandum & Article of Association of PASSCO
- ii. PASSCO HR Policy, 2016 duly approved by the PASSCO's BOD.

4. Forwarded for information, please.


Sherjeel Najmul Masood
General Manager (HR)

Copy to:-

1. PS to Secretary M/o NFS&R Islamabad.
2. S.O. (Admn-IV), M/o NFS&R, Islamabad.
3. MD's Circulation File.
4. Master File.

The Companies Ordinance 1984

COMPANY LIMITED BY SHARES

Memorandum

and

Articles of Association

of

**Pakistan Agricultural Storage and Services
Corporation Limited.**



[Signature]
Company Secretary
PASSCO, Head Office
Kashmir Road, Lahore

CERTIFICATE OF INCORPORATION

No. C-117 LR of 1972-1973.

I hereby certify that "PAKISTAN AGRICULTURAL STORAGE
AND SERVICES CORPORATION LIMITED"

is this day incorporated under the Companies Act, VII
of 1913, and that the company is limited, as a public company
limited by shares.

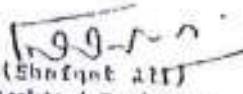
Given under my hand at Lahore

this 11th day of June,

One thousand, nine hundred and seventy three.

Fee : Rs. 1006/- (Rupees One thousand & six only).




(Shafiqul Alam)
Assistant Registrar,
Joint Stock Companies, Lahore Region.
"Shafiqul Alam"

100-11/12/24

for 
Company Secretary
PASSCO, Head Office
11-Kashmir Road, Lahore

Certificate for Commencement of Business.



(Pursuant to section 103 (2) of the Companies Act, 1913.)

I hereby certify that the "PARISTAN AGRICULTURAL
STORAGE AND SERVICES CORPORATION LIMITED"

which was incorporated under the Companies Act, 1913, on the
11th day of June, 1973.
and which has this day filed a duly verified declaration in the
prescribed form that the conditions of section 103 (1) (a) to (d) of
the said Act, have been complied with, is entitled to commence
business.

Given under my hand at Lahore

this 30th day of June,
one thousand nine hundred and seventy three.

Fee Rs. 3/-

(Shafiqat Ali)
Asst Registrar of Joint Stock Companies, Lahore
"Sikandar" Region.

J. S. C. 25

Ch-II & Military Press, Karachi-29.6.54-1000

for
Company Secretary
PASSCO, Head Office
11-Kashmir Road, Lahore

No. R 38 CCI(I)/73
Government of Pakistan
(Finance Division)
(Office of the Controller of Capital Issues)

REGISTERED

Islamabad the 26 June, 1973

From :-
The Controller of Capital Issues.

To:- M/s. Taseer Hadli Rahman Haq & Co.,
Chartered Accountants,
3, American Life Square,
I.I. Chundrigar Road, Karachi.

Dear Sirs,

With reference to your letter No. K-487/73 dated 16th June, 1973 I am directed to say that, subject to the conditions stated on subsequent pages, the Central Government are please to give their consent under the Capital Issues (Continuance of Control) Act, 1947, to the proposed issue in Pakistan by M/s. Pakistan Agricultural Storage and Services corporation Limited, a public company registered at Lahore, of capital to the value of Rs. 3,00,00,000/-, (Rupees three crores only) divided into 30,000 fully paid up ordinary shares of Rs. 1,000/- each to be issued at par for cash to the following :-

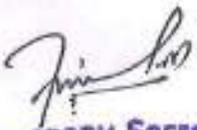
| | |
|--|-------------------|
| Federal Government | : Rs. 75,00,000 |
| National Bank of Pakistan | : Rs. 55,00,000 |
| Habib Bank Limited | : Rs. 45,00,000 |
| United Bank Limited | : Rs. 45,00,000 |
| Agricultural Development Bank of Pakistan | : Rs. 25,00,000 |
| Muslim Commercial Bank Ltd. | : Rs. 25,00,000 |
| Australasia Bank Limited | : Rs. 10,00,000 |
| Commerce Bank Limited | : Rs. 10,00,000 |
| Standard Bank Limited | : Rs. 10,00,000 |
| | |
| Rupees | : Rs. 3,00,00,000 |

yours truly,

(Sd.) (A.Z.FARUQUI) CSP.,
Controller of Capital Issues.

Under the Banks (Amalgamation) Scheme 1974.

- i) Australasia Bank Ltd. was renamed by Government as "Allied Bank of Pakistan". It holds shares worth Rs 10,00,000/-
- ii) Standard Bank Ltd was amalgamated with Habib Bank Ltd. It now holds shares worth Rs 55,00,000/-
- iii) Commerce Bank Ltd was merged with United Bank Ltd. It now holds shares worth Rs. 55,00,000/-

for

Company Secretary
PASSCO, Head Office
1 - Kashmir Road, Lahore

PASSCO SHAREHOLDERS & THEIR SHARE OF CAPITAL

| SHAREHOLDER | SHARE CAPITAL | |
|-----------------------|---------------|---------|
| | AMOUNT(Rs.) | %AGE |
| 1. FEDERAL GOVERNMENT | 7.5 Million | 25.00% |
| 2. N.B.P. | 5.5 Million | 18.33% |
| 3. H.B.L. | 5.5 Million | 18.33% |
| 4. U.B.L. | 5.5 Million | 18.33% |
| 5. MCB Bank Limited | 2.5 Million | 8.34% |
| 6. A.B.L. | 1.0 Million | 3.33% |
| 7. Z.T.B.L. | 2.5 Million | 8.34% |
| Total | 30.0 Million | 100.00% |


for **Company Secretary**
PASSCO, Head Office
11-Kashmir Road, Lahore

CONDITIONS

1. The Authority conveyed in this letter will lapse on the expiry of 12 months from the date of issue of the letter. Within one month of the date when the Authority so lapses, the company must forward to the Controller of Capital Issues a report of the action taken under the Authority and of the amount of capital raised as a result of such action.
2. This letter must be produced at the time of the presentation of documents for registration or stamping.
3. The proceeds of the issue of capital hereby sanctioned must not without the prior permission of the Central Government in writing be used for any objects of expenditure other than those described in the application to which this order relates.
4. The company will be subject to any measures of control, Licensing or acquisition that may be brought into operation either by the Central or Provincial Government.
5. The quorum of Directors meeting should consist of at least three Directors present in person. If all the directors except one are disqualified from voting, the matter should be decided in the General Meeting.
6. The quorum of General Meeting should consist of at least five persons present in person or by proxy.
7. The terms of appointment of Sole Purchase Sale or Distribution Agent and the Chief Executive whenever appointed will be subject to the prior approval of the Controller of Capital Issues.
8. The remuneration of a Director shall not exceed Rs. 100/- (Rupees one hundred only) per meeting of the Board attended by him. The remuneration of a Director for performing extra services shall be subject to prior approval of the Controller of Capital Issues.
9. A Director shall not require any share qualification, so long as only subscriber's shares are in issue. After the first issue of shares, the qualification of a Director (other than a Managing Director), shall be the higher of his holding shares of the value of Rs.1,000 or at the rate of Rs. 1,000 for every Rs. 25,000 of shares capital subject to a maximum of Rs. 25,000 at least in his own name. In the case of directors representing interests holding shares of the requisite value, no share qualification shall be required.
10. The company may at any time pay a commission to any person for subscribing or agreeing to subscribe, (whether absolutely or conditionally), for any shares or debentures or procuring or agreeing to procure subscriptions, whether absolute or conditional, for any shares or debentures of the company, but so that the amount or rate of commission shall not exceed two and half ($2\frac{1}{2}$) per cent of the amount actually underwritten out of the shares or debentures offered for subscription to the general public and an additional commission of two and half ($2\frac{1}{2}$) per cent of the amount of issue actually taken up by the underwriters. The company may also pay the usual brokerage not exceeding one (1) per cent of the paid up value of the share or the nominal value of the debentures actually sold through the brokers. The commission and/or brokerage may be paid in cash only and not in the form of shares or debentures.
11. The company should submit a copy of the Annual Statement of Accounts and a copy of the Director's Speech every year.
12. The company should submit quarterly reports regarding the progress made for issuing capital.
13. A copy of this consent Order should be published in the Memorandum and Articles of Association like a Certificate of Incorporation.

Sd/-
(A.Z. FARUQUI) CSP.,
Controller of Capital Issues.

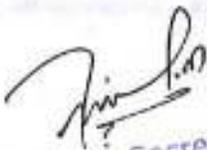
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Company Secretary
PASSCO, Head Office
11-Kashmir Road, Lahore

Copy for information forwarded to:-

- (i) The Assistant Registrar, Joint Stock Companies, Lahore.
- (ii) The State Bank of Pakistan, Exchange control, Department, Karachi.
- (iii) The National Investment Trust Limited, Karachi.
- (iv) The Department of Investment Promotion and supplies, Karachi

(SHAHZAD HUSSAIN NAQVI)
Section Officer

for

Company Secretary
PASSCO, Head Office
11-Kashmir Road, Lahore

STATEMENT OF MATERIAL FACTS
Under Section 160
OF
THE COMPANIES ORDINANCE 1984
AND
REVISED ARTICLES OF ASSOCIATION
OF
PAKISTAN AGRICULTURAL STORAGE & SERVICES CORPORATION LIMITED

for

Company Secretary
PASSCO, Head Office
11-Kashmir Road, Lahore

STATEMENT UNDER SECTION 160 OF THE COMPANIES ORDINANCE-1984.

Regarding Special Business as given in Notice of Meeting, the Companies Ordinance, 1984 was promulgated on October, 1984. Section 513 of the Ordinance requires every Company to alter its Memorandum & Articles of Association to conform to the provisions of the Ordinance. The existing Memorandum & Articles of Association of the Company have therefore been altered to bring them in conformity with the provisions of the Companies Ordinance, 1984.

Maj. Gen.
(MOHAMMAD AKRAM)
Managing Director
PASSCO, Lahore.

per 
Company Secretary
PASSCO, Head Office
11-Kashmir Road, Lahore

STATEMENT OF MATERIAL FACTS
Under Section 160
OF
THE COMPANIES ORDINANCE 1984
AND
REVISED ARTICLES OF ASSOCIATION
OF
PAKISTAN AGRICULTURAL STORAGE & SERVICES CORPORATION LIMITED


for **Company Secretary**
PASSCO, Head Office
11-Kashmir Road, Lahore

[THE COMPANIES ORDINANCE 1984]

(Company Limited by Shares)

Memorandum of Association

OF

Pakistan Agricultural Storage and Services Corporation Ltd.

I. The name of the company is 'PAKISTAN AGRICULTURAL STORAGE AND SERVICES CORPORATION LIMITED.

II. The Registered Office of the company will be situated at Lahore in the Province of Punjab.

III. The objects for which the company is established are to acquire, rent, construct and operate warehouses for storage of all kinds of agricultural commodities and ancillary products and to purchase or otherwise acquire, sell, supply, market, distribute, exchange or otherwise dispose of, import, export, store, hold, package, transport, use, experiment with, handle, trade and generally deal in agricultural commodities and ancillary products, agricultural equipment, fertilizers and chemical products, and to produce, manufacture, store, treat, refine, distill, reduce and process all kinds of agricultural products, agricultural equipments, artificial manures and fertilizers, chemicals and minerals and any products and by-products, which may be derived, produced, prepared, developed, compounded, made or manufactured therefrom and any substance obtained by mixing any of the foregoing with other substances and to help, guide, aid, promote through financial, technical or other means the farmer and the agricultural community and commerce in agriculture and so far as may be conducive to the attainment of the said objects or convenient or advantageous in connection therewith, to do all or any of the acts and things set-out in the ensuing sections of this paragraph, that is to say:

1. To own, lease, licence, purchase or otherwise acquire, and to maintain, work, gather, get in and develop gas, minerals, chemicals and other substances of all kinds and to pipe, transport, store, process, refine, treat, supply and deal in all such substances.

2. To own, purchase, acquire, lease, build, erect, install, establish, operate, manage and maintain plants, laboratories, equipment, apparatus, and other facilities for the manufacture, refining, processing, storage, sale and distribution of fertilizers and chemical products.

3. To buy, lease, sell, exchange or otherwise acquire and to construct, lay, maintain and operate pipelines and other conveyors for the transportation of gases, liquids, minerals and chemical and other substances.

4. To purchase, take on lease or in exchange, or otherwise acquire any lands, to lay out, improve and prepare the same for agricultural, building or commercial purposes, to sell, mortgage or let the same, to Construct, alter, repair, pull down, decorate, maintain, furnish, fit up and improve buildings, to lay out, construct and pave roads, streets, alleys, paths and walks, to drain, improve and land-landscape grounds, and enter into contracts and arrangements of all kinds with builders, property owners, tenants and other and to advance money to them.

5. To clear, manage, farm, cultivate, irrigate and otherwise work or use any lands over which the company has any rights to and to dispose off or otherwise deal with any farm or other products, animal or vegetable, of any such lands, and to lay out sites for and establish temporary or permanent camps, towns and villages on any

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for Company Secretary
PASSCO, Head Office
11-Kashmir Road, Lahore

such lands and to carry on all or any of the businesses of farmers, dairymen, milk contractors, dairy farmers, millers, seedsmen, nurserymen, dealers in agricultural equipment, growers and storers of and dealers in grain, hay and straw, and Surveyors and vendors of dairy products, poultry, animal feeds and provisions of all kinds and to buy, sell and trade in any goods usually traded in any of the above businesses and to carry on any other businesses which may be advantageously carried on by the company in connection therewith.

6. To establish a plant or plants for progressive assembly and manufacture of agricultural and industrial tractors, implements and equipment and to carry on the business of manufacturers, assemblers, importers, exporters in all types of tractors, earth moving equipment, transport vehicle of all sorts and engines, bodies, accessories, spares etc., used for or in connection with any of the above mentioned.

7. To own, run and manage workshops and service stations, for repairs and maintenance of tractors and transport vehicles, earth moving equipment and other machinery, and accessories thereof and to carry on the business of garage keepers and suppliers of and dealers in diesel, petrol and other fuels and lubricants.

8. To carry on business as manufacturers, makers, assemblers, importers, manufacturers, representatives, agents, exporters, traders, dealers, contractors repairers of heavy and light electrical machinery, specially electrical motors, transformers, switchgears, generators, pumping sets, blowers, ceiling and table fans, exhaust fans, electrical appliances, implements, tools, insulating materials, accessories, components and spare parts.

9. To manufacture, buy, sell, exchange, alter, improve, manipulate and prepare for market and otherwise deal in all kinds of machinery, plants, instruments, apparatus, appliances, fittings, accessories and spare parts.

10. To carry on business as fitters, jobbers, engineers, contractors of all kinds of electrical and mechanical contracts.

11. To carry on the business of iron foundries, mechanical engineers and manufacturers of agricultural implements, tool-makers, brass-foundries, metal workers, boiler makers, mill-wrights, machinists, iron and steel converters, smiths, wood-workers, builders, painters, metallurgists, electrical engineers, water supply engineers, gas makers, farmers, printers, carriers and merchants, and to buy, sell, manufacture, repair, convert, alter, let on hire, and deal in machinery, implements, rolling stock and hardware of all kinds, and to carry on any other business, industrial, agricultural, trading, manufacturing or otherwise which may seem to the company capable of being conveniently carried on in connection with the above or otherwise calculated directly or indirectly, to enhance the value of any of the company's property and rights for the time being.

12. To buy, sell, barter, pledge, mortgage, make advances against, receive or otherwise deal in buildings, bullion, produce, products, stocks, securities and any other goods or commodities.

13. To own, acquire, construct, establish, install, lay out, improve, maintain, work manage, operate, carryout, control, or aid in, contribute or subscribe to the construction, erection, maintenance and improvement or working of, any roads, ways, tramways, railways, aerodromes and landing fields, docks wharves, piers, bridges, jetties, break waters, dredging facilities moorings, harbour, abutment, viaducts, aqueducts, canals, water courses, wells, tanks, storage installations, refineries, pipes, pipelines, conveyors, telegraphs, telephones, wireless, gas works, steamworks, electric lighting and power works, power houses, hydro-electric plants, laboratories, factories, mills, foundries, workshops, boilers, machine shops, warehouses, shops, stores, fuel stores, hangers, garages, guard towers, machinery and other appliances, hotels, clubs, restaurants, lodging houses, baths, places of worship, hospitals, dispensaries, places of amusement, pleasure grounds, parks, gardens, reading rooms, dwelling houses, offices, and other buildings, works and conveniences, which may be calculated, directly or indirectly, to advance the Company's interests and to contribute to, subsidise or otherwise assist or take part in, the construction, improvement, maintenance, working, management, carrying out or control thereof, and to take any lease or enter into any working agreement in respect thereof.


for **Company Secretary**
PASSCO, Head Office
11-Kashmir Road, Lahore

14. To purchase, build, charter, freight, hire and let out for hire, or for chartering and freightment and otherwise to obtain the possession of, and use, and operate dispose of, and employ or turn to account, ships, lighters, barges, tugs, launches, boats and vessels of all kinds, automobiles, lorries, motor trucks and tractors, airplanes, helicopters, locomotives, wagons, tank cars, and other forms of transport and rolling stock, and other wise to provide for and employ the same in the conveyance of property and merchandise of all kinds and the transportation of personnel, employees, customers and visitors and to purchase or otherwise to acquire any shares or interest in any ships or vessels, airplanes, helicopters, railways, motor transportation or any companies possessed of or interested in any ships, vessels, airplanes, helicopters, railway and motor transportation.

15. To purchase, acquire, take on lease or tenancy, sell, dispose of, mortgage or let any estate or interest in and to take and acquire options over any property, immovable or moveable, or rights of any kind, and to develop, improve, turn to account, deal with, lease, mortgage, sell or otherwise dispose of the same in such manner as may be thought expedient.

16. To apply for, purchase, or otherwise acquire, and protect and renew in any part of the world in any patents, patent rights, brevets venion, trade marks, designs, licences, concessions and the like, conferring any exclusive or non-exclusive or limited right to their use, or any secret or other information as to any invention, process or thing which may seem capable of being used for any of the purposes of the company, or the acquisition of which may seem calculated directly or indirectly to benefit the Company, and to use, exercise, develop, or grant licences in respect of, or otherwise turn to account the property, rights or information so acquired, and to expend money in experimenting upon, testing or improving any such patents, inventions or rights.

17. To act as Managers, Agents, Registrars, Secretaries, Treasurer, Consultants of and to provide services to any business or concern that the company may find convenient or advantageous.

18. To enter into partnership or any arrangement for sharing profits, union of interests, co-operation, joint venture, reciprocal concessions, or otherwise with any company, association, firm or person carrying on or engaged in, or about to carry on or engage in, any business or transactions which this company is authorised to carry on or engage in or any business or transaction capable of being conducted so as directly or indirectly to benefit the company, and to lend money, to guarantee the contracts of or otherwise assist any such company, association, firm or person, and to purchase, take, or otherwise acquire, shares and securities of any such company or association, firm or person, and to sell, hold, re-issue, with or without guarantee, or otherwise deal with the same.

19. To acquire and undertake the whole or any part of the business, property and liabilities of any person or company carrying on or proposing to carry on any business which the company is authorised to carry on, or possessed of property suitable for the purposes of the company or which can be carried on in conjunction therewith or which is capable of being conducted so as directly or indirectly to benefit the company.

20. To establish or promote or concur, in establishing or promoting any company or companies for the purpose of acquiring all or any of the property, rights and liabilities of the company or for any other purpose which may seem directly or indirectly calculated to benefit the company, to amalgamate or consolidate or merge with a view to effecting a union of interests, either in whole or in part, with or into any other companies, associations firms or persons, and to place or guarantee the placing of, underwrite, subscribe for or otherwise acquire all or any part of the shares, debentures or other securities of any such other companies, associations firms or persons.

21. To lend and advance money or give credit to such persons or companies and on such terms as may seem expedient, and to guarantee the performance of any contract or obligation and the payment of money, of, or by any such persons or companies and generally to give guarantees and indemnities.

22. To receive money on deposit or loan and borrow or raise money in such manner as the company shall think fit, and in particular by the issue of debentures or debenture stock perpetual or otherwise) and to secure the repayment of any money borrowed, raised, or owing, by mortgage, charge or lien upon all or any of the property or assets of the company (both present and future), including its uncalled capital, and also by a similar mortgage, charge


For Company Secretary
PASSCO, Head Office
11-Kashmir Road, Lahore

or lien to secure and guarantee the performance by the company or any other person or company or any obligation undertaken by the company or any other person or company as the case may be.

23. To draw, make accept, endorse, negotiate, buy, sell deal in, discount, execute and issue promissory notes, bills of exchange, bills of lading, warrants, debentures and other negotiable or transferable instruments.

24. To subscribe for, underwrite, purchase or otherwise acquire and to hold, dispose of and deal in shares, stocks, bonds, debentures, debenture stocks, annuity or other obligations of any other company, person, institution or corporate or governmental body, whether secured or unsecured.

25. To sell, lease, mortgage or otherwise dispose of the property, assets, or undertaking of the company or any part thereof for shares, stocks, debentures, or other securities or obligations of any institution, corporate or governmental body, person or company, whether or not having objects altogether or in part similar to those of the company, or for any other consideration.

26. To obtain any legislative, judicial, administrative or other acts or authorisations of any government or authority competent in that behalf for enabling the company to carry any of its objects into effect and for effecting any modification of the Company's constitution, or for any other purpose which may seem expedient, to take all necessary or proper steps with the authorities, supreme, national, local, municipal or otherwise, of any place in which the company may have interest, and to carry on any negotiations or operations for the purpose of directly or indirectly carrying out the objects of the company or furthering the interests of its Members and to oppose any proceedings, applications, actions or steps taken by any Governmental authority or body, or any company, association, firm or persons, which may be calculated, directly or indirectly to be against the interests of the company or its members.

27. To enter into any arrangements and contracts with any government or authority, supreme, municipal, local or otherwise, that may seem conducive to the Company's objects or any one of them and to obtain from such government or authority any rights, privileges, options, concessions and licences, and to carry out, exercise or comply with any such arrangements, rights, privileges, concessions and licences and to procure the company to be registered or recognised in any part of the world.

28. To remunerate directors, officials, agents, employees and servants of the company and others and to establish and support or aid in the establishment and support of associations, institutions, funds, trusts and conveniences, calculated to benefit employees or ex-employees of the Company, or the dependants or connections of such persons, and to grant pensions, gratuities and allowances and to provide houses, amenities and conveniences of all kinds and to make payments towards insurance and to subscribe or guarantee money for charitable or benevolent objects or for any exhibition or for any public, general or useful purpose and for the purpose of this paragraph the words "Employees" and "Ex-employees" shall include, respectively, present and former directors and other officers, agents employees, trainees and servants.

29. To manage, improve, develop, sell exchange, lease mortgage, pledge, hypothecate, assign, transfer, deliver, dispose of, turn to account or otherwise deal with all or any part of the property and assets, immoveable, corporeal or incorporeal, tangible or intangible, and any right, title and interest of the company therein, including rights, licences, concessions and franchises as may seem expedient.

30. To pay out of the funds of the company all expenses which the company may lawfully pay with respect to the formation, promotion and registration of the company or the issue of its capital, including brokerage and commission for obtaining applications for or taking, placing or underwriting or procuring, the underwriting of shares, debentures or other securities of the company.

31. To pay for any rights or property acquired by the company and to remunerate any person or company whether by cash payment or by the allotment of shares, debentures or other securities of the company credited as paid up in full or part, or otherwise.



32. To adopt such means of making known the products of the company as may seem expedient and in particular by undertaking educational, training and demonstration programmes and by advertising in the press by circulars and exhibition of works, art of interest, by publication of books and periodicals, or through other media and by granting prizes, rewards and donations.

33. To undertake, assist and participate in financial, commercial and industrial operations and undertakings in any part of the world, and both singly and in connection with other persons, firms, associations and companies and corporations.

34. To do all or any of the above things, either as principals, agents, trustees, bailees, contractors, or otherwise, and either alone or in conjunction with others, and either by or through agents, subcontractors, trustees or otherwise, and either alone or in conjunction with others.

35. To distribute among the Members in specie, any property of the company, or any proceeds of sale or disposal of any property of the company, but so that no distribution amounting to a reduction of capital be made except with the sanction (if any) for the time being required by law.

36. To do all such other things as may be deemed incidental or conducive to the attainment of the above objects or any of them.

And it is hereby declared that the word "company" in this clause, except where used in reference to this company, shall be deemed to include any partnership or body of persons, whether corporate or unincorporate, and whether domiciled in Pakistan or elsewhere.

IV. The liability of the Members is limited.

V. The Share Capital of the Company is Rs. 100,000,000 (Rupees One hundred Million) divided into 100,000 Ordinary shares of Rs. 1,000/- (Rupees one thousand) each. The Company have power from time to time to increase, reduce, subdivide, consolidate or otherwise re-organize its capital and to divide the shares in the capital for time being into several classes in accordance with the provisions of Law.


Company Secretary
PASSCO, Head Office
11-Kashmir Road, Lahore

We, the several persons whose names and addresses are subscribed below, are desirous of being formed into a company, in pursuance of this Memorandum of Association, and we respectively agree to take the number of shares in the capital of the company set opposite our respective names:-

| Names, Addresses and Descriptions of each Subscriber | No. of Shares Taken by Each Subscriber | Signature | Name, Address and Description of Witness To Signature |
|---|--|-----------|--|
| A. Jamil Nishtar Managing Director, National Bank of Pakistan Head Office, I.I Chundrigar Road, Karachi | 1 | | |
| Hamid D. Habib Advisor, Habib Bank Ltd., Head Office, I.I Chundrigar Road, Karachi. | 1 | | |
| Abdus Sami, Joint President, United Bank Ltd., Head Office, I.I Chundrigar Road, Karachi. | 1 | | |
| M.A.K. Yousufi Managing Director, Australasia Bank Ltd., Jubilee Insurance House, I.I Chundrigar Road, Karachi. | 1 | | Khurshid Hadi A.CA Taseer Hadi Rahman Huq & Co. Chartered Accountants |
| Siraj Yusuf Khan, Joint Secretary, Government of Pakistan Finance Division, Islamabad, | 1 | | |
| Mian Riazuddin, Chairman, Agricultural Development Bank of Pakistan Ltd., Shafi Court Merewether Road, Karachi. | 1 | | |
| E.A. Garcia, Managing Director, Muslim Commercial Bank Ltd., Head Office, Karachi | 1 | | |
| Hummayun Sadiq Executive Director (Operations) National Bank of Pakistan, Head Office, I.I. Chundrigar Road, Karachi | 1 | | |

Dated the

23rd

day of

May

197


per **Company Secretary**
PASSCO, Head Office
11-Kashmir Road, Lahore

THE COMPANIES ORDINANCE, 1984

(Company Limited by Shares)

ARTICLES OF ASSOCIATION

OF

**PAKISTAN AGRICULTURAL STORAGE AND SERVICES CORPORATION
LIMITED**

PRELIMINARY

1. The regulations in Table A in the First Schedule to the Companies Ordinance, 1984, shall not apply to the Company, save as herein reproduced.

2. The sub-headings hereto shall not affect the construction hereof and in these Articles unless there be something in the subject or context inconsistent therewith:

- (1) "the Company" means Pakistan Agricultural Storage and Services Corporation Limited.
- (2) "the Ordinance" means the Companies Ordinance, 1984.
- (3) "the Section" means the section of the Ordinance.
- (4) "the Directors" mean the Directors for the time being of the Company.
- (5) "the Board" means the Board of Directors for the time being of the Company.
- (6) "Special Resolution" has the meanings assigned thereto by Clause (36) of sub-section (1) of Section of the Ordinance.
- (7) "the Office" means the registered Office for the time being of the Company.
- (8) "the Register" means the Register of Members to be kept pursuant to Section 147 of the Ordinance.
- (9) "the Authority" means the Corporate Law Authority constituted under Section 11 of the Ordinance.
- (10) "the Registrar" means the Joint Registrar, Joint Stock Companies, Lahore.
- (11) "Member" means a member of the Company as defined by Clause (21) of sub-Section (1) of Section 2.
- (12) "the Articles" means these Articles of Association as originally framed or as altered from time to time by Special Resolution.

[Signature]
for Company Secretary
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11-Kashmir Road, Lahore

- (13) "the Chief Executive" means the Chief Executive of the Company appointed from time to time pursuant to these Articles.
- (14) "Secretary" means the Secretary of the Company and the expression "Secretary" shall include the person appointed to perform the duties of Secretary.
- (15) "Seal" means the common seal of the Company.
- (16) "Dividend" includes bonus.
- (17) "Proxy" includes Attorney duly constituted under a power of attorney.
- (18) "Month" means calendar month according to the English calendar.
- (19) "In Writing" and "Written" include printing, lithography, type-writing and all other modes of representing or reproducing words in visible form.
- (20) Words importing the singular number only include the plural number and vice versa.
- (21) Words importing the masculine gender only include the feminine gender.
- (22) Words importing persons include bodies corporate.

Subject as aforesaid any words or expressions defined in the Ordinance shall except where the subject or context forbids bear the same meaning in these Articles.

3. Except to the extent and in the manner permitted by Section 95, none of the funds of the Company shall be employed in the purchase of, or in loans upon the security of, shares of the Company.


for **Company Secretary**
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II. SHARES

4. Shares under the control of Directors

Subject to the provisions of these Articles and to the provisions of Section 85 of the Ordinance, the shares shall be under the control of the Directors, who may allot or otherwise dispose of the same to such persons on such terms and conditions either at a premium or at par and at such times and for such consideration as the Directors think fit unless the Company shall in General Meeting decide upon the issue of such shares on other terms.

5. Return as to allotments

The Directors shall, as regards any allotment of shares, duly comply with such of the provisions of Section 67 to 73 of the Ordinance, as may be applicable thereto.

6. Fractional Shares

If and whenever as a result of an issue of new shares or any consolidation or subdivisions of shares, any member becomes entitled to hold shares in fractions, the Directors shall be entitled to sell whole shares at a reasonable price and pay and distribute to and amongst the members entitled to such fractional shares in due proportion or dispose of in any other manner, as determined by the members in General Meeting, the net proceeds of the sale thereof. For the purpose of giving effect to any such sale the Directors may authorise any person to transfer the shares sold to the purchaser thereof and the purchaser shall be registered as the holder of shares comprised in any such transfer and he shall not be entitled to see to the application of the purchase money nor shall his title to the shares be affected by the irregularity or invalidity in the proceedings in reference to the sale.

7. Issue of shares against property sold to the Company

Subject to the provisions of the Ordinance and these Articles, the Directors may allot and issue shares in the capital of the Company as payment or part payment for any property sold or transferred, goods or machinery supplied, or for services rendered to the Company in the conduct of the business or affairs, and any shares, which are allotted, shall be issued as fully paid up shares.

8. Shares at a discount

With the previous sanction of the Company in General Meeting and the sanction of the Authority and upon otherwise complying with section 84 of the Ordinance it shall be lawful for the Directors to issue Shares at a discount.

9. Fully paid shares

The Company shall not issue partly paid shares.

10. Shares in lieu of outstanding balance of loans etc.

The Company may issue ordinary shares or grant option to convert into ordinary shares against loans etc in the manner provided in Section 87 of the Ordinance.


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11. Acceptance of shares

An application signed by or on behalf of an applicant for shares in the Company followed by an allotment of any shares therein, shall be an acceptance of shares within the meaning of these Articles, and every person who thus or otherwise accepts any shares and whose name is on the Register, shall for the purposes of these Articles, be a Member.

12. Address of Members

Every Member shall name to the Company a place to be registered as his address and such address shall for all purposes be deemed to be his registered address for the purposes of the Company.

13. Company not bound to recognize interest in Shares

The company shall not, save as ordered by a Court of competent jurisdiction, be bound to recognize (even when having notice thereof) any benami, equitable, contingent, future or partial interest in any shares, or any other right in respect of a share except an absolute right thereto in the person or persons from time to time being registered as the holder or holders thereof.

14. Shares may be registered in the name

Shares may be registered in the name of any person, a limited company or corporate body, the Government of Pakistan, its nominees, the Government of the Provinces of Pakistan, their nominees, but not in the name of a minor, or a firm, nor shall more than four persons be registered as joint holders of any share.


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III COMMISSION AND BROKERAGE

15. Commission for placing shares

The Company may, at any time when shares or debentures are offered for allotment or for sale, pay a commission to any person for subscribing or agreeing to subscribe (Whether absolutely or conditionally) for any shares, debentures or debenture Stock of the Company or procuring or agreeing to procure subscriptions (Whether absolute or conditional) for any shares, debentures or debenture stock of the Company, but so that the statutory conditions and requirements as prescribed in Section 82 of the Ordinance shall be observed and complied with, and the rate of commission shall not exceed the rate, if any, fixed under Section 82 of the Ordinance or any other law for the time being in force. The commission may be paid or satisfied in cash or (subject to the provisions of the Ordinance and these Articles) in shares, debentures or debenture stock of the Company.

16. Brokerage

The Company may also on issue of shares pay such brokerage as may be lawful.


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IV CERTIFICATES

17. **Certificates of shares and Member's right**

Every person whose name is entered as a member in the register of members shall, without payment, be entitled to receive, within ninety days after allotment or within forty five days of the application for registration of transfer, one certificate for all the shares registered in his name, or several certificates at the discretion of the Directors. Every certificate of shares shall specify the number and the distinctive serial numbers of the shares in respect of which it is issued and the amount paid up thereon. The Certificates of title to shares and duplicate thereof when necessary shall be issued under the Seal of the Company and shall be signed by two Directors or by one Director and the Secretary or by the Managing Director and Secretary.

18. **As to issue of new certificate of one defaced, lost or destroyed.**

If any certificate be worn out or defaced then upon production thereof to the Directors, they may order the same to be cancelled, and may issue a new certificate in lieu thereof, and if any certificate be lost or destroyed then, upon enquiry and/or proof thereof to the satisfaction of the Directors and on such indemnity as the Directors deem adequate being given, a new certificate in lieu thereof shall be given to the registered holder of the share to which such lost or destroyed certificate shall relate. Such certificate shall be issued within forty five days of the application or in case of refusal to so issue for any reasonable cause, the Company shall notify to the applicant the reason for refusal within thirty days from the date of the application.

19. **Fee**

For every certificate issued under the last preceding Article there shall be paid to the Company a sum as the Directors may determine together with a sum equal to all the actual expenses incidental to the investigation by the Company of the title and evidence of such destruction or loss and to such indemnity.

20. **Certificate of shares registered in the name of more than one person**

The Certificate in respect of shares registered in the name of two or more persons shall be delivered to the person first named in the Register.


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V TRANSFER AND TRANSMISSION

21. Register of transfers

The Company shall maintain a Register of transfers and therein shall be fairly and distinctly entered the particulars of every transfer or transmission of any shares.

22. Directors not to refuse transfer

The Directors shall not refuse transfer of any fully paid shares or debentures unless the transfer deed is defective or invalid.

23. Refusal to register

If the Directors refuse to register the transfer of any shares, they shall, within thirty days from the date on which the instrument of transfer was lodged with the Company, send or cause to be sent to the transferee and the transferor notice of the refusal.

24. Instrument of transfer to be executed by transferor and transferee and stamped.

Subject to the provisions of Section 76 of the Ordinance, no transfer of Shares shall be registered unless a proper instrument of transfer duly stamped and executed by the transferor and transferee has been delivered to the Company together with the Certificate or Certificates of shares. The instrument of transfer of any share shall be signed both by the transferor and transferee, and shall contain the name and address alongwith other particulars as contained in Article 26 hereof, both of the transferor and transferee, and the transferor shall be deemed to remain the holder of such share until the name of the transferee is entered in the Register in respect thereof. Each signature to such transfer shall be duly attested by the signature of one credible witness who shall add his address and occupation.

25. Application for transfer

Application for the registration of the transfer of a share shall be made either by the transferor or the transferee, and subject to the provisions of Article 23 the Directors shall, unless objection is made by the transferor within two weeks from the date of receipt of the notice, enter in the Register the name of the transferee in the same manner and subject to the same conditions as if the application for registration was made by the transferee.

26. Instrument of transfer

The instrument of transfer of any share shall be in writing in the usual common form, or in the following form, or as near thereto as circumstances will admit:

PAKISTAN AGRICULTURAL STORAGE AND SERVICES CORPORATION LIMITED

I/we AB, of (full address), son/daughter/wife of.... being a national(s) of..... in consideration of the sum of Rupees.....only (Rs.....) paid to me/us by CD of (full Address.....) son/daughter/wife of.....being a national(s) of.....(hereinafter called the said transferee(s)) do hereby transfer to "the said transferee (s)"(Share(s) numbered.....in my/our name(s) in the books of Pakistan Agricultural Storage and services Corporation Limited, to hold unto the said transferees) his/her/their executors, administrators and assigns, subject to the several conditions on which I/we hold the same at the


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time of execution hereof and I/we the said transferee(s) do hereby agree to take the said share(s) subject to the conditions aforesaid.

As witness our hands the.....day ofOne thousand nine hundred and.....

Signed by the said)
 transferor in the)
 presence of:)
) Transferor's signature
) Transferor's occupation.....

Witness 1.....)
 Occupation.....)
 Address.....)
) Witness 2.....
) Occupation.....
) Address.....

Signed by the said)
 transferee in the)
 presence of:)
) Transferee's signature
) Transferee's occupation.....

Witness 1.....)
 Occupation.....)
 Address.....)
) Witness 2.....
) Occupation.....
) Address.....

27. Restriction on transfer

No transfer shall be made to a minor insolvent or person of unsound mind.

28. Conditions of registration of transfer

Every instrument of transfer shall be left at the Office for registration, accompanied by the certificate of the shares to be transferred, and such other evidence as the Directors may require to prove the title of the transferor or his right to transfer the shares, and upon payment of the proper fee, the transferee shall (subject to the Directors' right to decline to register hereinbefore mentioned) be registered as a Member in respect of such shares. The Directors may waive the production of any certificate upon evidence satisfactory to them of its loss or destruction.

29. When transfer to be retained

All instruments of transfer which shall be registered shall be retained by the Company, but any instrument of transfer which the Directors may decline to register shall be returned to the person depositing the same.

30. Transmission of registered shares

The executors or administrators or the nominee(s) appointed under Section 80 of the Ordinance of a deceased Member (not being one of several joint holders) shall be the only persons recognized by the Company as having any title to the shares registered in the name of such member, and in case of the death of any one or more of the joint holders of any registered shares, the survivors shall be the only persons, recognised by the Company as having any title to or interest in such shares. Before recognising any such executor or administrator the Directors may require him to obtain a Grant of Probate or nomination as mentioned above or Letters of Administration or other legal representation as the case may be, from a competent Court of Law: Provided nevertheless that in any case where the Board in their absolute discretion think fit it shall be lawful for the Directors to dispense with the production of Probate or Letters of Administration or such other legal representation upon such terms as to indemnity or otherwise as the Directors, in their absolute discretion, may consider necessary.

[Signature]
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31. Registration of persons entitled to shares otherwise than by transfer

Any person becoming entitled to a share in consequence of the death or bankruptcy or insolvency of any Member or by any lawful evidence other than by a transfer upon producing such evidence that he sustains the character in respect of which he proposes to act under this Article, or of his title, as the Directors think sufficient, shall have the right either to be registered a Member himself, in respect of such shares, or may, subject to the regulations as to transfer hereinbefore contained, transfer such share.

32. The company not liable for disregard of notice prohibiting transfer

The Company shall incur no liability or responsibility whatever in consequence of its registering or giving effect to any transfer of shares made or purporting to be made by any apparent legal owner thereof (as shown or appearing in the register) to the prejudice of persons having or claiming any equitable right, title or interest to or in the same shares, notwithstanding that the Company may have had notice of such equitable right, title or interest or notice prohibiting registration of such transfer, and the Company shall not be bound or required to regard or attend or give effect to any notice which may be given to it if any equitable right, title or interest, or be under any liability whatsoever for refusing or neglecting so to do, but the Company shall nevertheless be at liberty to regard and attend to any such notice and give effect thereto, if the Board shall so think fit.


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11-Kashmir Road, Lahore

VI. ALTERATION OF CAPITAL

33. Increase of capital how carried in to effect

Subject to Section 92 of the Ordinance, the Company by Ordinary Resolution in General Meeting may from time to time increase its share capital by the creation of new shares of such amount as may be deemed expedient. The new shares shall be issued upon such terms and conditions and with such rights and privileges annexed thereto as the General Meeting resolving upon the creation thereof shall direct and if no directions be given as the Board shall determine.

34. Offer of new capital

In addition to and without derogating from the powers for this purpose conferred on the Directors under Article 35 and to any exercise thereof the Company may in General Meeting determine that any shares (whether forming part of the original capital or of any increased capital of the Company) shall be offered in the first instance either (subject to the provisions of Section 86 of the Ordinance) at par or at a premium to such persons (whether members of or holders of debentures of the Company, or any class thereof or not) in such proportions and on such terms and conditions or subject to compliance with the provisions of Section 84 of the Ordinance at a discount as such General Meeting may determine and with full power to give to any person the option to call for or be allotted shares of any class of the company either (subject as aforesaid) at par or at premium or subject as aforesaid at a discount such option being exercisable at such time and for such consideration as may be directed by such General Meeting or the Company in General Meeting may make any other provision whatsoever of the issue, allotment or disposal of any such shares.

35. Further issue of capital by Directors

Where the Directors decide to increase the capital of the Company by the issue of further shares such shares shall be offered to the Members in proportion to the existing shares held by each member (irrespective of class) and such offer shall be made by notice specifying the number of shares to which the member is entitled and limiting a time within which the offer, if not accepted, will be deemed to be declined; and after the expiration of such time or on receipt of an intimation from the Member to whom such notice is given that he declines to accept the shares offered, the Directors may from time to time, subject to the provisions of sub-Section (7) of Section 86 of the Ordinance, dispose of the same in such manner as they think most beneficial to the company. The Directors may likewise so dispose of any new shares which (by reason of the ratio which the new shares bear to the shares held by persons entitled to an offer of new shares) cannot, in the opinion of the Directors be conveniently offered under the Article; such fractional shares be disposed of as provided in Article 6.

36. New capital to be treated as part of the original

Except so far as otherwise provided by the conditions of issue or by these presents any capital raised by the creation of new shares shall be considered part of the original capital and shall be subject to the provisions herein contained with reference to transfer, transmission and otherwise.

37. Reduction of capital

The Company may, subject to the provisions contained in Section 96 to 106 of the Ordinance, from time to time, by Special Resolution, reduce its capital by paying off capital or cancelling capital which has been lost or is unrepresented by available assets, or otherwise as may seem expedient.


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38. Consolidation and sub-division of shares

Subject to Section 92 of the Ordinance, the Company may by an Ordinary Resolution in General Meeting alter the conditions of its Memorandum as follows:-

- (a) Consolidate and divide all or any part of its share capital into shares of larger amount than its existing shares;
- (b) Sub-divide its shares or any of them, into shares of smaller amount than is fixed by the Memorandum;
- (c) Cancel shares which, at the date of the passing of the resolution, have not been taken or agreed to be taken by any person, and diminish the amount of its share capital by the amount of the shares so cancelled.

MODIFICATION OF RIGHTS**39. Modification of rights**

The Company may vary and modify the rights of members of any class of shareholders provided always that such variation or modification shall be carried out only if a majority of at least three-fourth of the members affected by such alteration, as the case may be, personally or through proxy, vote for such alteration.

Yes


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VII BORROWING POWERS

40. Director may borrow

The Directors may from time to time at their discretion obtain finance as defined in the Banking Tribunal Ordinance, 1984 or otherwise raise or borrow money/term capital, participatory redeemable capital from Banks, Financial Institutions or from any other institution or person and secure the payment of any such sum or sums of money borrowed and to mortgage or charge its undertaking, or property or any part thereof and to issue Participation Term Certificate, Term Finance Certificate, Mudarba-Musharika, Debenture, Debenture Stock or any other type of security permitted by law and may themselves lend to the Company on security or otherwise.

41. Directors may secure loans

The Directors may raise or secure the payment or repayment of any sum or sums in such manner and upon such terms and conditions in all respects as they think fit and, in particular, by the creation of any mortgage or charge on the undertaking of the whole or any part of the property, present or future, or by the issue of bonds, perpetual or redeemable, debentures or debenture-stock of the company charged upon all or any part of the property of the Company, both present and future.

42. Issue of securities

Subject to the provisions of Section 114 of the Ordinance any debentures, debenture-stock, bonds or other securities may be issued at a discount, premium or otherwise and with any special privileges as to redemption, surrender, drawings, allotment of shares, attending and voting at General Meetings of the Company, appointment of Directors of the Company or otherwise.

43. Register of mortgages etc.

The Directors shall cause a proper register to be kept in accordance with Section 125 of the Ordinance, of all the mortgages and charges specifically affecting the property of the Company, and shall duly comply with the requirements of Sections 121, 122, 128 and 129 of the Ordinance, in regard to the registration of the mortgages and charges therein specified and otherwise and shall also duly comply with the requirements of Section 130 of the Ordinance, as to keeping a copy of every instrument creating any mortgage or charge by the Company at the Office, and the requirements of Section 132 of the Ordinance as to giving intimation of the payment or satisfaction of any charge or mortgage created by the Company.

44. Securities may be assignable free from equities

Debentures, debenture-stock, bonds and other securities may be made assignable free from any equities between the Company and the person to whom the same may be issued.

45. Instrument of transfer of debenture and refusal to transfer

With regard to transfer of debentures and refusal to transfer, the conditions of Articles 22, 23, 27 and 32 and Sections 76 to 81 of the Ordinance shall be complied with.

46. Inspection of copies of mortgages and charges

The Company shall comply with the provisions of Section 135 of the Ordinance as to allowing inspection of copies kept at the Office in pursuance of Section 130 of the Ordinance, and as to allowing inspection of the register of mortgages to be kept at the Office in pursuance of Section 125 of the Ordinance.


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47. **Supplying copies of trust deed**

The Company shall comply with the provisions of Section 113 of the Ordinance as to supplying copies of any trust deed for securing any issue of debentures.


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VIII. REGISTERS, INSPECTION AND COPIES

48. **Maintenance of registers**

The Directors shall cause to be kept at the Office of the Company register of Members and register of debenture holders together with the indices thereto and register of annual list of Members in accordance with the provisions of Sections 147, 149 and sub-Section (a) of Section 156 of the Ordinance.

49. **Inspection of registers**

Every register mentioned in Article 48 shall, subject to such reasonable restrictions, as the Company in General Meeting may impose, so that not less than two hours in each day be allowed for inspection, be open to the inspection of a member, debenture holder or a creditor gratis and to the inspection of any other person on payment of such amount not exceeding the prescribed amount as the Company may fix; and any such Member, debenture holder or other person may make extracts therefrom.

50. **Certified copies of registers**

A certified copy of the registers mentioned in Article 48 or of any part thereof shall, at the request of a Member, debenture holder or any person, be supplied to him, on payment of such amount not exceeding the prescribed amount as the Company may fix, in the manner provided in sub-Section (2) of Section 150 of the Ordinance.

51. **Power to close registers**

Register of Members or of debenture holders, as the case may be, may be closed for any time or times, as the Directors think fit, but not exceeding in the whole forty five days in a year and not exceeding thirty days at a time, in the manner laid down in Section 151 of the Ordinance.


for **Company Secretary**
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IX. MEETINGS

52. Annual General Meeting

A General Meeting of the Company shall be held in accordance with the provisions of Section 158 of the Ordinance once at least in every calendar year within a period of six months following the close of its financial year in the town in which the Office is situated and at such time and place as may be determined by the Directors, provided that no greater interval than fifteen months shall be allowed to elapse between two such General Meetings.

53. Distinction between Annual and Extraordinary General Meetings

The General Meetings referred to in the last preceding Article shall be called Annual General Meetings; all other meetings of the Company shall be called Extraordinary General Meetings.

54. Extraordinary General Meeting

The Directors may, whenever they think fit, and they shall, on the requisition of the holders of not less than one-tenth of the issued capital of the Company, forthwith proceed to convene an Extraordinary General Meeting of the Company, and in the case of such requisition the following provisions shall have effect:-

- (1) The requisition must state the objects of the meeting and must be signed by the requirements and deposited at the Office and may consist of several documents in like form each signed by one or more requisitionists.
- (2) If the Directors do not proceed within twenty-one days from the date of the requisition being so deposited to cause a meeting to be called, the requisitionists or a majority of them in value may themselves convene the meeting, but any meeting so convened shall not be held after three months from the date of the deposit.
- (3) Any meeting convened under this Article by the requisitionists shall be convened in the same manner as nearly as possible as that in which meetings are to be convened by the Directors but shall be held at the Office.
- (4) A requisition by joint-holders of shares must be signed by all such holders.

55. Notice to Members

No less than twenty-one days' notice to the Members specifying the place, day and hour of meeting shall be sent by post or otherwise served as provided by section 50 of the Ordinance. Such notice shall be accompanied by copies of draft resolutions, other than routine or procedural resolutions which are proposed for consideration in Meeting. Provided always that not less than twenty-one days' notice shall be given of a meeting to pass a Special Resolution specifying the intention to propose the Resolution as a Special Resolution but if all the Members entitled to attend and vote at any such meeting so agree, a resolution may be proposed and passed as a Special Resolution at a meeting of which less than twenty-one days' notice has been given.

56. Accidental omission to give notice

The accidental omission to give any such notice to or the non-receipt of notice by any of the Members shall not invalidate the proceedings of any such meeting.


 for Company Secretary
 HASSCO Head Office
 21, West Hill Road, L1

X PROCEEDINGS AT GENERAL MEETINGS

57. Business of Annual General Meeting

The business of an Annual General Meeting shall be to receive and consider the profit and loss account and balance sheet, the reports of the Directors and the Auditors, to elect Directors and Auditors in place of those retiring in the manner provided in Sections 178 and 252 of the Ordinance, to declare dividends, to fix the remuneration of Auditors, and to transact any other business which, under these Articles, ought to be transacted at an Annual General Meeting. All other business transacted at an Extraordinary General Meeting shall be deemed special.

58. Quorum

At least five members entitled to vote and present in person or by proxy of whom at least three shall be present in person, representing not less than twenty five per cent of the total voting power either of their own account or as proxy shall be a quorum for General Meeting for all purposes. No business shall be transacted at any General Meeting unless a quorum shall be present at the commencement of the business.

59. Chairman of the Meeting

The chairman of the Board of Directors, if any, shall preside as chairman at every general meeting of the Company, but if there is no such chairman, or if at any meeting he is not present within fifteen minutes after the time appointed for holding the meeting, or is unwilling to act as chairman any one of the Directors present may be elected to be chairman, and if none of the Directors is present or is unwilling to act as chairman the members present shall choose one of their number to be the chairman.

60. If quorum not present

If within half an hour after the time appointed for the holding of a General Meeting a quorum is not present, the meeting if convened on the requisition of the Members, shall be dissolved, and in every other case shall stand adjourned to the same day in the week following at the same time and place. If at such adjourned Meeting a quorum is not present within half an hour from the time appointed for the Meeting, the Members present personally or by proxy shall be the quorum and may transact the business for which the Meeting was called.

61. Adjournment

The Chairman may, with the consent of any meeting at which a quorum is present (and shall if so directed by the meeting), adjourn the meeting from time to time but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place. When a meeting is adjourned for ten days or more, notice of the adjourned meeting shall be given as in the case of an original meeting. Save as aforesaid, it shall not be necessary to give any notice of an adjournment or of the business to be transacted at an adjourned meeting.

62. Evidence of passing of a resolution

At any general meeting a resolution put to the vote of the meeting shall be decided on a show of hands, unless a poll is (before or on the declaration of the result of the show of hands) demanded by at least five members present in person or by proxy, or by the Chairman of the Meeting, of his own motion, or by any Member or Members present in person or by proxy and having not less than one-tenth of the total voting power in respect of the resolution, and unless a poll is so demanded, a declaration by the Chairman that a resolution has been carried or carried unanimously or by a particular majority or lost, and an entry made to that effect in the books of the proceedings of the Company, shall be conclusive evidence of the fact without further proof of the number or proportion of the votes recorded in favour of or against such resolution


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63. Time of taking poll

A poll demanded on any matter, other than that contained in Article 64, shall be taken at such time, not more than fourteen days from the day on which it is demanded, as the Chairman of the Meeting may direct. When a poll is taken, the Chairman or his nominee and a representative of the Members demanding the poll shall scrutinize the votes given on the poll and the result shall be announced by the Chairman. Subject to the provisions of these Articles, the Chairman shall have power to regulate the manner in which a poll shall be taken. The result of the poll shall be deemed to be the decision of the meeting on the resolution on which the poll was taken. In case of any dispute as to the admission or rejection of a vote on poll, the Chairman shall decide such dispute and his decision shall be final and conclusive.

64. Poll demanded on election of Chairman

Any poll duly demanded on the election of the Chairman of a Meeting or on any question of adjournment shall be taken forthwith.

65. Business may proceed notwithstanding demand of a poll

The demand for a poll shall not prevent the continuation of a Meeting for the transaction of any business, other than the question on which the poll was demanded.

66. Minute books

Minutes shall be made in books provided for the purpose of all resolutions and proceedings at General Meetings, and any such minutes if signed by any person purporting to have been the Chairman of the Meeting to which it relates or by the Chairman of the Board shall be receivable as evidence of the facts therein stated without further proof.

67. Inspection of minute books by Members

The books containing minutes of proceedings of General Meetings of the Company shall be kept at the Office of the Company and shall during business hours (subject to reasonable restrictions as the Board may from time to time impose but so that no less than two hours each day is allowed for inspection) be open to the inspection of any Member without charge.


for Company Secretary
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XI. VOTES OF MEMBERS

68. Voting by Members

Upon a show of hands every Member entitled to vote and present in person or by proxy shall have one vote, and upon a poll every Member entitled to vote and present in person or by proxy shall have one vote for every share conferring voting rights as aforesaid held by him. Provided always that in the case of an election or removal of a Director the provisions of Articles 97 and 100 respectively shall apply.

69. Votes in respect of deceased or insolvent Member

Any person entitled under the "Transmission clause" conferred in Article 30 to transfer any shares may vote at any General Meeting in respect thereof as if he was the registered holder of such shares, provided that at least forty-eight hours before the time of holding the Meeting or adjourned Meeting as the case may be at which he proposes to vote he shall satisfy the Directors of his right to transfer such shares unless the Directors shall have previously admitted his right to vote at such meeting in respect thereof.

70. Voting rights of lunatic Members

A Member of unsound mind in respect of whom an order has been made by any Court having jurisdiction in lunacy may vote on a show of hands or on a poll through his committee, and such committee may, on a poll, vote by proxy, provided that such evidence as the Board may require of the authority of the person claiming to vote shall have been deposited at the Office of the Company not less than forty eight hours before the date of holding the meeting.

71. Voting rights of joint holders

Where there are joint registered holders of any shares, any one of such persons may vote at any meeting, either personally or by proxy, in respect of such shares as if he was solely entitled thereto; and if more than one of such joint holders to present at any meeting personally or by proxy, that one of the said persons so present whose name stands first shall alone be entitled to vote in respect thereof. Several executors or administrators of a deceased Member in whose name any share stands shall, for the purposes of this Article, be deemed joint holders thereof.

72. Voting in person or by proxy

Subject to the provisions of these Articles, votes may be given either personally or by proxy, but every proxy shall be appointed in writing under the hand of the appointer or his attorney or if such appointer is a company or corporation, under its own common seal or the hand of its Attorney and any committee or guardian representing a lunatic or a minor may appoint such a proxy.

73. Deposit of Instrument of appointment

- (i) No person shall act as proxy unless the instrument appointing him as proxy and the power of attorney or other authority (if any) under which it is signed or a notarially certified copy of such power or authority shall have been deposited at the office of the Company not less than forty-eight hours before the time of holding the Meeting at which he proposes to vote, and in default, the instrument of proxy shall not be treated as valid.
- (ii) A proxy shall also be a Member of the Company who is qualified to vote.
- (iii) A company or corporation being a Member of the Company may appoint as proxy or as its representative under sub-section (1) of Section 162 of the Ordinance any person to


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exercise in General Meeting the same powers on behalf of the company or the corporation which he represents as that company or corporation could exercise if it were an individual Member of the Company.

- (iv) A company or a corporation which is a creditor of the Company may authorise any of its officials or any other person to act as its representative at any meeting of the Creditors of the Company held under the provisions of the Ordinance or any other meeting to which it is entitled to attend in pursuance of the provisions contained in any debenture or trust deed or any other document and the person so authorised shall be entitled to exercise the same powers as are available to the company or corporation which he represents.
- (v) The Federal Government, or a Provincial Government, as the case may be, if a Member of the Company, may appoint such person as it thinks fit to act as its representative at any meeting of the Company or at any meeting of any class of Members of the Company.
- (vi) A person appointed to act as aforesaid shall, for the purposes of Ordinance, be deemed to be a Member of the Company and shall be entitled to exercise the same rights and powers, including the right to appoint proxy, as the Federal Government or the Provincial Government, as the case may be, may exercise as a Member of the Company.

74. Custody of instrument

If any such instrument of appointment be confined to the object of appointing a proxy, agent or representative and, if embracing other objects, a copy thereof, examined with the original, shall be delivered to the Company to remain permanently, or for such time as the Board may determine, in the custody of the Company.

75. When vote by proxy valid through authority revoked

A vote given in accordance with the terms of an instrument appointing a proxy shall be valid notwithstanding the previous death of the principal, or revocation of the proxy or of any power of attorney under which such proxy was signed, or transfer of the share in respect of which the vote is given, provided no intimation in writing of the death, revocation or transfer shall have been received at the Office before the Meeting.

76. Form of proxy

Every ordinary instrument of proxy whether for a specified meeting or otherwise shall be in writing in such form as shall from time to time have been prescribed by the Board, and if no particular form shall have been so prescribed then in the following form :

'I/We of
in the district of being a member of the
PAKISTAN AGRICULTURAL STORAGE AND SERVICES CORPORATION LIMITED,
hereby appoint of
as my/our proxy to vote for me/us and on my/our behalf at the Annual/Extraordinary (as the case may be)
General Meeting of the Company to be held on the day of
and at any adjournment thereof.'

77. Time for objection to vote

No objection shall be made to the validity of any vote except at the Meeting or at the poll at which such vote shall be tendered, and every vote whether given personally or by an agent duly authorised under a


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power of attorney or by proxy, not disallowed at such Meeting or poll, shall be deemed valid for all purposes of such Meeting or poll.

7B. Chairman of Meeting to be the Judge of validity of any votes

The Chairman of any meeting shall be the sole judge of the validity of every vote tendered at such meeting. The chairman present at the taking of a poll shall be the sole judge of the validity of every vote tendered at such poll.


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XII DIRECTORS

79. Number of Directors

Until otherwise determined by a Special Resolution, the Board of Directors shall be composed of not less than eight nor more than twelve Directors.

80. Director may act notwithstanding any vacancy

The continuing Directors may act notwithstanding any vacancy in their body, but if the minimum falls below the number fixed by Article 79 thereof, the Directors shall not, except for the purpose of filling a vacancy in their number, act so long as the number remains below the minimum.

81. Committee of Directors

Subject to the provisions of sub-Section (2) of Section 196 of the Ordinance the Directors may delegate their powers to Committees consisting of such member or members of the Board as they think fit. Any committee so formed shall in the exercise of the powers so delegated conform to any regulations that may be imposed on them by the Directors.

82. Remuneration of Directors

Unless otherwise determined by the Company in General Meeting each Director (other than a Chief Executive and a full time working Director) shall be paid out of the funds of the company by way of remuneration for his services a sum not exceeding Rs. 500/- for each meeting of the Directors attended by him. The Directors may allow and pay to any Director who for the time being is resident out of the place at which any meeting of the Directors may be held and who shall come to that place for the purpose of attending the meeting, such sum as the Directors may consider fair and reasonable for his expenses in connection with his attending the meeting in addition to his remuneration as above specified.

83. Special remuneration to Directors for performing extra duties

Any Director appointed to any executive office including for the purpose of this Article the Office of Chairman or to serve in any Committee or to devote special attention to the business of the Company or who otherwise perform extra services, which in the opinion of the Board are outside the scope of the ordinary duties of a Director, may be paid such extra remuneration by way of salary, fees, allowances or otherwise as shall from time to time be determined by the Directors.

84. Qualification shares

The qualification of a Director shall be the higher of his holding shares of the value of Rs. 1,000 or at the rate of Rs. 1,000 for every Rs. 25,000 at least in his own name. In the case of Directors representing interests holding shares of the requisite value, no share qualification shall be required.

85. Ineligibility to become Director

No person shall be appointed as a Director of the Company if he :

- (a) is a minor;
- (b) is of unsound mind;

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- (c) has applied to be adjudicated as an insolvent and his application is pending;
- (d) is an undischarged insolvent;
- (e) has been convicted by a Court of law for an offence involving more a turpitude;
- (f) has been debarred from holding such office under any provision of the Ordinance;
- (g) has betrayed lack of fiduciary behaviour and a declaration to this effect has been made by the Court under section 217 of the Ordinance, at any time during the preceding five years;
- (h) is not a Member.

Provided that clause (h) shall not apply in the case of :

- (i) a person representing the Government or an institution or authority which is a Member;
- (ii) a whole time Director who is an employee of the Company;
- (iii) a chief Executive ; or
- (iv) a person representing a creditor.
- (v) ceases to hold qualification shares as required under Article 84.

86. Creditors may nominate Directors

In addition to the Directors elected or deemed to have been elected by shareholders, the Company may have Directors nominated by the Company's creditors or other special interests by virtue of contractual arrangements.


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XIII. POWER AND DUTIES OF DIRECTORS

87. General powers of Company vested in Directors

The control of the Company shall be vested in the Board and the business of the Company shall be managed by the Board, which may exercise all such powers of the Company as are not by the Ordinance or by these Articles required to be exercised by the Company in General Meeting, subject nevertheless to the regulations of these Articles, to the provisions of Sections 195 and 196 and to the other provisions of the Ordinance and such regulations, (not inconsistent with the aforesaid regulations or provisions) as may be prescribed by the Company in General Meeting; but no regulation made by the Company in General Meeting shall invalidate any prior act of the Board which would have been valid if the regulation had not been made.

88. Delegation to Chief Executive

The Board may entrust to and confer upon the Chief Executive any of its powers upon such terms and conditions and subject to the provisions of sub-Section (2) of Section 196 of the Ordinance and to such restrictions as it may deem fit. The Board may at any time amend, supplement, revoke, withdraw, alter or vary any or all of its powers so delegated.

89. Directors of Company may be Directors of a subsidiary company

The Directors of the company and any Officer, so authorised by the Directors, may be or become Directors of any Company promoted by the Company or in which it may be interested as a vendor, shareholder or otherwise, and no such Director/Officer shall be accountable for any benefits received as Director or Member of such Company.

90. Minutes to be made

The Board shall cause Minutes to be made in Books provided for the purpose :

- (a) of the names of Directors present at each meeting of the Company, and of the Board, and of any committee of Directors.
- (b) of all resolutions and proceedings at all meetings of the company, and of the Board, and of any committee of Directors.

Any such minutes of any meeting of the Board or of a committee of Directors or of the Company, if signed or purporting to be signed by the Chairman of such meeting, or of the next succeeding meeting shall be receivable as evidence of the matters stated in such minutes.

91. Payment of retirement benefits

The Board may pay and agree to pay pension or other retirement, superannuation, death or disability benefits or allowances to any person in respect of any Director or former Director who may hold or may have held any executive office of employment under the Company, or any subsidiary company of the Company, or its holding Company, (if any), and for the purpose of providing any such pension or other benefits or allowances, may contribute to any scheme or fund and may make payments towards insurance or trusts in respect of such persons.


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XIV. CHIEF EXECUTIVE AND SECRETARY**92. Chief Executive**

- (i) The Directors of the company shall appoint a Chief Executive in accordance with the procedure and manner set out in Sections 198 and 199 of the Ordinance. The Chief Executive may be styled as Managing Director.
- (ii) Such appointment of Chief Executive shall not be for a period exceeding three years from the date of appointment.
- (iii) A retiring Chief Executive shall be eligible for re-appointment.
- (iv) The terms and conditions of appointment of Chief Executive shall be determined by the Directors.
- (v) The Chief Executive shall exercise such powers as are conferred on him by the Directors under Article 88.
- (vi) The Chief Executive shall, if he is not already a Director of the company, be deemed to be its Director and be entitled to all the rights and privileges and subject to all the liabilities of the Office.
- (vii) The Chief Executive shall act subject to the restriction and removal as are prescribed in Sections 201 to 203 of the Ordinance.
- (viii) The Chief Executive shall be authorised to sub-delegate all or any of powers, authorities and discretions for the time being vested in him and, in particular, from time to time for the appointment of any attorneys for management and transactions of the affairs of the Company in any special locality in such manner as he thinks fit.

93. Secretary

The Board shall appoint a Secretary of the Company who shall perform such functions and duties as are required under these Articles or as may be directed by the Board.


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XV. DISQUALIFICATION OF DIRECTORS

94. Vacation of office of Director

The office of a Director shall ipso facto be vacated if :

- (a) he becomes ineligible to be appointed a Director on any one or more of the grounds enumerated in clauses (a) to (h) of Section 187 of the Ordinance;
- (b) he absents himself from three consecutive meetings of the Directors or from all the meetings of the Directors for a continuous period of three months; whichever is the longer, without leave of absence from the Directors;
- (c) he or any firm of which he is a partner or any private Company of which he is a Director :-
 - (i) without the sanction of the company in General Meeting accepts or holds any office of profit under the Company other than that of Chief Executive or a legal or technical advisor or a banker; or
 - (ii) accepts a loan or guarantee from the Company in contravention of Section 195 of the Ordinance;
- (d) he is removed as a Director by resolution of Members in General Meeting in compliance with Article 100.
- (e) he tenders to the Board his resignation from the office of Director of the Company.
- (f) he fails to obtain within two months after his appointment, or at any time thereafter ceases to hold, the share qualifications, if any, necessary for his appointment.

The appointment of an alternate Director under article 111 will constitute leave of absence from the Board to the Director for whom such alternate is appointed during such Director's absence.

95. Directors may contract with the Company

Subject to the provisions of the Ordinance, the Directors shall not be disqualified by their respective offices from contracting with Company, either as vendors or purchasers or otherwise (Provided any such contract is approved by the appropriate vote of the Board where necessary) nor shall any such contract or arrangement entered into, by or on behalf of the Company with any company or partnership of or in which any Director shall be a Member or be otherwise interested, be avoided; nor shall any Director so contracting or being such a Member or so interested be liable to account to the Company for any profit realised by any such contract or arrangement, by reason only of such Director holding that office, of the fiduciary relation thereby established, but the nature of his interest must be disclosed by him at the meeting of the Directors at which the contract or arrangement is determined upon, or approved, if the interest then exists, or in any other case, at the first meeting of the Directors, after the acquisition of the interest provided nevertheless that a general notice that any Director is a Member of any specified firm or company, and is to be regarded as interested in any subsequent transaction, be a sufficient disclosure within the meaning of this Article, and after such general notice, it shall not be necessary to give any special notice relating to any particular transaction with such firm or company. Any such general notice shall expire at the end of the financial year in which it was given and may be renewed for a further period of one financial year by giving fresh notice in the last month of the financial year in which it would otherwise expire. And provided also that (except in the case of a contract of indemnity against any loss that any one or more of the Directors may suffer by reason of becoming or being sureties or a surety of the Company) no Director shall take part in the discussion of or vote in respect of


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any contract or arrangement in which he is so interested, nor his presence shall be counted for the purpose of forming a quorum at a meeting of Directors at the time of any such discussion or voting, and if he does so, vote shall not be counted.

96. Register of contract

A register shall be kept or caused to be kept by the Directors in which shall be entered particulars of all contracts or arrangements to which the preceding Article applies.


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100. Removal of Directors

At any time the Company may, by resolution, remove any Director of the Company elected in the manner provided by Article 97 or appointed under Article 101. Provided that a resolution for removing a Director shall not be deemed to have been passed unless the number of votes cast in favour of such a resolution is not less than:

- (a) the minimum number of votes that were cast for the election of a Director at the immediately preceding election of Directors if the resolution relates to a Director elected under Article 97, or
- (b) the total number of votes for the time being computed in the manner laid down in Article 97 divided by the number of Directors for the time being, if the resolution relates to the removal of a Director appointed under Article 101.

101. Casual vacancy may be filled up by the Directors

Any casual vacancy occurring among the Directors may be filled up by the Directors, but any person so chosen shall retain his office so long only as the vacating Director would have retained the same if no vacancy had occurred. Provided that the Directors may not fill a casual vacancy by appointing any person who has been removed from the office of a Director of the Company under article 100.

102. Register of Directors etc.

The Company shall keep at the office a Register of the Directors and officers, containing the particulars required by Section 205 of the Ordinance and Company shall otherwise comply with the provisions of that Section as regards furnishing returns to the Registrar and giving inspection of the Register.

103. Certain provisions not to apply to Directors representing special interests

The provisions of Articles 97 to 101 and section 178, 180 and 181 of the Ordinance shall not apply to the Directors representing special interest, which has been defined in Section 183 of the Ordinance, subject, however, to the conditions as imposed in the said Section 183.


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XVI. ELECTION AND REMOVAL OF DIRECTORS

97. Election of Directors

- (a) The Directors shall, subject to Article 79, fix number of Directors of the Company not later than thirty five days prior to the convening of the General Meeting at which Directors are to be elected, and the number so fixed shall not be changed except with the prior approval of a General Meeting of the Company.
- (b) The notice of the Meeting at which Directors are proposed to be elected shall among other matters expressly state:
- (i) the number of the elected Directors fixed under clause (a) of this Article; and
 - (ii) the names of the retiring Directors.
- (c) Any person who seeks to contest an election to the office of Director shall, whether he is a retiring Director or otherwise file with the Company not later than fourteen days before the date of the meeting at which elections are to be held, a notice of his intention to offer himself for election as a Director; provided that any such person may, at any time before the holding of election, withdraw such notice.
- (d) All notices received by the Company in pursuance of clause (c) of this Article shall be transmitted to the Members not later than seven days before the date of the meeting.
- (e) The Directors of the Company shall, unless the number of persons who offer themselves to be elected is more than the number of Directors fixed under clause (a) of this Article, be elected by the Members in General Meeting in the following manner, namely:
- (i) a Member shall have such number of votes as is equal to the product of the number of voting shares or securities held by him and the number of Directors to be elected;
 - (ii) a Member may give all his votes to a single candidate or divide them between more than one of the candidates in such manner as he may choose; and
 - (iii) the candidate who gets the highest number of votes shall be declared elected as Director and then the candidate who gets the next highest number of votes shall be so declared and so on until the total number of Directors to be elected has been so elected.

98. Consent to act

With regard to appointment or nomination of a Director or Chief Executive, the condition as set out in Section 184 of the Ordinance shall be complied with.

99. Term of Director

A Director elected under section 179 of the Ordinance shall hold office for a period of three years unless he earlier resigns, becomes disqualified from being a Director or otherwise ceases to hold office.


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100. Removal of Directors

At any time the Company may, by resolution, remove any Director of the Company elected in the manner provided by Article 97 or appointed under Article 101. Provided that a resolution for removing a Director shall not be deemed to have been passed unless the number of votes cast in favour of such a resolution is not less than:

- (a) the minimum number of votes that were cast for the election of a Director at the immediately preceding election of Directors if the resolution relates to a Director elected under Article 97, or
- (b) the total number of votes for the time being computed in the manner laid down in Article 97 divided by the number of Directors for the time being, if the resolution relates to the removal of a Director appointed under Article 101.

101. Casual vacancy may be filled up by the Directors

Any casual vacancy occurring among the Directors may be filled up by the Directors, but any person so chosen shall retain his office so long only as the vacating Director would have retained the same if no vacancy had occurred. Provided that the Directors may not fill a casual vacancy by appointing any person who has been removed from the office of a Director of the Company under article 100.

102. Register of Directors etc.

The Company shall keep at the office a Register of the Directors and officers, containing the particulars required by Section 205 of the Ordinance and Company shall otherwise comply with the provisions of that Section as regards furnishing returns to the Registrar and giving inspection of the Register.

103. Certain provisions not to apply to Directors representing special interests

The provisions of Articles 97 to 101 and section 178, 180 and 181 of the Ordinance shall not apply to the Directors representing special interest, which has been defined in Section 183 of the Ordinance, subject, however, to the conditions as imposed in the said Section 183.


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XVII. PROCEEDINGS OF DIRECTORS

104. Directors may summon meeting

The Directors shall meet together at least twice a year for the despatch of business, adjourn, and otherwise regulate meetings of the Board as they may think fit. The Chairman or the Chief Executive, if any, may at any time, and shall on the written requisition of two Directors at any time, summon a meeting of the Board. At least four clear days' notice must be given to all Directors to summon a meeting of the Board, and such notice shall set forth the purpose or purposes for which such meeting is summoned. However, with the consent of all Directors entitled to receive notice of a meeting or to attend and vote at any such meeting, a meeting of the Board may be convened by shorter notice than specified in this Article. It shall not be necessary to give notice of a meeting of Directors to any Director for the time being absent from Pakistan.

105. Quorum

A meeting of the Board for the time being at which a quorum is present shall be competent to exercise all or any of the authorities, powers and discretions by or under these Articles vested in or exercisable by the Board generally. Three Directors personally present, shall constitute a quorum.

106. Election of Chairman

The Directors may elect their Chairman and vice-Chairman and determine the period for which he is to hold the office. The Chairman shall, whenever present, preside as Chairman at each meeting of the Board; but if at any meeting the Chairman is present and not willing to act or is absent beyond ten minutes after the time fixed for holding the same, the Vice-Chairman if any, shall act as Chairman. In the absence of both the Chairman and the Vice-Chairman, if any, or in the event of the unwillingness of both to act, the Directors present shall within fifteen minutes of the time fixed for the meeting choose one of their number to be the Chairman of such meeting.

107. Acts of Directors or Committee valid notwithstanding appointment etc.

All acts done by any meeting of the Directors or by a committee of the Directors or by any person acting as a Director or alternate Director, notwithstanding that it shall afterwards be discovered that there was some defect in the appointment of any such Directors or persons acting as aforesaid, or that they or any of them were disqualified, be as valid as if every such person had been duly appointed, was qualified to act. Provided, however, as soon as any such defect has come to the notice of the Director or the person concerned shall not exercise the right of his office till the defect has been rectified.

108. Retiring Directors to continue until successors elected

Retiring Directors shall continue to perform their functions until their successors are elected.

109. Resolution by circulation

A resolution in writing other than resolution in respect of the matters specified in sub-Section (2) of Section 196 of the Ordinance, circulated to all the Directors who are for the time being entitled to receive a notice of meeting of Directors (not being less than the quorum required for a Board Meeting) and signed by a majority of such Directors shall be as valid and effectual as if it had been passed at meeting of the Directors duly called and constituted.


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110. Specific compliances

The company, its Directors or Officers, as the case may be, shall comply with the provisions of Section 214 to 227 of the Ordinance, regarding disclosure of interest by the Directors and Officers, restriction on voting, disclosure to members of interest, keeping the register of Directors' shares, notice of beneficial interest, filing of statements of such interest, prohibition of short-selling, purchase and sale of the Company's security and depositing of provident fund.



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XVIII. ALTERNATE DIRECTORS**111. Alternate Directors**

Any Director not permanently resident in Pakistan and any Director so resident but intending to be absent from Pakistan, for period of not less than three months may appoint any person acceptable to the Board to be an Alternate Director of the company to act for him. Every such appointment shall be by writing under the hand of the Director making the appointment. An Alternate Director so appointed shall not be entitled to appoint another alternate Director, but shall otherwise be subject to the provisions of these Articles with regard to Directors, except that he shall require no share qualification. An Alternate Director shall be entitled to receive notices of all meetings of the Board, and to attend and vote as a Director at any such meeting at which the Director appointing him is not personally present, and generally to perform all the functions of his appointor as Director in the absence of such appointor. An Alternate Director shall ipso facto cease to be an Alternate director if his appointor for any reason ceases to be a director or if and when his appointor returns to Pakistan or removes the appointee from office by notice in writing under the hand of the appointor. Any Alternate Director may resign as such upon giving at least thirty days prior notice to the Board to this effect.


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XIX. THE SEAL**112. Seal**

The Board shall provide a Common Seal for the purpose of the Company and shall have power from time to time to destroy the same and substitute a new Seal in lieu thereof. The Board shall provide for the safe custody of the Seal for the time being and the Seal shall never be used except by the authority of the Board or a Committee of the Board previously given, and one Director at least shall sign any instrument to which the Seal is affixed.


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XX. DIVIDENDS AND RESERVES

113. Declaration of dividend in General Meeting

The Company in General Meeting may declare dividends to be paid to the members according to their rights and interests in the profits. The dividend shall be paid within the time period prescribed by the Ordinance.

114. Restriction on dividend

No larger dividend shall be declared than is recommended by the Directors, but the Company in General Meeting may declare a smaller dividend. No dividend shall be payable except out of the profits of the Company of the year (subject to the restriction in sub-section (2) of Section 24B of the Ordinance) or any other undistributed profits, and no dividend shall bear interest as against the Company.

115. Directors declaration to be conclusive

The declaration of the Directors as to the amount of the net profits of the Company shall be conclusive.

116. Interim dividend

The Directors may from time to time pay to the Members such interim dividends as in their judgment the position of the company justifies.

117. Reserves

The Board may, before recommending any dividend, set aside out of the profits of the Company such sums as they think proper as a reserve or reserves, which shall, at the discretion of the Board, be applicable for meeting contingencies, or for equalising dividends, or for any other purpose to which the profits of the Company may be properly applied, and pending such application may, at the like discretion, either be employed in the business of the Company or, subject to the restrictions imposed in the Ordinance, be invested in such investments, (other than shares of the Company), as the Board may from time to time think fit.

118. Mode of Payment of dividend

Any General Meeting declaring a dividend may resolve that such dividend be paid and satisfied wholly or in part in cash or by the distribution of specific assets, and in particular by the distribution of paid up shares, debentures or debenture-stock of the Company, or paid up shares, debentures or debenture-stock of any other Company, or in any one or more of such ways.

119. Capitalisation

Any general meeting may, upon recommendation of the Board, resolve that any undivided profits of the Company, (including profits carried and standing to the credit of any reserve or reserves or other special accounts or representing premiums received on the issue of shares and standing to the credit of the share premium account), be capitalised. Such capitalised undivided profits shall be distributed amongst such of the Members as would be entitled to receive the same if distributed by way of dividend, and in the same proportions, on the footing that they become entitled thereto as capital. All or any part of such capitalised fund may be applied on behalf of such Members in paying up in full any unissued shares or debentures of the Company which shall be distributed accordingly, and that such distribution or payment shall be accepted by such Members in full satisfaction of their interest in the said capitalised sum.


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120. Settlement of difficulty with regard to distribution

For the purpose of giving effect to any resolution under Article 118 or Article 119 the Directors may settle any difficulty which may arise in regard to the distribution as they think expedient and may fix the value for distribution of any specific assets and may determine that cash payments shall be made to any Members upon the footing of the value so fixed in order to adjust the rights of all parties and may vest any such cash or specific assets in trustees upon such trusts for the persons entitled to the dividend or capitalised fund as may seem expedient to the Directors. Where required a proper contract shall be filed in accordance with the provisions of Section 73 of the Ordinance, and the Directors may appoint any person to sign such contract on behalf of the persons entitled to the dividend or capitalised fund and such appointment shall be effective.

121. Transfer must be registered to pass right to dividend

A transfer of shares shall not pass the rights to any dividend declared thereon before the registration of the transfer.

122. Retention of dividend till completion of transfer under Transmission Clause

The Directors may retain the dividends payable upon shares in respect of which any person under the transmission clause is entitled to become a Member or which any person under the same clause is entitled to transfer until such person shall become a Member in respect thereof or shall duly transfer the same.

123. Any one of the joint holders of shares may receive dividends

Any one of several persons who are registered as the joint holders of any share may give effectual receipts for all dividends and payments on account of dividends in respect of such share.

124. Remittance of dividend

Unless otherwise directed, any dividend may be paid by cheque or warrant sent through post to the registered address of the Member or person entitled thereto, or in the case of joint holders to the registered address of that one whose name stands first on the register in respect of the joint-holding or to a financial institution or bankers, the Member or person entitled or such joint-holders as the case may be, may direct, and every cheque or warrant so sent shall be made order of the bankers or a financial institution, as aforesaid, as the Member or person entitled or such joint-holders as the case may be may direct. The dividend shall be paid within the period laid down in Section 251 of the Ordinance.

125. Unclaimed dividend

All dividends unclaimed after having been declared may be invested or otherwise made use of by the Directors for the benefit of the Company until claimed.


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11-Kashmir Road, Lahore

XXI ACCOUNTS

126. Books of account

The Directors shall cause to be kept proper books of account with respect to the matter set out in Section 230 of the Ordinance.

127. Inspection of books of account

The books of account shall be kept at the Office or at such other place as the Directors think fit, and shall be open to inspection by the Directors during business hours. The Directors shall from time to time determine whether and to what extent and at what times and places and under what conditions or regulations the accounts and books of the Company or any of them shall be open to the inspection of the Members, and no Member (not being a director of the Company) shall have any right of inspecting any account or book or document of the Company except as conferred by law or authorised by the Directors or by the Company in General Meeting.

128. Accounts and reports to be laid before the Company in General Meeting

- (i) At every Annual General Meeting, the Directors shall lay before the Company a Balance Sheet and Profit and Loss Account made up to a date not earlier than the date of the Meeting by more than six months, subject to the right of the Authority to extend the period for any special reason by a period not exceeding three months under the provisions of Section 233 of the Ordinance.
- (ii) The said Balance Sheet and Profit and Loss Account shall be prepared as prescribed in Section 234 of the Ordinance.
- (iii) The Auditor's Report (to be prepared in accordance with the provisions of Article 132 shall be attached to the Balance Sheet and Profit and Loss Account or there shall be inserted at the foot thereof a reference to the Report, and the Report shall be read before the Company in General Meeting and shall be open to inspection by any Member.
- (iv) Every such Balance Sheet and Profit and Loss Account shall be accompanied by a Report of the Directors containing the particulars set out in Section 236 of the Ordinance. The Directors' Report shall be signed by the Chairman of the Directors or the Chief Executive of the Company on behalf of the Directors and when not so authorised, shall be signed by the Chief Executive and such number of Directors as are required to sign the Balance Sheet and Profit and Loss Account.

129. Authentication of Balance Sheet

The Balance Sheet and Profit and Loss Account shall be signed by the Chief Executive and at least one Director, provided, however, that when the Chief Executive is not, for the time being in Pakistan, then the Balance Sheet and the Profit and Loss Account shall be signed by not less than two Directors for the time being in Pakistan, but in such case there shall be attached to the Balance Sheet and Profit and Loss Account, a statement signed by such Directors explaining why the said documents have not been signed by the Chief Executive.


 for Company Secretary
 PASSCO, Head Office
 11-Kashmir Road, Lahore.

**130. Balance Sheet and other documents
to be sent to every Member**

A copy of every Balance Sheet and Profit and Loss Account which is to be laid before the Company in General Meeting, together with copies of the reports of the Directors and the Auditor shall, not less than twenty-one days before the date of the Meeting, be sent to the persons entitled to receive notices of General Meetings in the manner in which notices are to be given hereunder. Provided that this Article shall not require a copy of those documents to be sent to any person of whose address the Company is not aware or to more than one of the joint holders of any shares or debentures.

131. Copy of Balance Sheet etc to be forwarded to the Registrar

After the Balance Sheet and Profit and Loss Account have been laid before the Company at the Annual General Meeting, such number of copies thereof alongwith the reports and documents required to be annexed to the same, not being less than five, as may be prescribed, signed by the Chief Executive, Directors, Chairman of Directors, or the Auditor of the Company, as the case may be, in the manner provided by Section 236, 241 and 257 of the Ordinance, shall be filed by the Company with the Registrar of Joint Stock Companies in accordance with the requirements of Section 242 of the Ordinance.


for Company Secretary
PASSCO, Head Office
11-Kashmir Road, Lahore

XXII AUDIT

132. Accounts to be audited

Once at least in every year the accounts of the Company shall be examined and be reported upon to Members by one or more Auditor or Auditors in such form and manner as may be prescribed by the Ordinance or any other law for the time being in force in this respect.

133. Appointment and qualifications of Auditors

The Company at the Annual General Meeting in each year shall appoint an Auditor or Auditors to hold office until the conclusion of the next Annual General Meeting and the following provision shall have effect, that is to say :-

- (1) If an appointment of an Auditor is not made at an Annual General Meeting, the authority may appoint an Auditor of the Company for the current year;
- (2) the Directors may fill up any casual vacancy that may occur in the office of Auditor by the appointment of a person who shall hold such office until the conclusion of the next Annual General Meeting, but while any such vacancy continues, the surviving or continuing Auditor or Auditors (if any) may act;
- (3) None of the following persons shall be appointed as Auditor of the Company, namely:
 - (a) a person who is not a chartered accountant within the meaning of the Chartered Accountants Ordinance, 1961 (X of 1961).
 - (b) a person who is, or at any time during the preceding three years, was a Director, other officer or employee of the Company;
 - (c) a person who is a partner of, or in the employment of, a Director, officer or employee of the Company;
 - (d) the spouse of a Director of the Company;
 - (e) a person who is indebted to the Company; and
 - (f) a body corporate.

If, after his appointment, an Auditor becomes subject to any of the disqualifications specified in this Article, he shall be deemed to have vacated his office as Auditor with effect from the date on which he becomes so disqualified.

- (4) Retiring Auditor shall be eligible for re-election.
- (5) No person other than a retiring Auditor shall be capable of being appointed to the office of Auditor at an Annual General Meeting unless notice of an intention to nominate him be given to the Company not less than fourteen days before the day appointed for the holding of such Annual General Meeting and upon receipt of such notice the provisions of Section 253 of the Ordinance shall be complied with.

134. Remuneration of Auditor

The remuneration of the Auditor of the Company shall be fixed :-


 For Company Secretary
 PASCOCO, Head Office
 11-Kashmir Road, Lahore

- (a) In the case of an Auditor appointed by the Directors or by the Authority, as the case may be; and
- (b) in all other cases, by the Company in General Meeting or in such manner as the General Meeting may determine.

135. Company's books etc shall always be open to Auditor

The Auditor of the Company shall have a right of access at all times to the books, papers, accounts and vouchers of the Company and shall be entitled to require from the company and the directors and other Officers of the Company such information and explanation as may be necessary for the performance of the duties of the Auditors.

136. Auditor's right to attend Meetings

The Auditor of the Company shall be entitled to attend any General Meeting of the Company, and to receive all notices of, and any communications relating to, any General Meeting which any Member of the Company is entitled to receive, and to be heard at any General Meeting which he attends on any part of the business which concerns him as Auditor.

137. Accounts when audited and approved to be conclusive except as to errors discovered within three months

Every account of the Directors when audited and approved by the Company in General Meeting shall be conclusive except as regards any error discovered therein within three months next after the approval thereof. Whenever any such error is discovered within that period the accounts shall forthwith be corrected and thenceforth shall be conclusive.


for **Company Secretary**
PASSCO, Head Office
11-Kashmir Road, Lahore

XXIII NOTICES

138. Notice

- (i) A notice (which expression shall be deemed to include and shall include any summons, notice, process, order, judgement or any other document in relation to or in the winding up of the Company) may be given by the Company to any Member either personally or by sending it by post to him to his registered address or (if he has no registered address in Pakistan) to the address, if any, within Pakistan supplied by him to the company for the giving of notices to him.
- (ii) Where a notice is sent by post, the service of such notice shall be deemed to be effected by properly addressing, prepaying and posting a letter containing the notice and unless the contrary is proved, to have been effected at the time at which the letter would have been delivered in the ordinary course of post.

139. Notice to person acquiring shares on death or insolvency of Member

A notice may be given by the Company to the persons entitled to a share in consequence of the death or insolvency of a Member by sending it through the post in a prepaid letter addressed to them by name or by the title or representatives of the deceased, or assignee of the insolvent or by any like description at the address (if any) in Pakistan supplied for the purpose by the persons claiming to be so entitled or (until such an address has been so supplied) by giving the notice in any manner in which the same might have been given if the death or insolvency had not occurred.

140. Persons entitled to notice of General Meetings

Notice of every General Meeting shall be given in same manner herein-before authorised to (a) every Member of the Company except those Members who (having no registered address within Pakistan) have not supplied to the Company an address within Pakistan for giving of notice to them; (b) every person entitled to a share in consequence of the death or insolvency of a Member who, but for his death or insolvency, would be entitled to receive notice of the meeting; and (c) the Auditors of the Company.

141. Notice to owners of shares held jointly

All notices shall, in respect of any registered shares to which persons are jointly entitled be given to whichever of such persons is named first in the register in respect of such shares and notices so given shall be sufficient notice to all holders of such shares.

142. Members bound by notice given to previous holders

Every person who by operation of law, transfer or other means whatsoever, shall become entitled to any share, shall be bound by every notice in respect of such share which, previous to his name and address being entered on the register, shall be duly given from whom he derives his title to such shares.

143. Notice by Company and signature hereto

Any notice to be given by the Company shall be signed by the Chief Executive or by the Secretary or by such other Director or Officer as the Directors may appoint and the signature there to may be written, printed or lithographed.


 Company Secretary
 PaSSCO, Head Office
 11-Kashmir Road, Lahore

144. Service of notice by Members

A notice to be given on the part of the Members shall be served on the Company by sending it to the Company at the office of the Company by post under a certificate of posting or by registered post, or by delivering it at the office of the Company against a proper acknowledgement of such delivery.


for **Company Secretary**
• Head Office
• Main Road, Lahore

XXIV WINDING UP**145. Disposal of surplus assets in case of winding up**

If the Company shall be wound up and the surplus assets shall be more than sufficient to repay the whole of the paid up capital, the excess shall be distributed among the Members in proportion to the capital paid up on ordinary shares held by them respectively at the commencement of the winding up, and if the surplus assets shall be insufficient to repay the whole of the paid up capital, such surplus assets shall be distributed so that, as near as may be, the losses shall be borne by the Members in proportion to the capital paid up on ordinary shares held by them respectively at the commencement of the winding up.

146. Power of the Liquidator

In a winding up the Liquidator may, irrespective of the powers conferred on him by the Ordinance and as an additional power, with the authority of a Special Resolution, sell the undertaking of the Company, or the whole or any part of its assets, for shares fully paid up or the obligations of or other interest in any other Company and may by the contract of sale, agree for the allotment to the Members directly of the proceeds of the sale in proportion to their respective interests in the Company. Any such sale or arrangement or the Special Resolution confirming the same may, subject to any special rights of Members contained in these Articles, provided that a time may be limited at the expiration of which shares, obligations or other interests not accepted or required to be sold, shall be deemed to have been refused and be at the disposal of the Liquidator or the purchasing Company.

147. Division of assets

If the Company shall be wound up whether voluntarily or otherwise, the Liquidator may, with the sanction of Special Resolution, divide amongst the contributories in specie or kind any part of the assets of the Company and may, with like sanction, vest any part of the property of the Company in trustees upon such trusts for the benefits of the contributories, or any of them as the Liquidators, with like sanction, shall think fit.

148. Sale of total undertaking

A Special Resolution sanctioning a sale to any other Company duly passed pursuant to the provisions of the Ordinance may, in like manner as aforesaid, determine that any shares or other consideration, receivable by the Liquidators be distributed amongst the Members


for Company Secretary
"ASSCO, Head Office
11-Kashmir Road, Lahore

XXV RECONSTRUCTION**149. Reconstruction**

On any sale of the undertaking of the Company the Directors or Liquidator on a winding up, may if authorised by a Special Resolution, accept fully paid up shares, debentures or securities of any other company whether incorporated in Pakistan or not, either then existing or to be formed for the purchase in whole or in part of the property of the Company and the Directors (if the profits of the Company permit) or the Liquidator (in winding up) may distribute such shares or securities or any other property of the other company amongst the Members without realization or vest the same in trustees for them and any Special Resolution may provide for distribution or appropriation of the cash, shares or other securities, benefits, or property, and for the valuation of any such securities or property at such price and in such manner as the Meeting may approve, and all holders of shares shall be bound to accept and shall be bound by any valuation or distribution so authorised and shall waive all rights in relation hereto save only, in case the Company is proposed to be or is in the course of being wound up, such statutory rights, if any under the law, as are incapable of being varied or excluded by these Articles.


for
Company Secretary
PASSCO. Head Office
11-Kashmir Road, Lahore

XXVI INDEMNITY**150. Indemnity**

Subject to the provisions of Section 194 of the Ordinance and so far as such provisions permit, every Director, Chief Executive, Manager or Officer of the Company or any person (whether an officer of the Company or not) employed by the Company as Auditor or Advisor, shall be indemnified out of the funds of the Company against any liability incurred by him as such Director, Chief Executive, Manager, Officer, Auditor, or Advisor, in defending any proceedings, whether civil or criminal, in which judgement is given in his favour or in which he is acquitted or in connection with any application under Section 488 of the Ordinance in which relief is granted to him by court.

151. Individual responsibility of Directors etc.

Subject to the provisions of the Ordinance, no Director, Chief Executive or other Officer of the Company shall be liable for the acts, receipts, neglects or defaults of any other Director or Officer, or for joining in any receipt or other act for conformity, or for any loss or expense happening to the Company through insufficiency or deficiency of title to any property acquired by order of the Chief Executive, Directors or other Officer for or on behalf of the Company, or for the insufficiency or deficiency of any security in or upon which any of the moneys of the Company shall be invested, or for any loss or damage arising from the bankruptcy, insolvency or tortious act of any person, company or corporation with whom any moneys, securities or effects shall be entrusted or deposited or for any loss occasioned by error of judgement or oversight on his part or for any other loss or damage or misfortune whatever which shall happen in the execution of the duties of his office, or in relation thereto, unless the same shall happen through his own dishonesty.


for Company Secretary
PASCOCO, Head Office
11-Kashmir Road, Lahore

XVII SECRECY

152. Secrecy

- (i) Every Director, Chief Executive, Manager, Auditor, Trustee, Member of a committee, Officer, Servant, Agent, Accountant or other person employed in the business of the Company shall, if so required by the Board before entering upon his duties, sign a declaration in the form approved by the Board pledging himself to observe strict secrecy respecting all transactions of the Company with its customers and the state of accounts with individuals and in matters relating thereto, and shall by declaration pledge himself not to reveal any of the matters which may come to his knowledge in the discharge of his duties except when required so to do by the Board, or by any general meeting, or by a Court of law, and except so far as may be necessary in order to comply with any provisions in these Articles.
- (ii) No Member or other person (not being a Director of the Company) shall be entitled to enter the property of the Company, or to inspect or examine the Company's premises or properties of the Company, without permission of the Board or the Chief Executive or subject to these Articles to require disclosure of any information respecting any detail of the Company's trading, or any matter which is or may be in the nature of a trade secret, mystery of trade, or secret process; or of any matter whatsoever which may relate to the conduct of the business of the Company and which in the opinion of the Board or the Chief Executive will be inexpedient in the interest or of the Members of the Company to communicate.


for **Company Secretary**
PASSCO, Head Office
11-Kashmir Road, Lahore

We, the several persons whose names and addresses are subscribed below, are desirous of being formed into a company, in pursuance of this Memorandum of Association, and we respectively agree to take the number of shares in the capital of the company set opposite our respective names:-

| Names, Addresses and Descriptions of each Subscriber | No. of Shares Taken by Each Subscriber | Signature | Name, Address and Description of Witness To Signature |
|---|--|-----------|---|
| A. Jamil Nishtar Managing Director, National Bank of Pakistan Head Office, 11 Chundrigar Road, Karachi | 1 | | |
| Hamid D. Habib Advisor, Habib Bank Ltd., Head Office, 11 Chundrigar Road, Karachi. | 1 | | |
| Abdus Sami, Joint President, United Bank Ltd., Head Office, 11 Chundrigar Road, Karachi. | 1 | | |
| M.A.K. Yousuf Managing Director, Australasia Bank Ltd., Jubilee Insurance House, 11 Chundrigar Road, Karachi. | 1 | | Khurshid Hadi A.C.A Taseer Hadi Rahman Haq & Co. Chartered Accountants |
| Siraj Yusuf Khan, Joint Secretary, Government of Pakistan Finance Division, Islamabad. | 1 | | |
| Mian Riazuddin, Chairman, Agricultural Development Bank of Pakistan Ltd., Shahi Court Merewether Road, Karachi. | 1 | | |
| E.A. Garda, Managing Director, Muslim Commercial Bank Ltd., Head Office, Karachi Humayun Sadiq Executive Director (Operations) National Bank of Pakistan, Head Office, 11 Chundrigar Road, Karachi | 1 | | |
| | 1 | |  Company Secretary PASSCO, Head Office 11-Kashmir Road, Lahore |

Dated the

23rd

day of

May

197

THE COMPANY ORDINANCE, 1984

(Company Limited by Shares)

Memorandum
AND
Articles of Association
OF
Pakistan Agricultural Storage and
Services Corporation Limited



*The Robin Printers Sharaf Mansions - 16
Shahrah-e-Fatima Jinnah Lahore
Phone : 6361539*


Company Secretary
PASSCO, Head Office
11-Kashmir Road, Lahore



PASSCO

Human Resource Policy 2016



PASSCO

**Human Resource
Policy 2016**

FOREWORD

Till 1990 there was no approved organizational structure of PASSCO. The same was approved by the PASSCO Board of Directors in its 49th meeting held on October 10, 1990 with the sanctioned strength of 2,110 employees (427 Officers and 1683 Officials) at the ratio of 1:4, which was further reduced to 1,600 employees (267 Officers and 1,333 Officials) at the ratio of 1:5 instead of 2,110 employees on the recommendations of Management Services Division (MSD), Establishment Division, Govt. of Pakistan. Which was concurred by the Board of Directors in its 59th meeting held on 20.10.1994.

Later Board of Directors in its 84th meeting held on 29.07.2005 advised the management to prepare HR Policy keeping in mind the existing role of PASSCO and procurement target of 1.4 Million M.T. The new strength of 1,650 employees (330 Officers and 1320 Officials at the ratio of 1:4) was proposed. The Board of Directors in its 87th meeting held on 13.05.2006 approved the same.

BODs in its 103rd meeting held on 26.03.2011 analysed the HR Policy-2011 and approved the restructuring of organisational strength to lessen the overall cost of the incidentals and working strength required under the current requirements. Accordingly, after detailed working revised strength of 1250 employees (309 Officers and 941 Officials at the ratio of 1:4) was proposed and approved by the BOD in its **104th Meeting** held on 07.05.2011.

The HR Policy has been updated again at the end of 2016 in consultation with HR Committee of the BOD. It is hoped that it will serve the wide range of users and stakeholders i.e. BOD and all those interested in the subject.

MUHAMMAD KHAN KHICHI
Managing Director

Lahore, November, 2016

P R E F A C E

PASSCO was established in 1973 and commenced its operations in May, 1974. It was registered as a Public Limited Company with authorized capital of Rs.100 million and paid up capital of Rs.30 million. 75% of paid up capital was contributed by five Commercial/Nationalized Banks and ZTBL, balance 25% was subscribed by the Federal Government. The Board of Directors, who are appointed by the shareholders, control the Corporation. Secretary MNFS&R is the Ex-officio Chairman of the BODs and Managing Director is ex-officio Director on the Board.

Its mission and functions are briefly described hereunder;

Mission of PASSCO

- ◆ Facilitate the Federal Govt; in its quest to ensure **national food security by maintaining strategic reserves** of different food grain commodities providing the same to deficit provinces including armed forces and **maintain international food bank** on behalf of Federal Govt;.

Ensuring **implementation of support price to stabilize the prices** and extend state welfare to farmer community, also to carry out agro business activities at own/in collaboration with national and international organizations aiming at farmer's community interest, achieving self-sustainability, lessening burden on national exchequer, while endeavouring to achieve farmer's prosperity and self-sufficiency in food grain commodities in Pakistan.

Functions

Within the ambit of its mission, functions assigned to PASSCO are:-

- Provision of food security at national level, by maintaining reserves of Wheat and other specified commodities.
- Extending state welfare to farmers by providing support to farmers, stabilize prices by intervening in domestic market.
- Release Wheat to deficit provinces as well as Armed Forces.
- Undertake import/export when called upon.
- Construction of modern storage facilities.
- Assisting the farmers in cultivation by supplying seed, fertilizers & other related supplements.
- Carrying out agro business / trade activities to achieve sustainability.

For smooth and efficient functioning of the Corporation, the HR Policy 2011 has been reviewed and revised to clearly delineate into following three volumes as against the existing HR Policy.

| | |
|--------------------------|---|
| <u>Volume I</u> | ● HR Policy |
| <u>Volume II</u> | ● Efficiency & Discipline Rules |
| <u>Volume III</u> | ● Standing Operating Procedures and Instructions |

Note: Volume-II and III is under the domain of PASSCO Management.

Lahore, November, 2016

MUHAMMAD KHAN KHICHI
Managing Director

Volume-I

POLICY

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Note:-

The words, '*he*', '*his*' '*him*' and '*himself*', used in this documents shall be deemed to denote the words, '*She*', '*her*' and '*herself*'.

Abbreviations used in HR Policy

| | |
|----------|--|
| ▪ ADBP | <i>Agricultural Development Bank of Pakistan</i> |
| ▪ AO | <i>Accounts Officer</i> |
| ▪ API | <i>Assistant Purchase Inspector</i> |
| ▪ AST | <i>Annual Stock Taking</i> |
| ▪ BOD | <i>Board of Directors</i> |
| ▪ CNIC | <i>Computerized National Identity Card</i> |
| ▪ DGM | <i>Deputy General Manager</i> |
| ▪ DM | <i>Deputy Manager</i> |
| ▪ DPM | <i>Deputy Project Manager</i> |
| ▪ Estab | <i>Establishment Division</i> |
| ▪ GM | <i>General Manager</i> |
| ▪ HR | <i>Human Resource</i> |
| ▪ LAP | <i>Leave on Average Pay</i> |
| ▪ LPR | <i>Leave Preparatory Retirement</i> |
| ▪ M.M.T | <i>Million Metric Tons</i> |
| ▪ M.T. | <i>Metric Ton</i> |
| ▪ MINFIN | <i>Ministry of Finance</i> |
| ▪ MNFS&R | <i>Ministry of National Food Security</i> |
| ▪ MSD | <i>Management Services Division</i> |
| ▪ NOK | <i>Next of Kin</i> |
| ▪ PM | <i>Project Manager</i> |
| ▪ PO | <i>Purchase Officer</i> |
| ▪ PI | <i>Purchase Inspector</i> |
| ▪ SBP | <i>State Bank of Pakistan</i> |
| ▪ SOP | <i>Standing Operating Procedure</i> |
| ▪ WFP | <i>World Food Programme</i> |
| ▪ XEN | <i>Executive Engineer</i> |
| ▪ ZTBL | <i>Zarai Taraqiati Bank Limited</i> |

HUMAN RESOURCE POLICY

1. Short Title, Commencement and Application:

- a) The Policy may be called the Pakistan Agricultural Storage and Services Corporation Human Resource Policy 2011 (*as updated 2016*).
- b) The Policy shall come into force at once but no matter decided before the enforcement of the Policy shall be re-opened on the ground that the decision was not in conformity with this Policy.
- c) The Policy shall apply to all regular employees of the Corporation other than such employees who are employed on contract basis on specific terms and conditions. The right of final interpretation of the provisions of this policy would vest in Corporation.

2. Definitions: In this Policy, unless there is anything repugnant in the subject or context.

- a. **"Adhoc Appointment"** means appointment of a duly qualified person made otherwise than in accordance with the prescribed procedure and method of recruitment.
- b. **"Annual Stock Taking"** Annually Physical verification of the quantities and condition of items held in an inventory, as a basis for accurate inventory audit and valuation.
- c. **"Cadre"** means the strength of a service or part of a service sanctioned as a separate unit each cadre consists of a certain number of post.
- d. **"Competent Authority"** means the authority as specified in the schedule 121 to the PASSCO Employees (Efficiency & Discipline) Rules and means the Corporation or any officer of the Corporation to whom specific powers have been delegated under the articles of these rules.
- e. **"Contract Post"** means a post created for a specific period of time.
- f. **"Duty"** includes Service as a probationer but not a period of training preceding appointment to a post period during which employee is on joining time.
- g. **"Family"** means spouse and unmarried children residing with and wholly dependent upon the employee.
- h. **"Government Hospital"** means an hospital maintained by the Central or a Provincial Government and any other Hospital with which arrangements have been made by any of the said Government for the treatment of its servants.
- i. **"Head of Office"** means an officer-in-charge for the time being of a Regional or a Branch office.
- j. **"Head Office"** means the main office of the Corporation.
- k. **"Head Quarter"** means the station where an employee is posted.
- l. **"Initial Appointment"** means appointment made otherwise than by promotion or transfer.
- m. **"Joining time"** means the time allowed to an employee to join a new post or to travel to and from a station to which he is posted.

- n. **"Managing Director"** means the Managing Director of the Corporation and includes any officer duly authorized to act in his absence.
- o. **"Next of Kin"** Next of kin refers to the nearest blood relatives of an employee who will be entitled to collect/draw dues of the deceased employee after getting the succession certificate from the court of law.
- p. **"Officer"** means an officer temporary or permanent, employed in grade 16 and above, under the service of the PASSCO and includes an officer on probation.
- q. **"Official"** means an official temporary or permanent, employed in grade 1 to 7, under the service of the PASSCO and includes an official on probation.
- r. **"Officiating"** means an employee who officiates in a post where he performs the duties of a next senior post.
- s. **"Probationary Service"** means service rendered during the period of probation.
- t. **"Probationer"** means a person employed on probation or against a substantive vacancy in any cadre.
- u. **"Public Hospital"** means an hospital maintained by a local authority.
- v. **"Qualification"** means an ability, characteristic, or experience that makes you suitable for a particular job or activity.
- w. **"Regular"** a regular/permanent employee of PASSCO means a post sanctioned without limit of time.
- x. **"Service"** means the period during which an employee is on duty as well as on leave duly authorized by a Competent Authority specified in these regulations but does not include any period during which an employee is absent from duty without permission or overstaying his leave specifically permitted by a Competent Authority.
- y. **"Standing Operating Procedure"** A standard operating procedure (SOP) is a set of step-by-step instructions compiled to carry out routine operations.
- z. **"Temporary Post"** means a post other than a permanent post.
- aa. **"Tenure Post"** means a permanent post which an individual employee cannot hold for more than a limited period.
- bb. **"Transfer"** means the move of an employee from the head-quarter's station in which he is employed to another such station either to take up the duties of a new post or in consequence of change of his head-quarter.
- cc. **"Trust Hospital"** means an hospital maintained by a Trust.
- dd. **"Whole time employment"** means to denote daily engagement or employment during the routine or normal office hours for the entire day.
- ee. **"Work"** The word **"work"** in its ordinary meaning would include to be engaged in the performance of a task, duty or the like.
- ff. All the matters contained in HR Policy shall be referred as **"Rule"** and **"Sub-Rule"**.

Note: All other words and expressions used in this Policy shall have the meaning as in rules and orders applicable to the Federal Government Employees.

3. **Power to Make Regulations:** Due consideration has been given to the compendium of laws, rules and instructions relating to the conditions of Federal Civil Servants, all existing rules of PASSCO and its Memorandum and Articles of Association. If any difficulty arises in giving effect to any of the rules of this policy, the Board of Directors reserves the right of amending, modifying, simplifying etc. as seems to them to be necessary for the purpose of removing the difficulty.

a. **Decision of Board:** The decision of the Board of Directors shall be final and binding upon all matters and questions relating to or connected with these Regulations or as to the meaning or effect of any Regulation or any matter relating to or arising out of the same.

b. **Other Matters not covered in HR Policy:** In all matters not provided in this Policy, the rules and orders applicable to Federal Government Employees, shall apply to the employees of PASSCO with the exception that no financial benefits will thereby become admissible unless specifically sanctioned by the Competent Authority.

c. **Delegation of Powers:** The Managing Director may delegate by an order in writing any of his power of sanction, as delegated to him by the Board of Directors, to any officer of the Corporation for such periods, to such extent and subject to such conditions as may be specified in the order.

7. **Organizational Structure (Annex-A to Annex-J)**

i. **Head Office:**

- a. Wing
- b. Cell
- c. Section

ii. **Field:**

- a. Zone / Liaison Office
- b. Project
- c. Purchase Centre/Reservoir
- d. Works Division

iii. **Charts:**

- a. Strength of Officers/Officials Grade, Wing, Cell & Section Wise (Annex-K)
- b. Grade/Wing/Cell & Section-Wise Strength of Officers (Annex-L)
- c. Grade/Wing/Cell & Section-Wise Strength of Officials (Annex-M)

RECRUITMENT POLICY

8. Recruitment

- a. The recruitment shall be made against available regular vacant posts on standard terms and conditions with a probation period of one year; or extendable to one more year including termination clause of one month's notice or one month's pay in lieu thereof.
- b. Recruitments shall be made through direct hiring as per ratio given below:-
 - i. DGMs to GMs (BS-19 to BS-20) 80 : 20 (*Promotions 80%, Direct Hiring and by Deputation / transfer 20%*)
 - ii. Manager to DGM (BS-18 to BS-19) 50 : 50 (*Promotions 50%, Direct Hiring 38% and by Deputation / transfer 12%*)
 - iii. All other officers & Officials 60 : 40
- c. However, if no employee is available/fit for promotion as per policy, then vacant positions may be fulfilled through work charge for lower posts and by direct hiring/ deputation for senior posts against the quota fixed for promotion. *
- d. All recruitments shall be made by respective Competent Authority.
 - i. Grade 20 Executive Committee of BOD's
 - ii. Grade 16 to 19 Managing Director
 - iii. Grade 01 to 15 GM (Human Resource)

9. Commencement of Service: The service under the Corporation shall commence from the working day on which an employee reports for duty on an appointment order covered by these rules intimated to him by the appointing authority.

10. Probation & Confirmation: Unless otherwise specified in the terms of recruitment, all officers and officials entering the service of the Corporation shall be on probation for one year extendable to one more year excluding the time spent on training, if any. The services of a probationer shall be liable to termination without assigning any reason on one month's notice or on payment of one month's salary in lieu of notice. On satisfactory completion of the probationary period, confirmation shall be made by the appointing authority.

11. Termination of Service in case of abolition / cessation of a post: The Corporation may dispense with the services of any employee, including a temporary employee, other than employee on probation, by giving him one month's or 30 days' notice in writing, one month's or 30 days basic pay in lieu thereof, if the post held by him has ceased to exist. The power to terminate the service of an employee shall be exercised by the Competent Authority.

12. An employee other than a contracted one in the service of the Corporation shall retire from service: -

- a. On such date after he has completed twenty five years of service, as the Competent Authority may, in the interest of the Corporation, direct; or
- b. If he has completed sixtieth years of his age.
- c. However, the Competent Authority due to exigency of services may extend the service of an employee beyond or re-employ an employee, after the date of his retirement for such period and on such terms & conditions as it may deem fit.

13. Resignation: An employee shall not resign from the service of the Corporation without giving one month or 30 days clear notice to the appointing authority in writing. Failure to give such notice shall make the employee liable to pay to the Corporation a sum equal to his basic pay for one month or 30 days. The condition of recovery of pay in lieu of notice may be waived by the appointing authority for special reasons to be recorded in writing. It will be at the discretion of the appointing authority to accept pay in lieu of notice or not. In the latter case the employee concerned shall continue to serve the Corporation during the period of Notice.

14. **Record of Service:** A record of service of every employee shall be maintained as in the Personal Data Form prescribed in Annex-N.

15. **Confidential Report:** Annual Confidential Reports of all Officers/Officials shall be maintained in the forms prescribed in Annex-O.

16. The reports have to be prepared for each calendar year and are to be initiated in the first week of January. The Reporting Officer will write the report by the end of first week of January and forward it to the next reporting officer who will not retain it for more than a week and complete these reports by the end of January. In case of non-compliance recordable warning will be served to the IO. In case an employee apprehends that in the prevailing circumstances his IO will either intentionally spoil or withhold writing his ACR then the Competent Authority may allow initiation of his report by the next higher authority.

17. The reports if written in hand should be legible, the name and designation of Reporting Officers be clearly written in block letters or typed under the signatures. The date on which the report is signed should be clearly shown. The minimum period for which a report shall be written will be three months.

18. An employee shall not have access to his confidential report. He shall, however, be informed of adverse remarks relating to remedial defects, if any, in order to give him an opportunity to explain his position or to correct himself. The communication of adverse entries shall be made immediately on receipt of the annual reports and the process of expunction of adverse entries or otherwise shall be completed by end of March.

19. **Seniority:** The seniority of every employee shall count from the date of joining in that grade of PAVS/O service. Following explanations are given to explain different situations.

Explanation – I:

If two or more employees join duty on same day in same post/scale, the elder employee shall be considered senior to the younger employee.

Explanation – II:

If a junior employee in a lower grade is promoted to a higher grade temporarily in the interest of Corporation even though continuing latter permanently in the higher grade, it would not adversely affect the interest of his seniors in the fixation of his seniority in the higher grade.

Explanation – III:

If a junior employee in a lower grade is promoted to a higher grade by superseding a senior employee and subsequently that employee is also promoted, the employee promoted first shall be held junior to the employee promoted subsequently within the same batch.

PROMOTION POLICY

20. The criteria and the procedure for promotion of officers/officials is as follows:-

- A. **Promotion within Officers Class:** The promotion within the Officers Class will strictly be governed by merit and no officer will have claim on the basis of seniority alone or length of service. However, for the purpose of determining merit, following aspects may be considered:-

- a. **Performance:** Overall performance of the officer under consideration throughout the period prescribed for promotion to next grade will be taken into consideration on the basis of parameter prescribed hereunder provided that there is no adverse entry in his ACRs for the last five years:-

| | |
|---------------------|----------|
| • ACR | 55 marks |
| • Training | 15 marks |
| • Evaluation by DPC | 30 marks |

However, performance will be based on the following aspects:-

i. **For Field Personnel**

- (a) Handling of Stocks i.e. procurement, storage, care and maintenance of stocks, despatches, damage and shortages/excess within the sphere of his charge;
- (b) Care and maintenance of dead stocks including down classification of tarpaulins and bardana and outstanding/unrecovered bardana against growers.
- (c) Expenditure on following aspects of the operation will be given due consideration:-
- i. Construction of plinths;
 - ii. Transportation and labour;
 - iii. Fumigation and reconditioning;
 - iv. Expenditure on facilities from incidental instead of Market Committee;
 - v. Any lapses and financial irregularities including contractual malfunctions.
- (d) Effectiveness of administrative control over the staff and stocks within the sphere of an officer's responsibilities will be given due weightage.
- (e) The art of man-management and skilful enforcement / regulation and application of discipline encompass wide range of duties which an officer in administrative and managerial capacity is enjoined upon to perform keeping in view the best interests of the Corporation. Some disciplines are enlisted below, the adept handling of which should markedly manifest the ability of the officer:-
- i. Effective control over subordinates and prompt action under E&D Rules when desired;
 - ii. Holding inquiries properly and ensuring submission of the disciplinary proceedings within specified period;
 - iii. Active follow-up of litigations in courts and police investigations;
 - iv. Security measures and positioning of guards against pilferage, theft and acts of malfeasance;
 - v. Leave, duty rosters, attendance regarding persons placed under control;
 - vi. Process/disposal of complaints, petitions, appeals and requests of subordinate staff;
 - vii. Standard of Accounting which will be established by number of unsettled audit objections and observations by Inspection Teams, against the individual and the subordinates;

- viii.* Standard of accounting which will be established by number of unsettled audit objections and observations by Inspection Teams, against the individual and the subordinates;
- ix.* Standard of knowledge and application of rules and regulations, preservations and maintenance of documents including the pending cases;
- x.* Standard of written work specially reporting of cases, submission of normal reports and returns and standard of inquiries entrusted to an officer will be considered;
- xi.* Standard of operating contracts and dealing with Contractors;
- xii.* Standard of public dealings especially with growers and wheat/paddy sellers and public servants within operational area.

ii. Accounts Personnel

- (a)* Standard of maintenance of overall accounts within his sphere of responsibility;
- (b)* Control on pay and allowances specially enforcement of service increments, TA/DA and recoveries from the Officers/Officials;
- (c)* Standard of pre-auditing of bills and their expeditious disposal;
- (d)* Control on expenses within the Project/Zone;
- (e)* Standard of knowledge of Rules & Regulations regarding service and financial matters and implication in documentation/ settlement of audit objections.
- (f)* Timely submission of incidentals and sales account.

iii. Works Personnel

- (a)* Standard of planning, designing and execution of all Engineering Projects and quality control;
- (b)* Standard of knowledge of Rules & Regulations and their execution;
- (c)* Standard of Administrative & Financial control within his area of operations;
- (d)* Standard of public relation;
- (e)* Promptness of verifications of Contractor's bills;
- (f)* Standard of operating contracts and dealing with contractors;
- (g)* Documentation and settlement of Audit Objections.

iv. HR Personnel

- (a)* Knowledge of Rules & Regulations specially connected with service matters such as Pay & Allowances, Fringe Benefits, Pension(EOBI), various Funds i.e. Benevolent Fund and Welfare Fund, leave rules, inquiries and disposal of disciplinary cases;
- (b)* Capability to organize an office, supervise office routine and enforce office security and secrecy;
- (c)* Standard of maintenance of office record/documents and personal documents;

(d) At Zonal Offices, performance on follow-up of court cases and initiation of timely reports/returns.

v. **Law Personnel**

(a) Attaining advance/special qualification in Corporate, Labour and Service Laws.

(b) Standard of drafting legal documents, written statements, FIRs and suits.

(c) Quality of legal advice on service as well as legal matters referred by Wings/Zones befitting to stand the legal scrutiny during trials.

(d) Vetting of charge sheets/show cause notices and examining the inquiry proceedings as well as ratification of proposed disposal of cases.

(e) Representing PASSCO at various Legal/Judicial Forums including Mohtasib-e-Aala, NAB and prompt follow up of litigations, legal matters and criminal/civil proceedings in collaboration with Wings/Zones.

b. **Additional Qualification:** Though promotion in PASSCO will be performance oriented, however, training courses / additional qualification will be given due weightage.

c. **Missing ACR's.** Average ACR points based on last five years ACRs may be counted for promotion cases only.

d. **Personal Conduct:** Generally the cases of only those officers will be brought up for considerations who have not committed any major irregularity for the last five years. Proved minor irregularities and lapses in the performance of duties will be given negative weightage depending upon severity of the cases.

e. **Seniority/Service Experience** The seniority will take affect from the date of joining in the cadre, while, minimum length of service required for promotion to various grades shall be as follows:-

Officers:

- **Grade 16 to 17** 07 years in Grade 16
- **Grade 17 to 18** 12 years in Grade 16 and above
- **Grade 18 to 19** 19 years in Grade 16 and above
- **Grade 19 to 20** 24 years in Grade 16 and above

Where the officer is promoted in PASSCO from official cadre, one fourth of his service in official cadre may be counted as service in Grade 16 for computing the length of service for the purpose of promotion only.

Provided that:-

Where initial appointment of an officer was made directly in Grade 17, 18 or 19 the length of service for promotion may be reduced by the following periods:

| <u>First Appointment in</u> | <u>Reduced by</u> |
|-----------------------------|-------------------|
| Grade 17 | 07 Years |
| Grade 18 | 12 Years |
| Grade 19 | 19 Years |

ii. After promotion of an employee next promotion will be considered after his minimum two years stay period in present scale so that his suitability can be judged properly.

f. **Quantification. As per Govt. Rules.**

A. **Promotions within Official Class:** Promotions in the official class will be based on seniority cum merit. Although seniority will be given greater weightage. Merit will be based on the performance of the official within their present grade and

their suitability and capacity to shoulder higher responsibilities. Following points will be considered:-

g. Performance: Overall performance of the official under consideration throughout the period prescribed for promotion to next grade will be taken into consideration on the basis of parameter prescribed hereunder provided that there is no adverse entry in his ACRs for the last five years:-

- ACR 55 marks
- Training 15 marks
- Evaluation by DPC 30 marks

i. Additional Qualification: Though promotion in PASSCO will be performance oriented, however, training courses / additional qualification will be given due weightage.

ii. Personal Conduct: Involvement of officials in minor cases of irregularities will be given negative weightage.

iii. Seniority/Service Experience: The seniority will take effect from the date of joining in the cadre, however, an official must work for a minimum period of (8) eight years in his present grade before he is considered for promotion. One fourth of his previous service shall also be counted as experience for the purpose of promotion only. *(On the formula of accumulative period)*

iv. Missing ACR's. Average ACR points based on last five years ACRs may be counted for promotion cases only.

B. Miscellaneous: The officers/officials from Field and Accounts Wings working with the Audit & Inspection and the S&C or any other Wing/Cell will be judged from the standard of work produced by them in the jobs assigned to them. In this connection, the management will be assisted by the Heads of respective wing.

C. Constitution of Promotion Committee: A Promotion Committee will be detailed by the Competent Authority to examine the cases of eligible officers/officials during December each year and their recommendations must be put up to MD for approval and implementation latest by the last week of January.

D. Procedure to be Adopted: List of officers/officials to be considered for promotion to the next higher grade will be prepared by GM(HR) in consultation with concerned GM. The officers/officials upto a particular seniority will be selected for consideration for promotion depending on available vacancies. Preliminary scrutiny of the record will be done by GM(HR) and the respective Head of the Wing. Final list will be put up before Promotion Committee to examine in detail each case eligible and make recommendations in order of priority. Recommendations of the Board will be put up to Competent Authority for final approval within one month of its first meeting..

GENERAL CONDUCT

Every employee shall conform to and abide by these regulations and shall observe, comply with and obey all orders and directions which may from time to time be given by any person or persons under whose jurisdiction, superintendence or control he may for the time being be placed.

1. Secrecy: Every employee shall maintain the strictest secrecy regarding affairs of the Corporation and the affairs of its constituents and shall not communicate directly or indirectly to his colleagues or employees of other departments or professions or to the press or to the public

any document or information which has come into his possession in the course of his official duties or has been prepared or collected by him in the course of his duties whether from official sources or otherwise, unless required to do so by law or directed by a superior officer in the discharge of his duties.

2. Taking Part in Politics and Elections: No employee shall take part or subscribe or aid or assist in any way any political movement in Pakistan or relating to the affairs of Pakistan in or outside Pakistan, or would participate in election process.

- a. No employee shall permit any person dependent on him for maintenance or education or under his care or control to take part in, or in any way assist any movement or activity in or outside Pakistan, which is or tends directly or indirectly to be subversive of Government as by-law established in Pakistan.
- b. No employee shall canvass or otherwise interfere or use his influence in connection with or take part directly or indirectly in any election to a legislative body whether in Pakistan or elsewhere, provided that an employee who is qualified to vote at such election may exercise his right to vote, but if he does so, he shall give no indication of the manner in which he proposes to vote or has voted.
- c. No employee shall permit any member of his family or any person dependent on him to act in a manner in which he himself is not permitted by clause 'b' to act.
- d. An employee who issues a statement or an address in elections or in any other manner publicly announces himself or allows himself to be publicly announced as a candidate or prospective candidate for election to a legislative body, shall be deemed for the purpose of clause 'b' to take part or interfere in an election to such body.
- e. The provisions of clauses 'b & c' shall, so far as may be, apply to elections to local authorities or bodies in respect of employees required or permitted by or under any law or order of the Government for the time being in force, to be candidates at such elections.
- f. If any question arises whether any movement or activity falls within the scope of this regulation the decision of the Corporation thereon shall be final.

3. Declaration of Fidelity & Secrecy/Surety-Indemnity Bond: Every employee shall, before joining service, sign a declaration of fidelity and secrecy and surety/indemnity bonds in form given in Annex-P & Q respectively.

4. Absence from Duty: No employee shall absent himself from his duties, nor leave his station overnight, without having first obtained the permission of the Competent Authority.

5. Office Timing: Office timing will be observed by all employees as circulated from time to time by the Competent Authority.

6. Restriction on Personal Representation: No employee shall make any personal representation to a Board of Directors/Executive Committee/or any other higher authority. All representations must be addressed to the authority concerned through proper channel, if any, of the employee.

7. Prohibition of Gifts: No employee shall accept any gift from a constituent or a subordinate employee of the Corporation and this prohibition shall also apply to gifts

offered by persons likely to have dealings with the Corporation and candidates for employment in the Corporation.

8. Restrictions on Debts of Employees: Except with the permission of the Board in the case of Officers and the Managing Director in the case of other employees, no employee shall incur an unsecured debt or liability in excess of his emoluments for two months and every employee incurring such debt or liability with the necessary permission shall submit a statement of his financial affairs to the Managing Director on 31st December every year until the debt or liability is liquidated and that statement shall also indicate the steps taken by the employee to liquidate the debt or liability.

9. Restrictions on Dealings and Occupations of Employees: No employee shall:-

- a. Borrow money from, or in any way place himself under pecuniary obligation to a broker or money-lender or a subordinate employee of the Corporation or any firm or person having dealings with the Corporation.
- b. Speculate or buy or sell stocks, shares or securities or commodities of any description without funds to meet the full cost in the case of a purchase or script for delivery in the case of a sale or be connected with the formation or management of a joint stocks company;
- c. Book debts at a race meeting;
- d. Lend money in his private capacity to a constituent in the purchase or sale of bills of exchange, Govt. paper or any other securities;
- e. Except with the permission of the Competent Authority guarantee in his private capacity the pecuniary obligations of another person or agree to indemnify in such capacity another person;
- f. Act as agent for an Insurance Company except when specifically authorized by the Competent Authority;
- g. Be connected with the formation or management of a Joint Stock Company;
- h. Engage in any other commercial business or pursuit either on his own account or as agent for other;
- i. Accept, or seek any outside employment or office whether stipendiary or honorary without the prior sanction of the Competent Authority;
- j. Undertake part-time work for private or public body or private person or accept fee therefore without the sanction of the Competent Authority who may, in any case in which it grants such sanction, stipulate that such portion of the fee received by the employee for undertaking the work, as may be specified, shall be paid to the Corporation;
- k. Provided that nothing in this regulation shall be deemed to prohibit an employee from making a bonafide investment of his own funds in stocks, shares and securities.

10. Ban on Marriage with Foreign Nationals

- a. Subject to the provision of clause 'b' below an employee, except one serving on contract basis, shall not marry or promise to marry a person who is not a citizen of Pakistan ;

- b. An employee may, with the prior permission of the Managing Director, marry or promise to marry a person who is a citizen of India.
- c. Provided that in exceptional cases, an employee may, with the permission of the Managing Director, marry a foreign national other than a citizen of India.
- d. The grant of permission under clause 'b' shall be at the Managing Director's discretion and shall be subject to such conditions, if any as he may prescribe ;
- e. An employee who contravenes this regulation shall be guilty of misconduct and shall be liable to be removed from the service of the Corporation.

11. Construction of Building Etc: No employee shall construct a building, whether intended to be used for residential or commercial purposes, except with the prior permission of the appointing authority obtained through an application made in this behalf disclosing the source from which the cost of such construction shall be met.

12. Declaration of Income & Assets: Every employee shall, at the time of entering the service of the Corporation make a declaration of income and assets held and acquired by him to the Corporation (specimen at **Annex-R**), through the usual channel, of all immovable and movable properties including shares, certificates, securities, insurance policies and jewellery having total value of Rs.500,000/- (Five lac rupees) or more belonging to or held by him or a member of his family in case of officers and Rs.300,000/- (Three lac rupees) in case of officials, such declaration shall--

- a. State the district within which the property is situated,
- b. Show separately individual items of jewellery exceeding in value Rs.500,000/- (Five lac rupees) in case of officers and Rs.300,000/- (Three lac rupees) in case of officials;
- c. Give such further information as the Corporation may, general or special order, require.
- d. Every employee shall submit to the appointing authority through usual channel, an annual return of assets in the month of July showing any increase or decrease of property as shown in the declaration under clause 'a' or, as the case may be, the last annual return.

13. Disclosure of Assets, Immovable, Movable and Liquid: An employee shall, as and when he is so required by the Corporation, by a general or special order, furnish information as to his assets disclosing liquid assets and all other properties, immovable and movable including shares, certificates, insurance policies, jewellery.

14. Membership of Non-Political Associations: No employee shall accept membership of any non-political association or organization whose aims and objects, nature of activities and membership are not publicly known.

15. General: In all matters not expressly provided for in these regulations, the holders of posts shall be governed by such rules/regulations as have been or may hereafter be framed by the Board of Directors and made applicable to them.

16. Relaxation: Any of these regulations may, for reasons to be recorded in writing, be relaxed in individual cases, if the Board of Directors is satisfied that a strict application of the Regulation would cause undue hardship to the individual concerned.

LEAVE RULES *Leave Rules of Federal Govt. have been adopted mutatis mutandis,* which have been reproduced hereunder:-

17. Leave shall be admissible to an employee and granted to him by the Competent Authority at the rate and scale laid down below:-

Leave on Full Pay

- a. An employee shall earn leave only on full pay which shall be calculated at the rate of *48 days in a year* against the period of duty, excludes suspension period and credited to the leave account as "*Leave on Full Pay*".
- b. The term "*leave on full pay*" does not involve any change in the existing manner of calculation of leave salary.

18. An employee cannot claim leave as a matter of right and the Competent Authority may, at its discretion, refuse or revoke leave of any description.

GRANT OF LEAVE

19. **Leave on Full Pay:** The maximum period of leave on full pay that may be granted at one time shall be as follow:

- | | |
|--|----------|
| a. Without medical certificate: | 120 days |
| b. With medical certificate: | 180 days |
| c. On medical certificate from leave account in entire service | 365 days |

Sanctioning Authority:

- i. *ZH/OIC upto 30 days to officers and officials in a calendar year.*
 - ii. *OIC(Estb) in consultation with DGM(HR) for the next 30 days upto Scale-17 and officials of Field in addition to his own staff.*
 - iii. *More than two months of Field Staff and one month of Estb. Staff by GM(HR).*
- d. The maximum prescribed above in sub paragraphs are independent of each other. In other words an employee may be granted at a time total leave on full pay on medical certificate upto the permissible extent in continuation of leave upto 120 days without medical certificate, subject to the given condition.
 - e. All such employees requesting for the grant of leave on medical grounds are required to submit medical certificate issued by the Medical Superintendents of Tehsil/District Headquarters Hospital or AMA PASSCO. The medical certificate issued by any Medical Officer without the countersignature of the Medical Superintendent of Tehsil/District Headquarters Hospital will not be accepted.
 - f. All Heads of Wings/Zonal Heads/OIC/XEN shall ensure authenticity of the medical certificate before recommending leave.
 - g. The possession of a medical certificate does not itself confer upon the PASSCO employee concerned any right to leave. The Competent Authority to sanction leave may at its discretion secure a second medical opinion in which he has reason to doubt the genuineness of the MC produced by the employee and required PASSCO employee to appear for medical examination before the appropriate Medical Board/AMA PASSCO whose report as to the state of his health will be treated as final, for purpose referred to above.

20. Conversion of Leave

- a. Leave on full pay, may at the option of the employee, be converted into leave on half pay. The debit to the leave account will be at the rate of 1 day of the former for every two days of the latter. Similarly leave on half pay will be converted into leave on full pay at the rate of 2 days of the former for every one day of the latter. The request for such conversion shall be specified by the employee in his application for the grant of leave. *(Sanctioning Authority: GM(HR))*
- b. There shall be no limit on the grant of leave on half pay so long as it is available by conversion in the leave account.
- c. Leave may be applied for, expressed, and sanctioned in terms of days.

21. Maximum Leave Permissible at a Time: The maximum amount of leave that may be taken at one time shall be one year.

22. Maternity Leave: A female employee may be granted maternity leave on full pay for the period which may extend upto ninety days from the date of its commencement or forty five days from the date of confinement, whichever is earlier. Maternity Leave may not be granted for more than three times in the entire service of a female employee. For confinement beyond the third one, the female employee would have to take leave from her normal leave account. The spells of maternity leave already availed of will be accounted for in the "*three times*" admissible under three orders. However, the cases of those female employees who have already availed of the concession for more than three times may not be reopened. The maternity leave may be granted in continuation of or in combination with any other kind of leave (including extra-ordinary leave) as may be due and admissible to a female employee. *(Sanctioning Authority: GM(HR))*

23. Leave Preparatory to Retirement (LPR)/Encashment Thereof

- a. An employee approaching the age of 60 years who applies for leave preparatory to retirement may be granted full leave preparatory to retirement or such shorter period as applied for. The leave preparatory to retirement may have to be availed before retirement and subject to the exigencies of service, such leave where due may not be refused; *(Sanctioning Authority: GM(HR))*
- b. Encashment of leave preparatory to retirement (LPR) not exceeding three hundred and sixty five days shall be effective from the first day of July 2012 and shall, for the entire period of leave refused or opted for encashment, be applicable to a civil servant retired or, as the case may be, retiring on or after the first day of July 2012, provided such leave is available at his credit subject to a maximum of three hundred and sixty five days. *(Sanctioning Authority: GM(HR))*
- c. Ordinarily, Leave Preparatory to Retirement shall not be refused. All the orders refusing Leave Preparatory to Retirement to an employee and recalling an employee from Leave Preparatory to Retirement shall be passed by the Managing Director.

24. In Service Death: In case an employee dies while in service, lump sum payment equal to full pay upto 365 days, out of the leave at his credit, shall be made to his family as defined for the purpose of family pension.

25. Leave not Due: It may be granted on full pay, to be offset against leave to be earned in future, for a maximum period of 365 days in the entire service, subject to the

condition that during the first five years of service, it shall not exceed 90 days in all. Such leave may be converted into leave on half pay. It shall be granted only when there are reasonable chances of the employee resuming duty. "*Leave not due*" will not, however, be admissible to a temporary/ contractual employee. **(Sanctioning Authority: MD).**

26. Special Leave: A female employee, on the death of her husband, may be granted special leave on full pay, when applied for, not exceeding 130 days. This leave shall not be debited to her leave account. The leave shall commence from the date of death of husband of the employee and for this purpose she will have to produce death certificate issued by the Competent Authority.

27. Extra Ordinary Leave (Leave Without Pay): It may be granted on any ground upto a maximum period of five years at a time, provided the employee to whom such leave is granted has been in continuous service for a period not less than ten years; in case an employee has not completed ten years of continuous service, extra ordinary leave without pay for a maximum period of two years may be granted at the discretion of the Competent Authority. The extra ordinary leave can be granted in combination of leave on full pay and leave on half pay would not be more than five years if so combined. Extraordinary leave may be granted irrespective of the fact whether an employee is permanent or temporary. **(Sanctioning Authority: upto 4 months GM(HR) & Rest MD)**

28. Disability Leave: The employees shall be entitled to "Special Disability Leave" subject to the condition that leave salary admissible to such employee during special disability leave shall be equal to full pay for the first 180 days and on half pay for the balance period. **(Sanctioning Authority: upto 4 months GM(HR) & Rest MD)**

29. Ex-Pakistan Leave: Leave on full pay may also be granted as ex-Pakistan leave to an employee who applies for such leave or who proceeds abroad during leave, or is otherwise on duty abroad, and makes a specified request to that effect. Such leave shall be payable for the actual period of leave spent abroad subject to a maximum of 120 days at a time. **(Sanctioning Authority: upto 2 months GM(HR) & Rest MD)**

30. Casual Leave: An employee shall be allowed 25 days casual leave during a calendar year. The maximum numbers of Casual Leave that can be allowed at a time to an employee *will be 10 days*, relaxed by the Competent Authority in special circumstances. Casual Leave may be prefixed or suffixed to closed holiday and be sandwiched in between two closed holidays. However, if a closed holiday falls between two days of Casual Leave, it may also be granted as Casual Leave. Further Casual Leave can be granted within the prescribed limit at one time in such a manner as opened it over two years (i.e. same portion in one calendar year and the rest in following year in one stretch). But the said casual leave will be debited to the casual leave account in such a manner that the leave during a particular year will be debited to that year's account and rest of casual leave be debited to the following year's account. **(Sanctioning Authority: Officer incharge Concerned)**

31. Leave to an Employee Under Suspension: Leave may not be granted to an employee under suspension.

32. Performance of Duties: No employee will refuse to perform duties assigned to him by the Competent Authority or leave office before time. Non-compliance of the orders of the Competent Authority would be treated as insubordination

33. The existing instructions contained in PASSCO Rules & Regulations, Service Rules, Circulars and Standing Instructions shall be deemed to have been modified to the extent mentioned above.

PAY AND ALLOWANCES

34. Regulation of Pay: The pay & allowances of the employees of the Corporation will be regulated as per National Pay Scale and concurred by the Board of Directors from time to time.

34-A. Pay Scales for the officials will be BS-1 to 15 *(as per Govt. Scales)*.

35. TA/DA Rules As per Govt. Rules. *(Sanctioning Authority: GM(F&A) upto Scale-18 and above covering approval by MD)*

Volume - 11

PASSCO

EFFICIENCY & DISCIPLINE RULES-2011

(AS UPDATED 2016)

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Note: *The word "he", "his", "him" & "himself" used in these Rules shall be deemed to denote the word, "she", "her" & "herself".*

EFFICIENCY & DISCIPLINE RULES-2016

1. Short Title, Commencement and Application

- a. These Rules may be called PASSCO Employees Service (Efficiency & Discipline) Rules 2011 *(as updated 2016)*.
- b. These Rules shall come into force at once but no matter decided before the enforcement of these rules shall be re-opened on the ground that the decision was not in conformity with these Rules.
- c. These Rules shall apply to all employees of PASSCO other than those governed by the Government Servants (Efficiency & Discipline) Rules, 1973.

2. Definitions: In these Rules, unless there is anything repugnant in the subject or context.

- a. **"Accused"** a PASSCO serving employee against whom action is taken under these Rules.
- b. **"Administrative Actions"** serving of caution, letter of displeasure, Warning, Recordable/Stern Warning. Authorised Officer / Authority may take such action on observing any violation, negligence, breach of trust etc. on the part of an employee after calling his explanation.
- c. **"Authority"** the authority which has the power to make particular appointment of an officer or authority designated by such authority to exercise the powers of the authority under these rules as specified in the Schedule-22 to these rules.
- d. **"Authorized Officer"** an officer authorized by the authority to perform functions of authorized officer under these rules as specified in the Schedule-22 to these rules.
- e. **"Appeal"** is a right of entering into jurisdiction of a superior authority and invoking its aid and interposition to redress the error of the lower authority.
- f. **"Authorized Medical Attendant"** a Medical Officer of a Government or Public or Trust Hospital or a registered medical practitioner appointed or approved by the Corporation to attend its employees as well as medical examination / 2nd opinion.
- g. **"Corporation"** the Pakistan Agricultural Storage & Services Corporation Limited.
- h. **"Competent Authority"** the authority as specified in the Schedule-22 to the PASSCO Employees (Efficiency & Discipline) Rules and the Corporation or any officer of the Corporation to whom specific powers have been delegated under the articles of these rules.
- i. **"Compulsory Retirement"** is a punishment under major penalty in which a person is compulsorily retired from service along-with all benefits due to him at that time.
- j. **"Discharge"** any method by which a legal duty is extinguished.
- k. **"Discipline"** the practice of training employee to obey rules or a code of behaviour.
- l. **"Dismissal"** is a punishment under major penalty awarded to an employee having found guilty of "Misconduct" under PASSCO (E&D) Rules because it bars further service under Government and also involves the loss of pension (*maintenance grant*).
- m. **"Efficiency"** an action designed to achieve efficiency.

- n. **"Explanation"** an employee is asked by the Authorized Officer to explain his position regarding any negligence in the performance of official duty.
- o. **"Fact Finding/Informal Inquiry"**; where offence(s) as well as involvement of Officer(s)/Official(s) is/are not clear; to find out the facts, a fact finding/informal inquiry is conducted".
- p. **"Government Hospital"** a hospital maintained by the Central or a Provincial Government and any other Hospital with which arrangements have been made by any of the said Government for the treatment of its servants.
- q. **"Hearing"** affording of final opportunity by serving Final Show Cause Notice to accused which shall not be less than seven (07) days or more than fourteen (14) days for taking of evidence or arguments or the consideration of questions relating to the case which would enable the Authority to finally arrive at decision upon it.
- r. **"Misconduct"**: -
- Wilful in subordination or disobedience whether alone or in combination with others to any lawful or reasonable orders of a superior.
 - Inefficient, or has ceased to be efficient or
 - Corrupt or may reasonably be considered corrupt because:-
 - i. *he is, or any of his dependants or any other person through him or on his behalf is, in possession (for which he cannot reasonably account) of pecuniary resources or of proper disproportionate to his known sources of income; or he has assumed a style of living beyond his means; or*
 - ii. *he has a persistent reputation of being corrupt.*
 - iii. *Is engaged, or reasonably suspected of being engaged, in subversive activities or is, reasonably suspected of being associated with other engaged in subversive activities or is guilty of disclosure of official secrets to any unauthorized person, or tampering with official record.*
 - Theft, fraud or dishonesty.
 - Wilful damage or loss to the Corporation's property.
 - Taking or giving bribe or any illegal gratification.
 - Habitual absence without leave or absence without leave for more than ten (10) days.
 - Habitual late attendance.
 - Habitual breach of any law applicable to the establishment.
 - Riotous or disorderly behaviour during working hours at the establishment or any act subversive of discipline.
 - Habitual negligence or neglect of work.
- s. **"Reduction to lower Post"** is a punishment under major penalty; reduction of an employee to a lower status or post or emoluments.
- t. **"Removal"** is a punishment under major penalty; an order of punishment laid down on an employee removing him from the office he holds.
- u. **"Prosecutor/Departmental Representative (DR)"**; to prove the accused guilty and defend the charge(s) levelled against the accused on behalf of department before the Inquiry Officer / Inquiry Committee convened in formal inquiry.
- v. **"Penalty"** which may be imposed under these rules.

w. **"Regular Inquiry/Formal Inquiry"**; where offence(s) and involvement of Officer(s)/Official(s) is/are clear then Regular/Formal Inquiry is conducted through an Inquiry Officer/Inquiry Committee.

x. **"Reversion"** is a punishment under major penalty; relegation to an appointment previously held.

y. **"Service"** the period during which an employee is on duty as well as on leave duly authorized by a Competent Authority specified in these rules but does not include any period during which an employee is absent from duty without permission or overstaying his leave specifically permitted by a Competent Authority. However, EOL (Extra Ordinary Leave) period will not be counted for in his service.

z. **"Show Cause Notice"** is an opportunity for an employee to explain his position for the charges (Misconduct) conveyed to him by the Authorized Officer.

aa. **"Suspension"** of debarring or state of being debarred, especially for a time, from a function or privilege, temporary deprivation of one's office or position, a state of being temporarily kept from doing or deprived of something.

bb. **"Termination"** is an employee's departure from service on the hands of employer.

cc. **"Terms of Reference (TOR)"** are the instructions given to Inquiry Committee/Officer to investigate particular subject within prescribed time.

dd. **"Unsatisfactory Service"** The expression unsatisfactory service includes corruption and unbecoming conduct.

Note: All other words and expression used in this E&D Rules shall have the meaning as in rules and orders applicable to the Federal Government Employees.

3. **Removal/Dismissal from service of the Corporation**; if an employee found guilty of misconduct, breach of trust or neglect of duty shall be made in accordance with the provisions of PASSCO Employees Service (Efficiency & Discipline) Rules.

4. **Grounds for Penalty**: Where an employee of the Corporation, in the opinion of the authority:-

a. is guilty of misconduct, or

b. is inefficient, or has ceased to be efficient, or

c. is corrupt or may reasonably be considered corrupt because:-

i. *he is, or any of his dependants or any other person through him or on his behalf is, in possession (for which he cannot reasonably account) of pecuniary resources or of proper disproportionate to his known sources of income; or he has assumed a style of living beyond his means or*

ii. *he has a persistent reputation of being corrupt.*

d. is engaged, or reasonably suspected of being engaged, in subversive activities or is, reasonably suspected of being associated with other engaged in subversive activities or is guilty of disclosure of official secrets to any unauthorized person, or tampering with official record, and his retention in service is, therefore, prejudicial to national security or to the good name and working of the Corporation, the authority may impose on him one or more penalties.

e. Absent without leave for more than 60 days would be considered as removed from service.

5. Penalties

a. The following are the minor and major penalties to be imposed, after holding of Regular Inquiry on the PASSCO serving accused employees:-

i. Minor Penalties

- a) Censure;
- b) With-holding of promotion/increment for a specified period (but not more than 12 months for workmen) or to declare unfit for further promotion or financial advancement;
- c) Recovery on disciplinary grounds from pay of the whole or any part of any pecuniary loss caused to the Corporation by negligence or breach of orders;

ii. Major Penalties

- a) Demotion to a lower post for a specific period or Reduction to a lower stage in time pay scale {forfeiture of increment(s)} for a specific period;
- b) Compulsory retirement alongwith financial benefits;
- c) Removal from service;
- d) Dismissal from service;

Note: Authorized Officer is required to use his judicious mind without involving the higher authority who is Appellate Authority of that particular case while making disposal of disciplinary case to the extent of imposing minor penalty. However, where major penalty is required to be imposed, the case as per rules/practice in vogue will be referred to the Authority alongwith recommendations/cogent ground of major penalty.

b. Removal from service does not, but dismissal from service does, disqualify for further employment.

c. In these rules, removal or dismissal from service does not include the discharge of a person:-

- i. Appointed on probation, during the period of probation, or in accordance with the probation or training rules applicable to him; or
- ii. Appointed, otherwise than under a contract, to hold a temporary appointment on the expiration of the period of appointment; or
- iii. Engaged under a contract, in accordance with the terms of the contract.

Note: In the light of SOP Circulated vide No.PASSCO/HR/DC/15/2433 dated 30.12.2015, the previous pay position of the employees who were reduced to lower stage in time scale (**Major Penalty**) or their increment was stopped for specific period (**Minor Penalty**), will be restored automatically by the F&A Wing (**Pay Cell**) on the completion of period of punishment. Similarly, the cases of demoted (**Major Penalty**) employees will be processed in HR Wing (**Disc:Cell**) and after getting approval from Competent Authority their status/previous post will be

restored/conveyed accordingly. Whereas the employee(s) reduced to lower stage in time scale (**Major Penalty**) or demoted to lower post (**Major Penalty**) they will be placed at the seniority below for the as many as years of the penalty against the original seniority held by him/them. Responsibility HR Wing (Estb: Cell).

6. **Procedure for conducting of Fact Finding/informal Inquiry:** On receiving occurrence report/observing some lapses/violations on the part of employees where the nature of lapses as well as involvement of certain individual(s) is not vividly explicit/confirm, the procedure as laid down below will be followed:-

- a. The Authorized Officer/Zonal Head in the field with the consultation of GM (Field) and GM (HR) while the Authorized Officer at Head Office with the consultation of concerned GM as well as GM (HR) and GM (HR)/Authorized Officer with the consultation of Managing Director PASSCO will appoint an Inquiry Officer or Inquiry Committee to conduct the fact finding inquiry for ascertaining the above mentioned factors. However, for holding of fact finding inquiries, **No Prosecutor/Departmental Representative (DR) is required.**
- b. A reasonable time (**07 to 10 days**) will be specified/ear marked by the Authorized Officer for this purpose alongwith the mandate of Fact Finding Inquiry Officer/Inquiry Committee as well as TORs; upon the basis of which the required results could be produced. The Inquiry Officer/Inquiry Committee shall be bound to complete the task within stipulated period unless the time period in exceptional cases is extended from the Authorized Officer. In case, the Inquiry Officer/Inquiry Committee fails to complete the task within the given time frame, the Authorized Officer will record adverse/negative remarks in their ACRs. Administrative action may be initiated against the Inquiry Officer/Convener/Member(s) of Inquiry Committee who are on the verge of retirement. The same procedure shall be adopted with the Inquiry Officer/Convener/Member(s) of Inquiry Committee, if inquiry proceedings are not properly conducted.
- c. On receipt of Fact Finding Inquiry Proceedings, the Authorized Officer will thoroughly examine and forward the same to HR Wing (Disc:Cell) with his recommendation for further processing. If, any embezzlement/misappropriation of PASSCO Stocks/Pecuniary loss is found then the concerned official(s)/Officer(s) will be charge sheeted to hold regular inquiry otherwise, proceedings will be disposed-off by taking appropriate Administrative Action.
- d. If on the basis of fact finding inquiry, a regular inquiry is conducted then No incumbent of fact finding inquiry will be made as Member/Convener of the Inquiry Committee. However, the convener or member of fact finding Inquiry Committee preferably the competent one should be detailed as Prosecutor for the regular inquiry.

7. **Regular/Formal Inquiry Procedure:** The following procedure shall be observed when a Corporation employee is proceeded against under these (E&D) rules:-

- a. In case where a Corporation employee is accused of subversive activities, corruption or misconduct the authorized officer may require him to proceed on leave or, with the approval of the authority suspend him (pay & allowances as drawn earlier, will be admissible during suspension period) provided that any continuation of such leave or suspension shall require approval of the authority after every **three (03) months**. Similarly, if an employee is arrested by the Law Enforcement Agencies under the FIR,

he shall also be placed under suspension, after getting approval of the Competent Authority. However, a disciplinary proceeding will be initiated against him after the release from detention/custody.

- b. The authorized officer shall decide whether in the light of facts of the case or the interests of justice an inquiry should be conducted through an Inquiry Officer or Inquiry Committee. If he so decides, the procedure indicated in **Rule-14** shall apply;
- c. The Authorized Officer shall appoint an Inquiry Officer or Inquiry Committee consisting of two or more persons one of whom shall be senior in rank or senior in seniority, if same rank, to the accused. If there are more than one accused, the Inquiry Officer or one of the members of the Inquiry Committee must be senior in rank or senior in seniority, if same rank, to all the accused;
- d. If the authorized officer decides that it is not necessary to have an inquiry conducted through an Inquiry Officer or Inquiry Committee (**for administrative action only**), he shall:-
 - i. By order in writing, inform the accused of the action proposed to be taken in regard to him and the grounds of the action; and
 - ii. Give him a reasonable opportunity of showing cause / personal hearing **which shall not be less than seven (07) days or more than fourteen (14) days** against that action.
- e. On receipt of the report of the Inquiry Officer or Inquiry Committee or, where no such officer or committee is appointed, on receipt of the explanation of the accused, if any, the authorized officer shall determine whether the charge has been proved. If it is proposed to impose any of the penalty; the formal/regular inquiry procedure will be adopted. If, Authorized Officer deems that lapses are not of serious nature, he may take any administrative action as defined at **Rules-7 "d"**. If it is proposed to impose a major penalty, he shall forward the same to the authority alongwith the charge and statement of allegations served to the accused, the explanation of the accused, the findings of the Inquiry Officer or Inquiry Committee and his own (Authorized Officer) recommendations regarding the penalty to be imposed. The authority shall pass such orders as it may deem proper, **after affording final opportunity of personal hearing** to accused by serving Final Show Cause Notice which shall not be less than seven (07) days or more than fourteen (14) days alongwith copy of regular Inquiry Report.

8. Revision of order by Authority: The Authority may call for the record of any case pending before or disposed-off by the Authorized Officer and pass such order in relation thereto as he deems fit.

9. Pay and Allowances of Employee Dismissed/Removed from Service: The Pay and Allowances of an employee who is Dismissed/Removed from service shall cease henceforth from the date of such Dismissal/Removal.

10. Termination of Services on Medical Ground: Nothing in rules shall affect the right of the Corporation to remove/dismiss/compulsory retire an employee without giving notice or pay in lieu thereof in accordance with the provisions of Rule of PASSCO Employees Service (Efficiency & Discipline) Rules or its right to terminate the service of an employee without notice or pay in lieu thereof on his being certified by the Authorized Medical Attendant to be permanently incapacitated for further service in the Corporation. But any employee whose services is terminated on his being so certified may ask for medical examination by a Board of Doctors,

provided that an employee who is made to remove/dismiss/compulsory retire shall have the right of making an appeal or application for review to the Competent Authority in accordance with the provisions of PASSCO Employees Service (Efficiency & Discipline) Rules.

11. Invalid/Incapacitated on medical ground: The employee who is declared invalid/disabled/incapacitated by Medical Board/AMA on completion of 25 years' service shall be retired with full benefits as per Benevolent Fund Rules (to be read with HR Policy Rule 12 'a').

12. Discipline Rules: Disciplinary rules are framed for internal discipline within the Organization. These are a code of ethics. In order to maintain discipline, PASSCO Employees Service (Efficiency & Discipline) Rules were devised. PASSCO Employees Service (Efficiency & Discipline) Rules contain detailed procedure to deal with the cases of misconduct, which is primarily meant to maintain discipline and good order in the Organization. PASSCO Employees Service (Efficiency & Discipline) Rules lead us to follow the steps in order to observe certain formalities as laid down by law. In addition to this procedure laid down under PASSCO Employees Service (Efficiency & Discipline) Rule, the Authorized Officer, the Enquiry Officer and Authority is to observe certain laws of the land and principles of natural justice enunciated by different higher Courts and Forums from time to time.

13. Penalty Rules: Penalties in disciplinary rules are formal or informal. The latter are of administrative nature like warning etc. The former penalties are of two types. The first is of **minor** character such as censure, with-holding of promotion/increment for a specified period or declare unfit for further promotion or financial advancement or recovery on disciplinary grounds from pay for the whole or any part of any pecuniary loss accused to the Corporation by negligence or breach of order. The second are of **major/ severe type** viz demotion to a lower post for a specific period/reduction to a lower stage in time pay scale {forfeiture of increment(s)} for a specific period, compulsory retirement alongwith benefits, removal and dismissal from service.

14. Procedure to be observed in Regular/Formal Inquiry by the Authorized Officer/ Inquiry Officer/ Inquiry Committee: Where an Inquiry Officer or Inquiry Committee is appointed, the Authorized Officer shall:-

- a. Frame a charge(s) and communicate it to the accused through **Charge Sheet** or **Show Cause Notice**;
- b. Require the accused within a reasonable time, which shall not be less than seven (07) days or more than fourteen (14) days from the day the charge has been communicated to him to put in a written defence to Authorized Officer and to state at the same time whether he desires to be heard in person;
- c. In case, Authorized Officer is satisfied with the reply of accused; he may withdraw the charge sheet; however, if Authorized Officer is not satisfied with the defence reply of accused then an Inquiry Officer/Inquiry Committee will be appointed/convened and also detailing the Prosecutor/Departmental Representative (DR) alongwith specifying the time period for conducting of Inquiry. The Inquiry Officer/Inquiry Committee will be liable to complete the proceedings within laid down period unless the time period

in exceptional cases is got extended from the Authorized Officer. In case, the Inquiry Officer/Inquiry Committee fails to complete the inquiry proceedings within the given time frame, the Authorized Officer will record adverse/negative remarks in their ACRs. Administrative action may be initiated against the Inquiry Officer/Convener/Member(s) of Inquiry Committee who are on the verge of retirement. The same procedure will be adopted with the Inquiry Officer/Convener/Member(s) of Inquiry Committee, if inquiry proceedings are not properly conducted.

- d. The Inquiry will be commenced by reading out the statement of allegations by the Prosecutor/Departmental Representative (DR) and at the same time the statement of accused as well as the Prosecutor/Departmental Representative (DR) will be recorded/obtained. The Inquiry Officer or the Inquiry Committee, as the case may be, shall hear the case from day to day and no adjournment shall be given except for reasons to be recorded in writing. However, every adjournment with reasons, therefore, shall be reported forthwith to the authorized officer. Normally no adjournment shall be for more than a week.
- e. The Inquiry Officer/Inquiry Committee will examine such oral or documentary evidence in support of the charge(s) or in defence of the accused as may be considered necessary and the accused shall be entitled to cross-examine the Prosecutor / Departmental Representative (DR) as well as witnesses or any documentary evidence if produced against him by the Prosecutor / Departmental Representative (DR). To this affect, the signatures of accused as well as his thumb impression must be obtained/affixed/inserted upon each Questionnaires/end of sheet/page.
- f. In case, accused does not avail the opportunity of cross examination then an undertaking must be obtained from him which should be signed and containing the thumb impression of the accused.
- g. Inquiry Officer / Inquiry Committee must ensure that all the supporting documents, evidences either provided by the accused or the Prosecutor/DR are signed by the concerned individuals and all relative documents/proceedings will also be signed by the Inquiry Officer/Inquiry Committee.
- h. Where the Inquiry Officer or the Inquiry Committee as the case may be, is satisfied that the accused is hampering, or attempting to hamper, the progress of the inquiry he or it shall administer a warning, and if thereafter he or it is satisfied that the accused is acting in disregard of the warning, he or it shall record a finding to that effect and proceed to complete the inquiry in such manner as he or it thinks best suited to do substantial justice;
- i. The Inquiry Officer/the Inquiry Committee, as the case may be, shall within ten days of the conclusion of the proceedings or such longer period as may be allowed by the authorized officer, submit his or its findings to the Authorized Officer by mentioning whether the accused is guilty of 'Misconduct' alongwith the grounds or otherwise.
- j. Inquiry Officer/Inquiry Committee is required to serve minimum 3x Notices through registered post particularly to the absentee to join the inquiry proceedings and the Notices be served to the accused on duty through special messenger. The proof of courier service/registered post be preserved and made part of the proceedings. If accused does not appear at all, the inquiry proceedings be completed as **Ex-Parte**.

15. Rules-7 not to apply in certain cases: Nothing in Rule-7 shall apply to a case:-

- a. Where the accused is dismissed or removed from service or reduced to lower post, on the ground of conduct which has led to a sentence of fine or imprisonment by the Court of Law; or
- b. Where the authority is satisfied that in the interest of the security of Pakistan or any part thereof or in the interest of the good working of the Corporation (in exceptional cases) it is not expedient to give such opportunity.

16. Action in respect of a Corporation employee required to proceed on leave: If a Corporation employee proceeding on leave in pursuance of an order under sub-rule 'a' of Rule-7 is not dismissed, removed from service, reduced to lower post or compulsory retired, he shall be required to re-join duty and the period of such leave shall be treated as duty on full pay.

17. Procedure of inquiry against officers/officials lent to other organization

a. When the services of a Corporation employee to whom these rules apply are lent to an organization, in these rules referred to as the borrowing authority, shall have the powers of the authority for the purpose of placing him under suspension or requiring him to proceed on leave and of initiating proceedings against him under these rules;

Provided that the borrowing authority shall forthwith inform the authority which has lent his services hereinafter in this rule referred to as the PASSCO Authority, of the circumstances leading to the order of his suspension or the commencement of the proceedings, as the case may be;

b. If, in the light of the findings in the proceedings taken against the Corporation employee in the terms of sub-rule 'a' the borrowing authority is of opinion that any penalty should be imposed on him it shall transmit to the PASSCO Authority the record of the proceedings and thereupon the PASSCO Authority shall take action as prescribed in these rules.

18. Power of Inquiry Officer/ Inquiry Committee: For the purpose of an inquiry under these rules, the Inquiry Officer/the Inquiry Committee shall proceed, in respect of the following matters, namely:-

- a. Enforcing the attendance of any person for examination. In order to ensure smooth functioning when it is required to move the person/witnesses from the Field duties, it should be routed through concerned General Manager;
- b. Requiring the discovery and production of documents;
- c. During the process of recording statements, if Inquiry Officer or the Inquiry Committee, as the case may be, considers that the accused or any witness is hampering, or attempting to hamper, the inquiry proceedings, after due warning to the concerned person in writing, he or it shall proceed further without any waste of time to do substantial justice.

19. Appearance of Counsel: No party to any proceedings under these rules before the authority, the authorized officer, an Inquiry Officer or an Inquiry Committee shall be represented by Counsel.

20. Entitlement of pay and allowances of an employee under suspension shall be governed by the rules and orders of the Federal Government on the subject.

21. Appeal

- a. An employee on whom a penalty is imposed shall have such right of appeal within **three (03) months**; such appeal will be disposed-off by the Appellate Authority and convey to the concerned aggrieved / appellant within a maximum period of **three (03) months** as prescribed in the Schedule-22 to these rules:-

Provided that, where the penalty is imposed by orders of the Board of Directors of the Corporation there shall be no appeal but the person concerned may apply for review of the orders.

- b. Every employee preferring an appeal shall do so separately and in his own name;
- c. Every appeal preferred under these rules shall contain all material; statements and arguments relied on by the appellant, but shall contain no disrespectful or improper language, and shall be complete in itself. Every such appeal shall be submitted through the Head of the Office to which the applicant belongs or belonged and through the authority from whose order the appeal is preferred.
- d. An appeal may be with-held by an authority not lower than the authority from whose order it is preferred if:-
- i. *It is an appeal in a case in which under these rules no appeal lies; or*
 - ii. *It does not comply with provision of sub rule 'c' or*
 - iii. *It is not preferred within three (03) months after the date on which the applicant was informed of the order appealed against and no reasonable cause is shown for the delay; or*
 - iv. *It is repetition of a previous appeal and is made to the same appellate authority by which such appeal has been decided, and no new facts or circumstances are adduced which afford grounds for a reconsideration of the case; or*
 - v. *It is addressed to an authority to which no appeal lies under these rules.*
 - (a). *Provided that in every case in which an appeal is with-held, the appellant shall be informed of the fact and the reason for it.*
 - (b). *Provided also that an appeal with-held on account only of failure to comply with the provisions of sub-rule-21'c' may be re-submitted at any time **within one month of the date** on which the appellant has been informed of the with-holding of the appeal, and, if resubmitted in form which complies with these provisions shall not be with-held.*
- e. No appeal shall lie against the with-holding of an appeal by a competent authority;

- f. Every appeal which is not with-held under these rules shall be forwarded to the appellate authority by the authority from whose order the appeal is preferred with an expression of opinion;
- g. A list of appeals with-held under sub rule 'd' with the reasons for with-holding them shall be forwarded quarterly by the with-holding authority to the appellate authority;
- h. An appellate authority may call for an appeal admissible under these rules which has been with-held by a subordinate authority and may pass such orders thereon as it considers fit.

22. Schedule: Showing delegation of powers of Authority/Authorized Officer empowered to make appointments and impose penalties on various categories of the Employees of PASSCO and Authorities to whom appeal may be made under PASSCO Employees Service (Efficiency & Discipline) Rules:-

| Ser | Categories of Employees | Authority Empowered to make Appointments and to impose Major Penalty | Authorized Officer empowered to initiate Disciplinary action and to impose minor penalty | Appellate Authority in case of award by the Authorized Officer | Appellate Authority in case of award by the Authority |
|-----|---|--|--|--|---|
| 1. | Managing Director | Board of Directors | Executive Committee | Board of Directors | Board of Directors (Review Petition) |
| 2. | Officers in Pay Scale 20 and/or equivalent | Executive Committee | Managing Director | Executive Committee | Board of Directors |
| 3. | Officers in Pay Scale 16 to 19 and/or equivalent | Managing Director | GM(HR) | Managing Director | Executive Committee |
| 4. | Officials in Pay Scale 1 to 15 serving in the Field | GM(HR) | Zonal Head/ Officer Incharge | GM(HR) | Managing Director |
| 5. | Officials in Pay Scale 1 to 15 serving in Head Office | GM(HR) | Officers nominated by GMs for respective Wings/Cells/Sections (to be notified in Office Order) | GM(HR) | Managing Director |

Note: For the purpose of the above schedule and its applications, following are elaborated:-

a. Classification of Employees:-

- i. **Officers:** Those employees who are placed in Pay Scale 16 to 20 and above.
- ii. **Officials:** Those employees who are placed in Pay Scale 1 to 15

b. Employees on Consolidated/Fixed Salary: They will be considered in the relevant pay grade on the basis of which their induction and fixation of salary has been worked out.

References:

1. Admissibility of Pay & Allowances during Suspension period. Decision of PASSCO BOD 60th meeting held on 05.12.1995 Circulated vide No.PASSCO/Admn-I(a)/95/9262 dated 03.01.1996.
2. Specific Period of Minor Penalty for Workmen. Under Section 15 (2) (ii) of I&CE (SO) Ordinance of 1968 notified vide No.PASSCO/Admn-I(a)/91/1292 dated 07.10.1991.
3. Exercise of Powers by Authorized Officer. In the light of advice of Legal Advisor PASSCO vide No.PASSCO/DGML/87/8791 dated 08.12.1987.

Volume - III

Standing Operating Procedures (SOP) /

INSTRUCTIONS

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1. **Classification of Posts:** The staff of the Corporation shall be classified as follows:-

| | Category | Grade |
|----|--|--------------|
| a. | Officers | |
| | 1) Managing Director | 21 |
| | 2) General Manager/Company Secretary | 20 |
| | 3) Deputy General Manager | 19 |
| | 4) Project Manager | 18 |
| | 5) Manager | 18 |
| | 6) Executive Engineer | 18 |
| | 7) Deputy Project Manager | 17 |
| | 8) Deputy Manager | 17 |
| | 9) Assistant Engineer | 17 |
| | 10) Law Officer | 17 |
| | 11) Private Secretary | 17 |
| | 12) Superintendent | 16 |
| | 13) Purchase Officer | 16 |
| | 14) Accounts Officer | 16 |
| | 15) IT Officer | 16 |
| | 16) Sub Divisional Officer | 16 |
| b. | Officials | |
| | 1) Assistant | 15 |
| | 2) Assistant (HVAC) | 15 |
| | 3) Purchase Inspector | 14 |
| | 4) System Operator | 14 |
| | 5) Database Operator | 14 |
| | 6) Network Operator | 14 |
| | 7) Accountant | 14 |
| | 8) Security Inspector | 14 |
| | 9) Sub-Engineer | 11 |
| | 10) Sub-Accountant | 11 |
| | 11) Senior Clerk (<i>Qualified Comp. Oprt</i>) | 11 |
| | 12) Accounts Clerk | 09 |
| | 13) Asstt: Draftsman Auto CAD | 09 |
| | 14) Telephone/Fax Operator | 09 |
| | 15) Foreman | 09 |
| | 16) Junior Clerk (<i>Qualified Comp. Oprt</i>) | 09 |
| | 17) Assistant Purchase Inspector | 07 |
| | 18) Assistant Security Inspector | 07 |
| | 19) Supervisor | 05 |
| | 20) Electrician | 04 |
| | 21) AC Mechanic | 04 |
| | 22) Mechanic | 04 |
| | 23) Driver | 04 |
| | 24) Qasid | 04 |
| | 25) Chowkidar | 04 |
| | 26) Security Guard | 04 |
| | 27) Carpenter | 04 |
| | 28) Plumber | 04 |
| | 29) Mali | 04 |
| | 30) Cook | 04 |
| | 31) Washer man | 02 |
| | 32) Sanitary Worker | 02 |

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The order in which the posts have been enumerated in para 37 (a & b) above under various cadres does not represent the order of seniority or status.

JOB DESCRIPTION

2. The job description of management is given hereunder:-

a. **Managing Director:** Managing Director PASSCO is appointed by the Prime Minister and approved by the Board of Directors of the Corporation. Being the Chief Executive he becomes Director on the Board. He is accountable to Board of Directors of PASSCO;

b. In his capacity as Chief Executive of Corporation, he is authorized to sub-delegate all or any of the powers, authorities and directions for the time being vested in him and in particular, from time to time for the appointment of any attorneys of the affairs of the Company in any special locality in such manner as he thinks fit. (Memorandum and Articles of Association of PASSCO);

c. Following are the major duties and responsibilities to be undertaken by the Chief Executive to run the affairs of the Corporation in smooth and economical manner:-

- i. ***Managing Director is empowered to make recruitments of all types i.e. Prime Minister Assistance Package for the families of deceased employees, recruitment through open advertisement by adopting third party validation process, Regularization of daily wages / work charge employees in compliance to the Court directions or by exercising Authority vested under Ordinance 1968 including hiring of Consultants/Advisor etc (on need basis) and accord approvals thereto in consonance with Section VI of Administrative & Financial Powers, termination, take disciplinary action or any other decision for PASSCO employees upto Grade-19. However, the Executive Committee would make recruitments/termination and promotions in Grade-20;***
- ii. Chief Executive for the time being or any officer authorized by the Managing Director/Chief Executive is authorized to commence, institute, defend or prosecute any proceedings deemed fit by him or the officer authorized by him before any court or authority or tribunal whether civil revenue or criminal on the original or appellate revisional side including the High Courts and the Supreme Court of Pakistan in regard to their jurisdiction under the constitution;
- iii. He shall act as Principal Accounting Officer of the organization and as such accord financial sanctions to General Manager/Dy General Manager in the activities undertaken by them to implement the programme of the Corporation.
- iv. Chief Executive is also required to:-
 - 1) Conceive, plan, organize and execute commodity procurement operations to implement Federal Government's Support Price Policy for price stabilization;
 - 2) Monitor day to day activities of the Corporation and duties assigned to General Managers, Deputy General Managers, Zonal Heads, Divisional Heads, Officer Incharges in the Field and Head Office;

- 3) Liaise with the Federal Government, *MNFS&R* and Provincial Food Departments to sort out the operational and financial matters of the Corporation;
- 4) Accord financial sanctions to the GMs, DGMs for the activities undertaken by them to implement programs of the Corporation;
- 5) Accord approval on the recommendations of the Tender Committee or any other board constituted for the purpose;
- 6) Review and make decisions on disciplinary cases of employees of the Corporation;
- 7) Attend meetings of Corporation's Board of Directors to seek their approvals on matters which come under their jurisdiction; and
- 8) Participate in National and International Conferences on the invitation of concerned agencies.

2. **General Manager (Human Resources)**: He shall be responsible to the Managing Director for all matters pertaining to Corporation's personnel. In his capacity as General Manager (HR), he will:-

- a. Deal with the cases including recruitments, posting/transfer, promotion, dismissal, removal and demotion of staff;
- b. Supervise the maintenance of personnel employment record, seniority lists and annual confidential reports;
- c. Deal with disciplinary cases like issuance of show cause notice/charge sheet/explanation etc;
- d. Grant Leave, sanction Education Allowance, Maternity Charges, Funeral Charges, Motor Cycle and Bi-Cycle advance;
- e. Ensure adequate provision of office stationery and furniture to Field and Head Office;
- f. Maintain record of all policy decisions and amendments in rules and regulations/HR policy;
- g. Supervise and coordinate the functions of Transport Cell;
- h. Supervise and coordinate the functions of Security Cell regarding safety of record and property of the Corporation;
- i. Administer employee's welfare projects and coordinate with employees Unions/Associations;
- j. Deal with Federal Government, *MNFS&R* and any other Department/Ministry regarding affairs of the Corporation on behalf of Managing Director;
- k. Plan development and management of human resources;
- l. Sign applications, complaints, affidavits, appeals, reviews, revisions and all other documents for presentation in the Courts and Ombudsman on behalf of the Corporation;

- m.* Hold periodical destruction of old record/documents;
- n.* Hire/de-hire all PASSCO accommodation;
- o.* Dispose of staff matters on behalf of the MD;
- p.* Administer and coordinate the activities of Legal and Inquiry Cells; and
- q.* Perform any other duty assigned by the Managing Director.

3. **General Manager (Field):** He shall be responsible to the Managing Director for the entire field operations/activities of the Corporation. In his capacity as General Manager (Field), he will:-

- a.* Handling wheat, pulses, paddy, sunflower and any other agricultural commodities including perishable commodities procurement operations and its further disposal;
- b.* Coordinate with national and other grain handling agencies for the improvement in grain handling and storage systems of the Corporation;
- c.* Plan and coordinate for transfer/posting of field staff in consultation with GM(HR) and provision of facilities to the field Zones;
- d.* Ensure smooth and economical commodity operations;
- e.* Exercise control through visits and surprise checks over the procurement and other field operations;
- f.* Ensure timely allocation and disposal of stocks held by the Corporation;
- g.* Evaluate and recommend disciplinary actions, if needed, against employees responsible for stock shortages/losses etc;
- h.* Evaluate and process movement plans and incidental requirements submitted by the Zonal Heads;
- i.* Coordinate with all branches of the Head Office and Works Wing for assistance in field operations;
- j.* Coordinate with Federal and Provincial Governments regarding procurement and disposal on behalf of the Managing Director;
- k.* Coordinate with Provincial Food Departments, NLC, *MNFS&R*, Banks, Central Excise and Export Promotion Bureau for the quick disposal of various food grains;
- l.* Suggest programs/projects to the Managing Director; which may result improvements in over all functioning of the Corporation; and
- m.* Perform any other duty assigned by the Managing Director.

4. **General Manager (Finance & Accounts):** He shall be responsible to the Managing Director for the operation of Finance & Accounts Wing. In his capacity as General Manager (Finance & Accounts), he will:-

- a.* Act as functional and operational head of the F&A Wing of the Corporation;

- b.* Plan and coordinate the arrangements of funds for various activities of the Corporation from the Commercial Banks with the authority of the Finance Division;
- c.* Make arrangements for disbursement of funds to the field offices for the purchase of various commodities and for payment of the incidental expenditure;
- d.* Receive monthly accounts from the field offices for purchase of commodities, expenses, sales and services;
- e.* Maintain the books of accounts of the Corporation in accordance with the requirement of Companies Ordinance, 1984;
- f.* Supervise the Pay Cell for the disbursement of salaries and other fringe benefit/emoluments of the employees of the Corporation;
- g.* Make arrangements for pre-audit of the payments to be made at Head Office;
- h.* Coordinate between Finance Division, State Bank of Pakistan, Commercial Banks, *MNFS&R* and PASSCO requirements of funds for borrowings;
- i.* Coordinate with company's external Auditors, Commercial Audit Department and other assignments of the Federal Government based on historical performance of the Corporation;
- j.* Deal with the income-tax matters of the Corporation;
- k.* Keep the Management apprised of the financial position of the Corporation on monthly/quarterly basis;
- l.* Prepare the final accounts of the Corporation including the Balance-Sheet, Profit & Loss Accounts and the supporting schedules;
- m.* Assist the Management in decision making on costing matter for various proposals;
- n.* Apprise the Management of the actual incidentals incurred by each zone for procurement of various commodities and their disposal;
- o.* Supervise the Benevolent Fund of the officers/officials in the capacity of Chairman regarding receipts, payments and investments;
- p.* Coordinate *MNFS&R*/Finance Division for reimbursement of incidentals and managerial expenses incurred on various commodity operations undertaken by PASSCO for price stabilization and implementation of Government of Pakistan support price policy;
- q.* Evaluate and recommend disciplinary action against staff working in the Finance & Accounts Wing;
- r.* Deal with the cases of group insurance, property tax and excise & taxation;
- s.* Plan and coordinate for transfer/posting of Accounts Staff in consultation with GM(HR);

- t. Administer and Coordinate the activities of IT Section; and
 - u. Perform any other duty assigned by the Managing Director.
5. **General Manager (Audit & Inspection):** He shall be responsible to the Managing Director for smooth functioning of Audit and Inspection Wing. In his capacity as General Manager (A&I), he will:-
- a. Plan and organize periodic inspections of the Field;
 - b. Plan and conduct periodic audit of the entire Corporation;
 - c. Initiate necessary steps to ensure that PASSCO funds, manpower, stocks, accommodation, equipment are accounted for and economically utilized in the best interest of the Corporation;
 - d. To deal with commercial audit observations, Public Accounts Committee (PAC) directives and any other information regarding PASSCO performance in financial terms;
 - e. Ensure consolidation of audit objections, communicate same to the concerned officer/official for the settlement within specified time;
 - f. Issue settlement memo or otherwise recommend to the GM(HR) to issue recovery notices to the concerned after finalization of audit procedure;
 - g. Maintain upto date personnel files for audit observations of all employees of the Corporation in the Field and Head Office;
 - h. Carry out pre-audit of time barred/delayed bills and prepare reports for obtaining orders of the competent authority;
 - i. Undertake surprise visits/inspections of the Field Zones to sort out complaints and other matters;
 - j. Process cases of "No Demand Certificates" (NDCs) against officers/officials as required by the HR Wing and submit firm and final demand;
 - j. Bring immediately to the notice of Managing Director any loss, misappropriation, embezzlement of commodity stocks and property belonging to the Corporation;
 - k. Act as President/Member of various Boards as detailed by the Managing Director; and
 - l. Perform any other duty assigned by the Managing Director.
6. **General Manager (Commercial):** He shall be responsible to the Managing Director for efficient functioning of Commercial Wing. In his capacity as General Manager (Commercial), he will:-
- a. Acquire information regarding requirement of different wings as per the laid down SOPs for the timely procurement of items required in the field and Head Office;
 - b. Be a signatory to execute and operate the Agreements/Contracts on behalf of PASSCO;

- c. Be responsible for cost effective and timely purchase of items demanded/required by various Wings, both from local and foreign market;
 - d. Constitute teams to supervise inspection of bardana, tarpaulins, and dead stocks on the request of Field Wing;
 - e. Ensure that the demands submitted by Wings have approval of Managing Director prior to placing the same before the Tender Committee or issuing of Tender Notice;
 - f. Monitor and ensure expeditious supply of the contracted items;
 - g. Formulate, up-date and issue SOPs regarding purchase of bardana, tarpaulins, pesticides etc. and for any other activity when required;
 - h. Organize sale of downgraded (C&D class) jute bags/tarpaulins and other junk stores, when required by the Field Wing;
 - i. Organize sale of commodities when directed by the Managing Director and/or as directed by **MNFS&R**;
 - j. Pre-qualify/short list contractors/firms etc. for various activities i.e. transporters, wheat handling agent (road/rail), computer/fax agencies, suppliers of office stationery, computer hardware & stationery and for any other such purpose when necessary;
 - k. Ensure timely publication of Tender Notices and/or calling of sealed quotations whenever required;
 - l. Draw up the Terms and Conditions for the various contracts, duly vetted by the Legal Advisor, recommended by the Tender Committee and approved by the Managing Director;
 - m. Ensure availability and posting of qualified and experienced staff to monitor and analyze market trends, both local and international, effecting PASSCO activities/operations;
 - n. Convene timely meetings of the Tender Committee as and when necessary;
 - o. Act as Secretary of the Tender Committee and get minutes of the meeting approved from the Managing Director;
 - p. Organize licensing out of PASSCO assets i.e. Godowns, Shops, Rice and Dal Plants etc;
 - q. Organize sale of PASSCO machinery/vehicles (cars, jeeps, vans, motorcycles, trucks, tractors & unserviceable machinery) when required by concerned wing;
 - r. Handle Import and export of wheat and other agricultural commodities as and when directed by the competent authority; and
 - s. Perform any other duty assigned by the Managing Director.
7. **General Manager (Stocks & Control):** He shall be responsible to the Managing Director for efficient functioning of Stocks and Control (S&C) Wing. In his capacity as General Manager (Stocks & Control), he will:-
- a. Keep close liaison with Field and F&A Wings for timely preparation of bills to be claimed from recipient agencies;

- b. Keep close liaison with provincial Food Departments and other agencies regarding acknowledgements of PASSCO stocks, settlement of transit shortages and payments of bills to PASSCO;
 - c. Bring to the notice of Managing Director any important case of misappropriation detected during scrutiny of documents;
 - d. Ensure maintenance of consolidated record of stocks and inventories at Head Office;
 - e. Monitor maintenance of documents and record of commodities by the Field Zones on prescribed forms and registers;
 - f. Arrange physical stock taking of stocks/assets held by the Corporation on quarterly or annual basis;
 - g. Design/propose stationery items required to facilitate the inventory control procedure;
 - h. Recommend to GM(HR) to issue recovery notices for excessive down gradation, shortage discovered in AST etc;
 - i. To arrange annual reconciliation of wheat sales a/c with F&A Wing.
 - j. To reconcile wheat sales account with recipient agencies annually by visiting Provincial Food Directorates alongwith its team duly approved by the Competent Authority.
 - k. To make a close liaison with the MNFS&R & M/o Finance (any other Ministry and Department if required) for release of payments pending on a/c of PASSCO's outstanding dues against different wheat recipient agencies.
 - l. Administer and control Contributory Provident Fund of PASSCO Employee and maintain accounts according to the trust deed;
 - j. Administer and coordinate the activities of TE&R Cell; and
 - k. Perform any other duty assigned by the Managing Director.
8. **Company Secretary:** He shall be responsible to Managing Director for all activities. In his capacity as Company Secretary he will ensure:-
- a. Transmission of notices of the Board/Annual General Meeting, Preparation of Agenda & Working Papers and supply of the minutes thereof;
 - b. Timely submission of reports and returns to Registrar as required under Companies Ordinance, 1984;
 - c. Submission of progress of the implementation of the decisions of Board of Directors in its next meeting;
 - d. Preparation of reports & returns as and when desired by the Managing Director;
 - e. Processing of cases of foreign study tours/seminars/workshops of PASSCO Executives & related correspondence with **MNFS&R/ AFMA/Foreign Countries/Institute** and also prepare country papers for the seminars;

- f. Arrangements regarding advertisements/publications in the National Press; and
 - g. Perform any other duty assigned by the Managing Director.
9. **Dy. General Manager (HR & TE&D)**: He shall be responsible to the General Manager (HR) for all matters pertaining to Corporation. In his capacity as Dy. General Manager (HR & TE&D), he will:-
- a. Supervise and coordinate the functions of Establishment, Transport, Security and IT Cell.
 - b. Administer and coordinate the activities of TE&R Cell.
 - c. Deal with the cases including recruitments, posting/transfer, promotion, dismissal, removal and demotion of staff.
 - d. Supervise the maintenance of personnel employment record, seniority lists and annual confidential reports.
 - e. Grant Leave, sanction Education Allowance, Maternity Charges, Funeral Charges, Motor Cycle and Bi-Cycle advance.
 - f. Ensure adequate provision of office stationery and furniture to Field and Head Office.
 - g. Maintain record of all policy decisions and amendments in rules and regulations/HR policy.
 - h. Administer employee's welfare projects and coordinate with employees Unions/Associations.
 - i. Deal with Federal Government, **MNFS&R** and any other Department/ Ministry regarding affairs of the Corporation.
 - j. Plan training, evaluation, development and management of human resources.
 - k. Hold periodical destruction of old record/documents.
 - l. Assess and work out all requirements of transport for entitled officers of Head Office, Field Office, Liaison Offices and for various procurement.
 - m. Arrange/carry out technical inspection of vehicles yearly and recommendations for disposal of beyond economical repair vehicles through Commercial Wing.
 - n. Carry out repair/maintenance of PASSCO vehicles stationed at Lahore as well as any vehicle allocated outside Lahore requiring major repair/engine overhauling, if deemed necessary.
 - o. Ensure proper utilization and discipline of drivers. and
 - p. Interact with all General Managers, Zonal Heads and OICs of other Cells/Sections to identify breaches of security and recommend remedial measures.
 - q. Ensure that physically and mentally alert manpower is inducted in Security Cell.

- r. Organize training of security personnel of PASSCO and subsequently ensure their optimum utilization.
 - s. Ensure proper security in and around the Head Office building during critical situation.
 - t. Coord and liaise with Police and other Civil Departments to improve and augment the security of Head Office.
 - u. Review the security system/policy as and when directed by the GM(HR) and ensure that it is in commensurate with latest security requirements of the organization.
 - v. Liaise closely with all wings/cells to ensure requirements are fully specified and agreed upon before the commencement of computer system development.
 - w. Specify, design, construct, test, implement, maintain and document computer system and suggest/improve soft wares for efficient working of the Corporation.
 - x. Supervise contracted computer systems developers working on computer soft wares.
 - y. Supervise acceptance tests for all computer systems products developed in house and/or by contracted computer system developers.
 - z. Ensure that all computer system products are fully documented from a technical standpoint.
 - aa. Ensure that all computer system products are fully comprehensively documented from a user perspective.
 - bb. Ensure that all staff is fully trained in the efficient use of the Authority's computer systems.
 - cc. Ensure that LAN is fully protected from unauthorized access and resolve problem faced by a work station.
 - dd. Ensure that database is fully protected from unauthorized access.
 - ee. Ensure that secure database backup and recovery procedures are followed including off site storage of the backup database. and
 - ff. Perform any other duty assigned by the General Manager (HR).
10. **Dy. General Manager(Litigation)**: He shall be responsible to the General Manager(HR) for all matters pertaining to Corporation. In his capacity as Dy. General Manager (Litigation), he will:-
- a. Supervise and coordinate the functions of Legal and Discipline Cell.
 - b. Sign applications, complaints, affidavits, appeals, reviews, revisions and all other documents for presentation in the Courts and Ombudsman on behalf of the Corporation.
 - c. Provide legal service to the Wings on personnel affairs and proprietary matters.

- d.* To handle miscellaneous assignment given by MD PASSCO/GM(HR) including handling of important cases/issues/inquiries as and when assigned.
- e.* To deal with the establishment issues of legal/discipline cell and office management.
- f.* To attend High Court, Civil Courts, Wafaqi Mohtasib and FIA etc. whenever required.
- g.* To vet the draft FIRs and to arrange for the pre-requisites of preparation of cases (FIRs) in coordination with ZH/Officers. Monitor all criminal cases pending before special courts/NAB.
- h.* Institute cases on behalf of the Corporation or defend PASSCO in all suits and engage counsels for the purpose with reasonable professional fee and competency. (The matters/disputes which can be resolved without getting into litigation should be so advised and routed through the concerned Wing). Complainant/aggrieved persons may be interviewed before final settlement.
- i.* Obtain facts/comments from the concerned Wings/Zones or call for record or person in order to appropriately present Court Cases.
- j.* Prepare/vet complaints, Petitions, replies etc. in consultation with Legal Advisor/Counsel as the case may be, and arrange to file before court or any other adjudicating authority under the signature of the competent officer or officers duly authorized in that regard.
- k.* Arrange training of the Managers, Inquiry officers and administrative officers on disciplinary proceedings, inquiries and procedures to be observed/adopted as per PASSCO HR Policy and other laws governing service/labours.
- l.* Advise the concerned officers on:-
 - i.* Rules/Procedure or Policy instructions.
 - ii.* Areas of departmental lapses in the administrative, managerial and legal functions as well as application of rules and regulations, when come to light in the normal course of legal functions.
- m.* Interpret HR Policy, Rules and Regulations relating to service, personnel, administrative and contractual matters of all sorts/types.
- n.* Provide legal assistance to all Boards, committees and teams convened by the management from time to time.
- o.* Constitute Inquiry Boards, laying down investigating parameters, processing inquiries for obtaining final orders of the MD.
- p.* Monitor progress of inquiries ordered and keep GM(HR) informed.
- q.* Provide inputs to General Manager (HR) on appeals against various awards/review cases. and
- r.* Deal with disciplinary cases like issuance of show cause notice/charge sheet/explanation etc. till final disposal of such cases.
- s.* Conduct specific inquiry as and when ordered.

- t. Constitute Inquiry Boards, laying down investigating parameters, processing inquiries for obtaining final orders of the competent authority.
- u. Monitor progress of inquiries ordered and keep GM(HR) informed.
- v. After endorsement by Managing Director disseminate orders to all concerned wings, for implementation and subsequently monitor progress on implementation of final orders.
- w. To act as advisor to MD PASSCO on all legal matters.
- x. Advise all GMs, ZH and staff on legal issues and disciplinary matters.
- y. Perform any other duty assigned by the General Manager(HR).

11. **Deputy General Manager (Works):** He shall be responsible to the Managing Director for smooth functioning of the Works Wing. In his capacity as Deputy General Manager (Works), he will:-

- a. Assist MD and Board of Directors on technical matters;
- b. Finalize design specifications of all major storage and handling projects undertaken by the Works Wing;
- c. Exercise control through visits and surprise checks over the construction operation of the Works Wing;
- d. Coordinate with Federal Government, provincial Food Departments and other departments to seek contracts of buildings and godowns construction/repair;
- e. Collaborate with international donor agencies for introduction of mechanized grain handling and storage technology in the Corporation;
- f. Examine demands/requirements of the Works Wing for field activities and recommend appropriate measures to the Managing Director;
- g. Receive and process tenders of all major works of his wing and attend other meetings of the tender committee at Head Office;
- h. Maintain discipline and exercise check over the staff posted in the Works Wing as well as maintenance staff like Electrician, A.C. Mechanic, Plumber, Carpenter and Sanitary Workers;
- i. Recommend posting/transfer of the staff according to the field activities;
- j. Supervise operation and maintenance of Chichawatni and Khairpur Silos by posting technical staff from his wing; and
- k. Perform any other duty assigned by the Managing Director.

12. **Dy General Manager (Finance):** He shall be responsible to GM (F&A) for all activities of Finance Cell. In his capacity as Deputy General Manager (Finance) he will be responsible:-

- a. To plan and arrange the funds for various activities of the Corporation from the Commercial Banks with the authority of the Finance Division;
- b. To remit the funds for field offices for purchase of various commodities and for payment of incidental expenditure;

- c. To receive monthly purchase, expenses, sales and services accounts from the Field Offices;
 - d. To disburse the salaries and other fringe benefits/emoluments to the employees of the Corporation;
 - e. To coordinate with Finance Division, State Bank of Pakistan, Commercial Banks and *MNFS&R* for requirement of funds for borrowings/CC Limits;
 - f. To keep the Management apprised about the financial position of the Corporation on monthly/quarterly basis;
 - g. To check and pay for TA/DA and personal claims of the employees;
 - h. To make payments and keep record for purchases of goods and services at Head Office;
 - i. To check bank payments for wheat, paddy and pulses with filed returns and to point out discrepancies;
 - j. To prepare bank reconciliation, check mark up computations on monthly intervals and to regulate cash credit utilization with various banks according to the sanctioned limits; and
 - k. Perform any other duty assigned by the higher management.
13. **Dy General Manager (Accounts):** He shall be responsible to GM (F&A) for all activities of Accounts Cell. In his capacity as Deputy General Manager (Accounts) he will:-
- a. Maintain the books of accounts of the Corporation in accordance with requirement of Company's Ordinance, 1984;
 - b. Deal with the Income Tax matters of the Corporation;
 - c. Prepare the final accounts of the Corporation including the Balance Sheet, profit & Loss Accounts;
 - d. Get the accounts of the Corporation audited from Statutory Auditors and Commercial Auditors;
 - e. Coordinate with Cost Accounts Organization regarding reimbursement of Losses on paddy, onion, potato and pulses etc;
 - f. Coordinate with *MNFS&R* and Finance Division for fixation of incidentals of wheat;
 - g. Maintain record for fixed assets;
 - h. Maintain accounts of individual employees and Zones for imprest, loans, recoveries etc. and to ensure timely action;
 - i. To deal with commercial audit observations, Public Accounts Committee (PAC) directives and any other information regarding PASSCO performance in financial terms;
 - j. Administer and Coordinate the activities of IT Section; and
 - k. Perform any other duty assigned by the higher management.

14. **Deputy General Manager (Vigilance):** He shall be responsible to the Managing Director for smooth functioning of the Vigilance Cell. In his capacity as DGM (Vigilance), he will:-
- a. Support and assist in maintaining operational, financial and administrative discipline;
 - b. Investigate complaints and conduct on spot inquiries/checks and make appropriate recommendations;
 - c. Identify problem areas/irregularity and recommend measures in Periodic Intelligence Reports;
 - d. Liaise with FIA, Anti-Corruption Offices, Intelligence Agencies and Local Press;
 - e. Undertake special assignment/task given by Managing Director relating to corruption/malpractices;
 - f. Vigilance Cell shall coordinate their working with Vigilance Cell established at MNFS&R;
 - g. Redress the internal grievances when directed by Managing Director; and
 - h. Perform any other duty assigned by the higher management.
15. **Manager/Public Relations Officer:** He shall be responsible to the Managing Director for smooth functioning of the Public Relation Cell. In his capacity as Public Relations Officer, he will:-
- a. Be directly responsible for all matters pertaining to public relations of the Corporation to the MD;
 - b. Read all the newspapers and submit the news items relating to PASSCO or in any way affecting PASSCO,s operations or any event otherwise of importance to the MD on daily basis;
 - c. Get published all the news, clarifications, photographs and policies relating to PASSCO activities;
 - d. Ensure that material relating to news media is routed through the PRO who is responsible for its publication/communications through Press, TV, and Radio etc;
 - e. Coordinate/arrange interviews in the Press, TV and Radio of the MD and senior officers;
 - f. Prepare draft replies relating to Urdu correspondence for the MD;
 - g. Remain in close contact/liaise with the Press;
 - h. Meet and brief all the visitors who are interested in PASSCO activities; and
 - i. Perform any other duty assigned by the higher management.
16. **Manager (Litigation):** He shall be responsible to GM(HR) for all activities of Legal Cell. In his capacity as Manager(Litigation) he will:-
- a. Provide legal service to the Wings on personnel affairs and proprietary matters;

- b. Institute cases on behalf of the Corporation or defend PASSCO in a suit. (The matters/disputes which can be resolved without getting into litigation should be so advised by Manager (Legal) and routed through the concerned Wing);
- c. Obtain facts/comments from the concerned Wings/Zones or call for record or person in order to appropriately present Court Cases;
- d. Prepare/vet complaints, Petitions, replies etc. in consultation with Legal Advisor/Counsel as the case may be, and arrange to file before court or any other adjudicating authority under the signature of the competent officer or officers duly authorized in that regard;
- e. Arrange training of the Managers, Inquiry officers and administrative officers on disciplinary proceedings, inquiries and procedures to be observed/adopted as per PASSCO HR Policy and other laws governing service/labours;
- f. Advise the concerned officers on:-
 - i. Rules/Procedure or Policy instructions;
 - ii. Areas of departmental lapses in the administrative, managerial and legal functions as well as application of rules and regulations, when come to light in the normal course of legal functions;
- g. Interpret HR Policy, Rules and Regulations relating to service, personnel, administrative and contractual matters of all sorts/types;
- h. Provide legal assistance to all Boards, committees and teams convened by the management from time to time;
- i. Draft, execute and keep in safe custody the legal documents; and
- j. Perform any other duty assigned by the higher management.

17. **Manager/Personal Staff Officer to Managing Director:** He shall be responsible to the Managing Director for MD's Sectt. In his capacity as PSO he will be responsible:-

- a. To coordinate with various functional heads for the implementation of Managing Director's instructions issued from time to time;
- b. To assist the Managing Director in the daily office work and put up the files for orders of Managing Director;
- c. To look after the office affairs and apprise the Managing Director of the latest development in or about the Corporation;
- d. To carry out any other duty/assignment given by the Managing Director from time to time;
- e. To coordinate/arrange visitor's meeting with the Managing Director;
- f. To channelise/control/check all incoming/outgoing mail and Fax messages etc;
- g. To act as Secretary to hold GMs conferences on the instructions of Managing Director and issue agenda/minutes of the conferences;

- h.* To ensure that decision taken in the conferences are implemented and put up progress to the Managing Director;
 - i.* To organize and control all the entertainments charges to be incurred on guests etc of the Managing Director's Secretariat;
 - j.* To organize the visit of the Managing Director in the field and outside the country;
 - k.* To organize and conduct visits of foreign delegations/VIPs in PASSCO Head Office or in the Field;
 - l.* To pursue the implementation of MD's remarks on the mail and to ensure completion of action by various Branches of such remarks/query;
 - m.* To control/manage the Protocol Office Lahore and Liaison Office Islamabad;
 - n.* To attest the vouchers of all purchases of Managing Director's Sectt and Protocol Office Lahore;
 - o.* To arrange and manage conference/meeting, etc, as directed by the Managing Director;
 - p.* To make all administrative arrangements for Board of Directors meeting, Government Officials visit to the Corporation and General Managers Conferences; and
 - q.* Perform any other duty assigned by the higher management.
18. **Zonal Head:** He shall be responsible to GM (Field) for various field operations i.e. procurement, handling, storage and despatch of various commodities handled by the Corporation. In his capacity as Zonal Head, he will:-
- a.* Exercise administrative control over the projects and staff posted in the Zone;
 - b.* Communicate Head Office about targets of the projects and commodity movement plan for approval;
 - c.* Communicate Head Office about procurement of commodities on daily basis;
 - d.* Prepare and submit seasonal requirements of gunny bags, tarpaulins and other dead stock items to Head Office for timely approval and arrangements;
 - e.* Carry out periodic inspections of the zone to ensure that storage and handling practices are followed as per correct and approved system;
 - f.* Ensure that audit and inspection observations are attended to and settled within the stipulated period;
 - g.* Liaise with the Local Administration, Growers, Members of National and Provincial Assemblies and Local Bodies to remove public complaints;
 - h.* Ensure that necessary information and reports/returns are submitted to Head Office well in time;
 - i.* Ensure genuineness, correctness and authenticity of each payment in the process of scrutiny and signing as co-signatory with the Accounts Officer of the Zone;

- j. Take legal action in consultation with Field and HR Wings where damages or losses to the Corporation or stores have taken place; and
 - k. Perform any other duty assigned by the higher management.
19. **Executive Engineer:** He shall be responsible to Deputy General Manager(Works). In his capacity as Executive Engineer, he will responsible for:-
- a. Calling tenders for minor works and submission to Head Office;
 - b. Resident supervision of executing works in accordance with drawings and specifications;
 - c. Preparation and passing contractor's bills for payment of the work done;
 - d. Issuance of final certificate for completion of the works;
 - e. Surveying and Preparation of estimates for the works; and
 - f. Perform any other duty assigned by the higher management.
20. **Manager (Commercial Audit):** He shall be responsible to DGM(Accounts) for all activities of Commercial Audit Cell. In his capacity as Manager(CAC) he will:-
- a. Coordinate between the Commercial Auditors and different wings of PASSCO for conducting the annual Audit of PASSCO Accounts;
 - b. Ensure timely submission of reply to all the observations made by the Commercial Auditors through concerned quarters;
 - c. Compile the reports in coordination with concerned wing regarding audit observations/paras;
 - d. Keep close liaison with office of Auditor General for settlement of all observations/paras;
 - e. Attend Departmental/Public Accounts Committee (PAC) meetings and ensure compliance of their directives; and
 - f. Perform any other duty assigned by the higher management.
21. **Dy Manager (HR)/OIC (Transport):** He shall be responsible to GM (HR) for all activities of Transport Cell. In his capacity as Dy: Manager(Transport) he will:-
- a. Assess and work out all requirements of transport for entitled officers of Head Office and for various procurement operations under-taken by PASSCO and submit the same to Managing Director through GM(HR) for allocation/allotment of vehicles;
 - b. Arrange transport for Liaison Offices/Protocol Office with prior approval/sanction of Managing Director;
 - c. Arrange/carry out technical inspection of vehicles yearly and recommendations for disposal of beyond economical repair vehicles through Commercial Wing;
 - d. Carry out repair/maintenance of PASSCO vehicles stationed at Lahore as well as any vehicle allocated outside Lahore requiring major repair/engine overhauling, if deemed necessary;

- e. Ensure proper utilization and discipline of drivers; and
 - f. Perform any other duty assigned by the higher management.
22. **Manager (Corporate):** He shall be responsible to Secretary for all activities of Corporate Cell. In his capacity as Manager(Corporate) he will ensure:-
- a. Transmission of Notices of the Board/Annual General Meeting, preparation of Agenda & Working Papers and supply of the minutes thereof;
 - b. Timely submission of reports and returns to Registrar as required under Companies Ordinance, 1984;
 - c. Submission of progress of the implementation of the decisions of BODs in its next meeting;
 - d. Preparation of reports & returns as and when desired by the Management;
 - e. Processing of cases of foreign study tours, seminars/workshops to be attended by PASSCO Executives & related correspondence with **MNFS&R**;
 - f. Redrafting of all advertisements/tender notices and arrangements of its publication in the National Press;
 - g. Arrangement of air travel tickets for PASSCO Chief Executive/Executives proceeding on official tours;
 - h. Collection & compilation of primary/secondary Agricultural Data for preparation of various reports & returns;
 - i. Initiation & preparation of all advertisement bills etc. and air travel bills; and
 - j. Perform any other duty assigned by the higher management.
23. **Manager(Security):** He shall be responsible to GM(HR) for all activities of Security Cell. In his capacity as Manager(Security) he will:-
- a. Be directly responsible to GM(HR) on security matters/issues relating to PASSCO;
 - b. Interact with all General Managers, Zonal Heads and OICs of other Cells/Sections to identify breaches of security and recommend remedial measures;
 - c. Closely monitor and supervise internal matters of Security Cell;
 - d. Coord efforts of all groups of Security Cell for harmonized and efficient functioning;
 - e. Ensure that physically and mentally alert manpower is inducted in Security Cell;
 - f. Periodically carryout security check of other Wings/Cells/Sections and apprise GM(HR) about any lapses and recommend measures to improve overall security environment;
 - g. Organize training of security personnel of PASSCO and subsequently ensure their optimum utilization;

- h.* Ensure proper security in and around the Head Office building during critical situation;
 - i.* Coord and liaise with Police and other Civil Departments to improve and augment the security of Head Office;
 - j.* Ensure proper telephone security within the premises of Head Office;
 - k.* Review the security system/policy as and when directed by the GM(HR) and ensure that it is in commensurate with latest security requirements of the organization;
 - l.* Deal with petty purchases and maintenance of machines etc;
 - m.* Deal with printing, receipts and distribution of stationery items of Head Office/Zones;
 - n.* Deal with dead stocks and liveried staff;
 - o.* Supervise the Old Record Room at Lahore/Manga;
 - p.* Maintain record of financial powers/limits of GM(HR); and
 - q.* Perform any other duty assigned by the higher management.
24. **Manager (IT)**: He shall be responsible to GM(HR) for all activities of Computer Section. In his capacity as Manager(IT), he will:-
- a.* Supervise the work of the Information Technology Section;
 - b.* Liaise closely with HR, Field, F&A, Commercial, S&C, A&I and Works Wings to ensure requirements are fully specified and agreed upon before the commencement of computer system development;
 - c.* Specify, design, construct, test, implement, maintain and document computer system and suggest/improve software for efficient working of the Corporation;
 - d.* Supervise contracted computer systems developers working on computer software;
 - e.* Supervise acceptance tests for all computer systems products developed in house and/ or by contracted computer system developers;
 - f.* Ensure that all computer system products are fully documented from a technical standpoint;
 - g.* Ensure that all computer system products are fully comprehensively documented from a user perspective;
 - h.* Ensure that all staff is fully trained in the efficient use of the Authority's computer systems;
 - i.* Ensure that LAN is fully protected from unauthorized access and resolve problem faced by an work station;
 - j.* Ensure that database is fully protected from unauthorized access;
 - k.* Ensure that secure database backup and recovery procedures are followed including off site storage of the backup database; and
 - l.* Perform any other duty assigned by the higher management.

25. **Officer Incharge Protocol Office Lahore:** He shall be responsible to Personal Staff Officer to MD. In his capacity as OIC he will:-
- a. Supervise/Maintain accounts of Guest House;
 - b. Make boarding and lodging arrangements and provide transport to the visiting officers;
 - c. Ensure proper office security;
 - d. Provide due protocol to VIPs; and
 - e. Perform any other duty assigned by the higher management.
26. **Officer Incharge Liaison Office Islamabad:** He shall be responsible to Personal Staff Officer to MD. In his capacity as OIC he will:-
- a. Be directly responsible to look after/watch the interest of PASSCO in the Federal Capital;
 - b. Liaise with the *MNFS&R*, *MINFIN*, Directorate of Food, Azad Jammu & Kashmir, Director Transport, Northern Areas, World Food Programme and Commissioner of Afghan Refugees for pursuing the processing and payment of bills of wheat stocks supplied by PASSCO;
 - c. Liaise with other Ministries and Departments of Federal Government in connection with official affairs of the Corporation;
 - d. Make boarding and lodging arrangements and provide transport to the visiting officers from Head Office;
 - e. Ensure proper office security;
 - f. Provide due protocol to VIPs; and
 - g. Perform any other duty assigned by the higher management.
27. **Officer Incharge Liaison Office Karachi:** He shall be responsible to General Manager(Field). In his capacity as OIC he will:-
- a. Be directly responsible to look after/watch the interest of PASSCO in respective province;
 - b. Liaise with respective Food & Finance Departments of Provincial Government and Office of Accountant General for pursuing the processing and payment of bills of wheat stocks supplied by PASSCO.
 - c. Make boarding and lodging arrangements and provide transport to the visiting officers from Head Office;
 - d. Ensure proper office security;
 - e. Provide due protocol to VIPs; and
 - f. Perform any other duty assigned by the higher management.

JOB QUALIFICATION

28. The preferable academic, educational other professional qualification and experience for direct recruitment is given hereunder:-

| <u>Ser</u> | <u>Name of Post</u> | <u>Govt. Scale</u> | <u>PASSCO Scale</u> | <u>Required Qualification & Experience</u> |
|------------|--------------------------------------|--------------------|---------------------|---|
| 1 | General Manager (HR) | 20 | 20 | Preferable MPA / MBA / Master in a relevant descriptive or equivalent qualification with more than 10 years of relevant experience. |
| 2 | General Manager (Field) | 20 | 20 | Preferable MBA / Master or equivalent qualification with more than 10 years experience in supply Chain Management. Service in an organization dealing with storage / handling of food grains/ Logistics will be given preference. |
| 3 | General Manager (Finance & Accounts) | 20 | 20 | CA/Costs & Management Accountant or equivalent qualification with more than 7 years relevant experience. |
| 4 | General Manager (Audit & Inspection) | 20 | 20 | CA/CMA/Master or equivalent qualification preferably with additional qualification of CIA with more than 7 years experience. Experience of dealing with logistics will be given due weightage. |
| 5 | General Manager (Commercial) | 20 | 20 | MBA (Marketing)/Master or equivalent qualification with more than 10 years of experience in the field of tendering / contracting/ marketing. Experience of dealing with logistics will be given due weightage. |
| 6 | General Manager (Stocks & Control) | 20 | 20 | MBA/Masters or equivalent qualification with more than 10 years of experience in the field of inventory/ supply chain/ management and logistics. |
| 7 | Secretary | 20 | 20 | MBA/ Master or equivalent qualification in corporate affairs / law with more than 5 years of experience of handling Corporate affairs of Corporation. |
| 8 | Deputy General Manager (HR & TE&D) | 19 | 19 | MBA, Masters or equivalent qualification with more than 5 years experience. |
| 9 | Deputy General Manager (Litigation) | 19 | 19 | Law Graduate or equivalent qualification with more than 10 years' experience. Qualification / experience in corporate and labour law will be given due weightage. |

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|----|--|----|----|---|
| 10 | Deputy General Manager (Finance and Accounts) | 19 | 19 | CA with more than 2 years post qualification experience / Cost and Management Accountants or equivalent qualification with more than 6 years of post-qualification experience. |
| 11 | Deputy General Manager (Field) | 19 | 19 | MBA / Masters or equivalent qualification with more than 7 years experience. Service in an organization dealing with storage / handling of food grains will be given preference. |
| 12 | Deputy General Manager (Vigilance) | 19 | 19 | Graduate with more than 15 years experience in command & Control/ Security/ Intelligence Services. |
| 13 | Deputy General Manager (Audit) | 19 | 19 | CA with more than 2 years post qualification experience or equivalent qualification with more than 6 years of post-qualification experience. |
| 14 | Deputy General Manager (Works) | 19 | 19 | Graduate in Civil Engineering with more than 15 years experience. |
| 15 | Deputy General Manager (Commercial) | 19 | 19 | MBA Masters with more than 3 years experience in the field of Provisioning / Procurement / marketing with Major Organization. Experience of dealing in logistics will be given due weightage. |
| 16 | Project Manager (Field) | 18 | 18 | MBA/ Masters or equivalent qualification with more than 5 years experience. Graduate preferably having agri sciences background with more than 10 years experience. Service in an organization dealing with storage / handling of food grains will be given preference. |
| 17 | Manager (Litigation) | 18 | 18 | Law Graduate with minimum 7 years experience or Post Law Graduate with 5 years experience or equivalent qualification. Qualification / experience in corporate and labour law will be given due weightage. |
| 18 | Manager (Accounts/Finance) | 18 | 18 | Qualified CA or CMA with 4 years of post qualification of experience or MBA Finance / equivalent qualification with more than 5 years of post qualification experience. |
| 19 | Manager (HR) | 18 | 18 | MBA (HR)/Master or equivalent qualification with more than 5 years experience in Major Organization. |
| 20 | Manager/PRO | 18 | 18 | MA(Mass Communication / Media Journalism / IR) or equivalent qualification with more than 5 years of experience. |

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|----|--------------------------------|----|----|--|
| 21 | Manager (Security) | 18 | 18 | Graduate with more than 10 years experience in command & Control / security / intelligence Service. |
| 22 | Manager (Corporate) | 18 | 18 | MBA or equivalent qualification having more than 5 years experience preferably of handling Corporate affairs. |
| 23 | Manager (IT) | 18 | 18 | MCS or equivalent qualification with more than 3 years post qualification experience or BCS with more than 5 years experience, with command in development of software/data base and management of LAN. |
| 24 | Manager (Marketing) | 18 | 18 | MBA/ BBA or equivalent professional qualification having experience of more than 5 years at Middle Management level. |
| 25 | Executive Engineer | 18 | 18 | Bachelor Degree or equivalent qualification in Civil Engineering with more than 3 years experience. |
| 26 | Dy. Manager (Transport) | 17 | 17 | BSc (Mechanical)/Auto Engineering or equivalent qualification with more than 5 years experience or Graduate with more than 10 years experience of handling large fleet of vehicles. |
| 27 | Deputy Project Manager (Field) | 17 | 17 | BA/BSc (preferably) Agriculture or equivalent qualification with more than 3 years experience. Service in an organization dealing with Storage/ Handling of Food grains/ supply chain management will be given preference. |
| 28 | Deputy Manager (Accounts) | 17 | 17 | MBA (Finance)/M.Com or equivalent qualification with more than 3 years experience. |
| 29 | Deputy Manager(HR) | 17 | 17 | MBA/MPA or equivalent more than 3 years experience. BBA or equivalent qualification with 5 years experience. |
| 30 | Assistant Engineer | 17 | 17 | Graduate in Engineering or equivalent qualification in Engineering. |
| 31 | Law Officer | 17 | 17 | Law Graduate with more than 3 years post qualification experience. |
| 32 | Purchase Officer | 16 | 16 | BA / BSc (Agriculture) or equivalent qualification with more than 3 years experience in related field. |
| 33 | Accounts Officer | 16 | 16 | BSc (Accounting & Finance)/ B.Com or equivalent qualification with more than 3 years experience in accounts. |
| 34 | Superintendent | 16 | 16 | Graduate with 8 years experience in Administration / Establishment. |

| | | | | |
|----|-----------------------------|----|----|---|
| 35 | Private Secretary | 16 | 16 | Graduate preferably more than 3 years experience & sound knowledge of handling Microsoft office application and 40-50 W/M in typing on computer. |
| 36 | IT Officer | 16 | 16 | BCS preferably 1 year experience in Software handling, networking and hardware trouble shooting especially in SQL Server and NT Server environment. |
| 37 | Sub Divisional Officer | 16 | 16 | BSc Engineering or Diploma with 3 years experience |
| 38 | Assistant (HVAC) | 15 | 15 | HVAC Qualified. Bachelor in Electrical or Mechanical Engineering with 3 years experience in well reputed Firm/Company. (Knowledge of MD Office is mandatory). |
| 39 | Assistant | 15 | 15 | Graduate or equivalent qualification. |
| 40 | Purchase Inspector | 14 | 14 | MBA / BSc Agriculture or BA or equivalent qualification with experience of more than 2 years in supply chain management and sale/purchase. |
| 41 | Assistant System Operator | 14 | 14 | Bachelor in Computer Science or equivalent qualification. |
| 42 | Assistant Database Operator | 14 | 14 | |
| 43 | Assistant Network Operator | 14 | 14 | |
| 44 | Accountant | 14 | 14 | B.Com or equivalent qualification with more than 3 years experience in Accounts. |
| 45 | Security Inspector | 14 | 14 | Matric with more than 15 years experience or equivalent qualification preferably retired Army / Police / CAF Officials). |
| 46 | Sub-Accountant | 11 | 11 | B.Com/Graduate or equivalent qualification with more than 2 years experience in Accounts. |
| 47 | Senior Clerk | 11 | 11 | BA with Computer skill and typing speed of 45 WPM. (Knowledge of MS Office) |
| 48 | Sub Engineer | 11 | 11 | Diploma in Associate Engineer or equivalent qualification from any recognized technical Institute with more than 1 year experience. |
| 49 | Accounts Clerk | 9 | 9 | D.Com or equivalent qualification with more than 2 years experience. |

| | | | | |
|----|--|---|---|---|
| 50 | Telephone/Fax Operator | 9 | 9 | Matriculate with considerable experience to handle Digital PABX and Fax. |
| 51 | Foreman | 9 | 9 | Diploma/ Certificate of Auto Mobile or equivalent qualification from any recognized technical Institute with more than 5 years experience in the related field. |
| 52 | Assistant Draftsman AutoCAD | 9 | 9 | Diploma Holder from any recognized Technical Institute. |
| 53 | Junior Clerk | 9 | 9 | Matriculate with Computer Skill and typing speed of 30 WPM |
| 54 | Assistant Purchase Inspector | 7 | 7 | Intermediate or equivalent qualification with more than 2 years experience of sales/ purchase / storage in Field of food grains. |
| 55 | Supervisor (Mechanical / Civil Works) | 7 | 5 | Intermediate with 2 years experience or Matriculate with more than 4 years experience in the related field. |
| 56 | Electrician | 7 | 7 | Matriculate with Technical Diploma from a recognized institute with more than one year experience. |
| 57 | Mechanic | 7 | 7 | Having Technical Diploma from a recognized institute with more than one year experience. |
| 58 | Driver | 7 | 4 | Matriculate or Middle with valid LTV/ HTV License |
| 59 | Plumber | 4 | 4 | More than 2 years experience in the related field. |
| 60 | Carpenter | 4 | 4 | More than 2 years experience in the related field. |
| 61 | Qasid | 4 | 4 | Middle preferable matriculate. |
| 62 | Chowkidar | 4 | 4 | Middle Preferably ex-Army / Police /CAF Official For Civilian Middle. |
| 63 | Security Guard | 4 | 4 | Preferably ex-Army / Police / CAF Official For Civilian Matric with 5 Years experience in Security related Field. |
| | | 4 | 4 | 2 years experience in the related field. |
| 64 | Cook | 4 | 4 | 2 years experience in the related field. |
| 65 | Mali | 2 | 2 | 2 years experience in the related field. |
| 66 | Washer Man | 2 | 2 | 2 years experience in the related field. |
| 67 | Sanitary Worker | 2 | 2 | 2 years experience in the related field. |

Note:-

- *The MD may grant relaxation in age/experience on merit from 2 to 3 years, in case of candidates possessing better education background/ exposure.*
- *The qualification certificate of only HEC recognized institution will be acceptable.*
- *Any of these qualification may, for reason to be recorded in writing, be relaxed in individual cases if the competent authority is satisfied.*

PAY AND ALLOWANCES

29. **Disbursement of Salaries:** Pay & allowances of the employees may be disbursed on the last working day of the month. On special occasions such as Eid-ul-Fitr & Eid-ul-Azha (for Muslim employees) and Christmas/Easter (for Christian employees) on which the Federal Government make advance payment of salaries to their employees, the Managing Director may authorize advance payment of salaries to the employees of the Corporation subject to or on the same terms and conditions as are fixed by the Federal Government for their employees.

30. **Scales of Pay:** The scales of pay for employees are prescribed by the Board of Directors. On each revision of pay scales, the employee shall ask to submit in writing, within stipulated period, that whether he/she wants to opt revised scales/or retain the old scales. The option once exercised shall be final. Detail of pay scales is at **Annex-S**.

31. **Initial Pay:** Except when otherwise ordered by the authority empowered to make recruitment, the initial pay of an employee on first appointment to a post shall be the minimum of the scale of pay prescribed for the post.

32. Except when otherwise provided, in cases of promotion from a lower to a higher post where the stage in the new pay scale of higher post gives a pay increase equal to or less than a full increment, the initial pay in the new pay scale of the higher post will be fixed after allowing a premature increment in the pay scale of the higher post.

33. **Additions of Pay:** A Competent Authority may grant special pay and personal pay to an employee of the Corporation. Except when otherwise decided by the Competent Authority, special pay and personal pay shall not count towards fixation of pay on promotion from a lower to a higher post. }

34. Provided that where an employee drawing a special pay in a lower post, (the special pay being an integral part of the scale and not allowed for performing any additional duties) is promoted to a higher post which does not carry any special pay, his pay in the higher scale will first be fixed in accordance with regulation 131 without taking the special pay into account and thereafter the special pay will be added to the pay so fixed as personal pay to be absorbed in future increments.

35. **Increments:** An increment shall ordinarily be drawn as a matter of course on rendering continuous service of six months, unless it is withheld. An increment may be withheld from an employee by a Competent Authority if his conduct has not been good or his work has not been satisfactory. In ordering withholding of an increment, the withholding authority shall state the period for which it is withheld & whether the effect of postponement shall have the effect of postponing the future increments.

36. All duty in a post on a time scale and periods of leave other than extraordinary leave count for increments in a time scale.

37. Provided that the Managing Director shall have power, in any case in which he is satisfied that the leave was taken on account of illness or for any other cause beyond the control of the employee, to direct that extra-ordinary leave shall be counted for increments.

38. An authority may grant a pre-mature increment to an employee on a time scale of pay if it has power to create the post in the same cadre on the same scale of pay. When an advance increment is sanctioned, it should be stated whether it is intended that a full year's benefit should be given. Wherever this is not stated in the order, the recipient must serve on the new post for the minimum period prescribed for earning an increment before he can get another increment.

39. **Allowances:** The following allowances and such other allowances shall be paid as sanctioned by the Board of Directors from time to time:-

- a. *House Rent Allowance*
- b. *Adhoc Relief*
- c. *Special Additional allowance*
- d. *Medical Allowance*
- e. *Conveyance Allowance*
- f. *Utilities(Electricity, Water & Gas)*
- g. *Education Allowance*
- h. *Travelling/Daily Allowance*
- j. *Washing Allowance*
- k. *Any other allowance approved by Board of Directors*

40. All or any of these allowances may be discontinued by the Board of Directors without notice and the rates at which all or any of these allowances are payable may also be altered without notice.

41. Allowances to employees on contract outside the specified scales of pay, shall be determined in each case by the Board of Directors or the Managing Director, if so authorized.

42. **Additional Charge Allowance:** Competent Authority may appoint an employee to hold an additional charge. In case an additional charge is held by an employee, an allowance @ 20% of the basic pay with upper limit of Rs.12,000/- shall be admissible to the employee. Additional charge allowance shall be admissible for holding up at least one month additional charge.

43. **Acting Charge Allowance:** Competent Authority may appoint an employee to hold acting charge. In case an acting charge is held by an employee, an allowance @ 20% of the basic pay with upper limit of Rs.12,000/- shall be admissible to the employee. Acting charge allowance shall be admissible for holding up at least one month acting charge.

44. In case of combination of both allowances i.e. Additional Charge Allowance and Acting Charge Allowance as prescribed in para 69 & 70, only one allowance shall be admissible.

45. **Allowances during Period of Suspension:** The suspended employees will be entitled to full amount of salary and other benefits during suspension period.

46. **Allowances on Re-Instatement:** When an employee, who has been dismissed, removed or terminated, is re-instated, the appellate authority may grant him for the period of his absence from duty: -

a. If he is honourably acquitted, the full pay to which he would have been entitled to if he had not been dismissed, removed or terminated and by an order to be separately recorder, any allowance of which he was in receipt prior to his dismissal, removal or termination; or

b. If otherwise, such portion of pay and allowance as the revising or appellate authority may prescribe.

c. In a case falling under clause 'a', the period of absence from duty will be treated as a period spent on duty. In a case falling under clause 'b', it will be treated as a period spent on duty, unless the revising or appellate authority so directs.

47. **Honorarium:** A Competent Authority may grant to an employee an honorarium as remuneration for work performed which is occasional in character and either so laborious or of such special merit as to justify a special reward.

48. **Fringe Benefits:** HR Wing by virtue of its role has the privilege to ensure that the facilities and fringe benefits authorized/sanctioned to the employees are disbursed well in time according to their entitlement.

49. **Education Allowance:** This allowance is admissible to officials from Grade 1 to 15 for their school/college going-children subject to maximum of Rs.1000/- per month as under. The education allowance is sanctioned on receipt of application of the employee along with studentship certificate of the school/college going child/children: -

| | |
|---------------------------|-------------------------|
| a. Upto Matric | Rs. 200/- P.M per child |
| b. College Going Children | Rs. 300/- P.M per child |
| c. Post Graduate/Graduate | Rs. 400/- P.M per child |

50. **Maternity Charges:** Maternity charges are allowed only thrice during the entire period of service to the Officials of Grade 1 to 15 and Officers from Grade 16 to 17 as under. Maternity charges are sanctioned on receipt of application from the concerned officer/ official along with birth certificate and receipt of Mid Wife/ Hospital:-

| | |
|-------------------------|-------------|
| a. Delivery at Home | Rs. 1,200/- |
| b. Delivery at Hospital | Rs. 2,000/- |

51. **Financial Assistance on Medical Grounds:** The case of financial assistance on medical grounds are processed on case-to-case basis and submitted to the Board of Officers constituted for the purpose for consideration and formulating its recommendations. Board of Directors of PASSCO has empowered Managing Director to approve Rs.250,000/- in one case as financial assistance to an employee. The maximum rate of advance payment direct to the hospital/reimbursement of hospitalization charges in each case for the following serious disease is as under:-

| | |
|------------------------------|--------------|
| a. Cancer | Rs.250,000/- |
| b. Cardiovascular disease | Rs.200,000/- |
| c. Kidney transplant/failure | Rs.200,000/- |
| d. Hepatitis | Rs.100,000/- |

52. **Contributory Provident Fund:** This is an optional contribution whereby an employee is permitted to contribute a maximum of 10% of his basic pay. The Corporation also contributes the same percentage towards the account of the contributory. The employees can avail the loan facility against their deposits under the rules. On attaining the age of 50 years, this is the discretion of subscriber to take advance as refundable or non-refundable.

53. **Benevolent Fund:** 5% of the basic pay of an officer and 3% of the basic pay of an official respectively are deducted at source on monthly basis. 5% and 2.5% is contributed/added by PASSCO towards this Fund in favour of officers as well as officials. Financials Grant/Assistance is provided to the employees from this fund on various occasions like Marriage(self/son/daughter) once in entire service, Death (Funeral Charges), retirement(as Maintenance Grant) & Distress Grant to the widow of the deceased employee etc.

54. **Provision of Liveries:** Foreman, Electrician, Mechanics, Driver, Qasid, Cook, Mali, Chowkidar, MD's Secretariat Staff, Security Staff, Lift/Generator Operators and Sanitary Worker are entitled for 2 x uniform in summer, 1 x in winter, 1 x pair of shoes and 2 x pairs of socks during a year or payment in lieu thereof.

55. **Old Age Pension:** The old age pension is given to employees by Employees Old Age Benefit Institution (to officials since 1976 & to officers since 1986) on attaining the age of 60 years. This pension is also granted to widow/minor children in case of death of an employee ~~during service~~. PASSCO contributes Rs. 350/- per month for each employee and Rs.70/- per month is paid by each employee to EOBI. In return EOBI pays pension to retired employees and widows/minor children under the formula/rates given below: -

- | | |
|---------------------------------|--|
| a. Retired Employees till death | Rs. 6000 x years of service / 50 Subject to minimum of Rs. 2000/P.M |
| b. Widow till death | Rs.2000/- P.M |
| c. Minor/Children Pension | Rs.2000/- P.M |

56. **Motor Cycle Advance:** Annually 75 employees (21 officers & 54 officials) are entitled for grant of Motor Cycle Advance @ Rs.75,000/- per capita recoverable in 30 equal instalments. The advance is free of mark-up.

57. **Bi-Cycle Advance:** Annually 80 employees (officials only) are entitled for grant of Bi-Cycle Advance @ Rs.7,000/- per capita recoverable in 30 equal instalments. The advance is free of mark-up.

58. **Group Insurance:** PASSCO officials of Grade 1-15 are covered under group insurance scheme from State life Insurance Corporation of Pakistan on which account premium paid by PASSCO. On death of an employee during service, his/her next of kin (NOK) is granted Rs. 200,000/-.

59. **Time Limit for Claims:**

- Time limit for TA/DA, Transfer Grants, Education Allowance, Marriage Allowance, Delivery Charges and Reimbursement of Hospitalization Charges shall be 3 months. Any claim submitted after stipulated time frame shall be rejected as "time barred".
- The date of lodging of such claims shall reckon from the date such claims are received and entered in the diary by the Incharge Diary Section (HR Wing) and

not from the date of their initiation by the officer/official or despatch by subordinate, field offices to HR Wing/MD's Secretariat.

60. TA/DA Rules As per Govt. Rules.

TRANSFER / POSTING RULES

61. Transfer/Posting Rules of Federal Govt. (1980) have been adopted.

a. Transfer/Posting in Normal Position:

- i. The normal tenure of an officer/official on the same post should be three years. Posting of an officer/official on the same post beyond the normal tenure will require concurrence of the Competent Authority, in each case.
- ii. Shifting of the officer/official may be phased in a manner that no dislocation in the official work takes place due to large scale transfers.
- iii. Ordinarily, three months notice should be given to the officer/official who is to be transferred. Exception may, however, be made in case, the officer/official is required to be shifted immediately with the approval of the Competent Authority.
- iv. These instructions will not strictly apply to technical and professional officers / experts recruited for particular posts. However, posting / transfer of such officers / officials may also be rotated in their parent departments / cadres as far as possible in accordance with the rules of the post.
(Postings/Transfer Rules-SI-No.3)

b. Posting of serving husband / wife at the same station

- i. Keeping in view, the socio-economic problems and hardship faced by husbands and wives in government service due to posting at different stations of duty, the request may be accepted subject to availability of a post in the same BPS on following guidelines:-
 - 1) If there is a tie between two or more employees for posting at the same station, the employee with greater length of service may be preferred.
 - 2) Request for posting of spouse due to serious medical problems may be accorded highest priority.
 - 3) Posting of husband and wife at the same station should not be made by dislocation of any employee already serving at a particular station unless his transfer is necessitated by compelling reasons or within the framework of general policy of postings and transfer.
(Postings/Transfer Rules-SI-No.4)

62. **Posting of unmarried female government servants at the place of residence of parents/family**

Keeping in view socio-economic & security problems of unmarried female employees when they are posted at stations other than the place of residence of their parents/family, provided:-

- a. Where a request is made by an unmarried employee for posting at the place of residence of parents/family may be accepted subject to availability of a post in the same BPS.
- b. If there is a tie between two or more employees for posting at the same station, the employee with greater length of service may be preferred.
- c. Request for posting by an unmarried female employee facing serious medical problems may be accorded highest priority.
- d. Posting of unmarried female employee at the station of residence of their parents/family should not be made by dislocation of any employee already serving at a particular station unless his transfer is necessitated by compelling reasons or within the framework of general policy of postings and transfer.

(Postings/Transfer Rules-SI-No.5)

63. **Posting of married female government servants at the place of residence/posting of their husbands who are not in government employment**

With a view to facilitating those female employees whose spouses are not in government service or employed in the private sector or unemployed, such employees may also be allowed to serve at the place of residence of their spouses irrespective of whether such spouses are employed with the government, private sector, or even unemployed with the conditions laid down in *(SI.No.4&5-Postings/Transfer Rules-SI-No.5-A)*.

64. **Posting for procurement season**
Postings shall be made in Field on demand / nomination of concerned wings on the basis of target / requirement, each year.

65. **Compassionate ground**
- a. Transfer on compassionate grounds shall be considered / made twice during entire service.
 - b. Maximum period for compassionate posting shall be upto two years.
 - c. Authorization of post shall also be kept in view before making any recommendation.
 - d. The compassionate ground will be got verified through the Vigilance Cell.
 - e. An employee in the last year of service may be accommodated at nearest place of posting to his native town / city.

TRANSPORT POLICY

66. In order to meet the requirement of official transport and to ensure its optimum utilization, purchase/auction of vehicles, authorization of P.O.L and maintenance of vehicles, Transport Policy is formulated to achieve better results of economy/ discourage the losses due to misuse of vehicles.

67. **Purchase of New Vehicles/Auction of Old Vehicles:** Transport Cell will assess and workout all requirements of transport of the Corporation and put up to the Competent Authority through GM(HR). As per advice/approval of the BODs regarding replacement of old vehicles having life of 5x years and more, is presently being implemented. The purchase of new suitable vehicles and auction of old vehicles is arranged by Commercial Wing through a transparent procedure. The CNG fuel is more economical, hence efforts are being made to provide CNG fitted vehicles where CNG facility is available.

68. **Allocation of Vehicles to Various Officers and P.O.L Ceiling:** PASSCO officers will be allocated official vehicles with fixed monthly ceiling as shown against each:-

| Ser | Officer | Type of Vehicle | POL Ceiling | Remarks |
|-----|---|----------------------|--|---|
| a. | Managing Director | 2000cc | Free | Free for family and self. |
| b. | Scale 20 | 1300cc | 230 Ltrs | 115 Ltrs Petrol and 115 Kg CNG pm |
| c. | Scale 19 | 1000cc | 180 Ltrs | 90 Ltrs Petrol and 90 Kg CNG pm |
| d. | Scale-18 * | - | 180 Ltrs | 90 Ltrs Petrol and 90 Kg CNG pm |
| e. | Zonal Head / Project Incharges (irrespective of scale) | 800cc | Ceiling will be fixed every year for procurement period and slack season | In case any CNG fitted vehicle is allocated to an officer below the rank of GM, he will avail petrol and CNG Fuel monthly ceiling proportionate to his existing POL ceiling as per working for GMs. |
| f. | Officer/official whose nature of duty warrants allocation of PASSCO vehicles as decided by MD | 800cc or Motor Cycle | | POL ceiling will be fixed on case to case basis as approved by MD |

* Where vehicle is allocated to BPS-18

69. **Hiring of PASSCO Vehicles (On Payment):** All officers and officials are entitled to use of vehicles, subject to availability of vehicles, on approved rates. The applicant desirous of hiring PASSCO vehicles shall have to fill in the prescribed proforma and submit to GM(HR) for approval.

70. **Repair/Maintenance of Vehicles**

a. **Head Office Vehicles:** Repair/maintenance of PASSCO vehicles in use at Head Office is carried-out at PASSCO workshop and vehicles will be sent to Transport Cell workshop along with fault report proforma duly signed by the using Officer & Driver concerned. Spare parts will be purchased through purchase committee consisting of following:-

- i. OIC Transport Cell
- ii. AO Transport Cell
- iii. Assistant Transport Cell
- iv. Foreman Transport Cell

Convenor
Member
Member
Member

b. Repair/maintenance of Field Vehicles: Repair/maintenance of Field vehicles is carried out in respective Zones/Liaison Offices within the competency of concerned Zonal Heads/OICs. The repair/spare cases exceeding the financial competency of the concerned Zonal Head/OIC will be sent to Transport Cell for further processing and onward submission to the Competent Authority for approval. In addition to above Administrative/ Financial powers will be strictly adhered to in accordance with SOP in letter and spirit.

Detail of Annexures attached

| | | | |
|----|---|---|----------------|
| a. | Organizational Structure of PASSCO | All PASSCO Wings/Cells | <u>Annex-A</u> |
| b. | MD's Secretariat | Secretariat Protocol Office Lahore Public Relation Cell Vigilance Cell Liaison Office Islamabad | <u>Annex-B</u> |
| c. | Human Resource Wing | Establishment Cell Transport Cell Security Cell IT Cell Legal Cell Discipline Cell | <u>Annex-C</u> |
| d. | Field Wing | Coord Cell Pest Control/Minor Crop Cell Wheat Procurement / Allocation & Despatch Cell Accounts & Logistic Cell Zones (11) Liaison Office Karachi | <u>Annex-D</u> |
| e. | Finance & Accounts Wing | Finance Cell Accounts Cell | <u>Annex-E</u> |
| f. | Secretary/Audit & Inspection Wing | Audit Cell Inspection Cell Corporate Cell <i>(The Corporate Cell will work operationally with GM(HR)).</i> | <u>Annex-F</u> |
| g. | Commercial Wing | Coord Cell Sales Cell Purchase Cell Marketing Cell | <u>Annex-G</u> |
| h. | Stocks & Control Wing | Billing/Minor Crops Gunny Bags/Tarpaulins & Coord Stocks/AST Section | <u>Annex-H</u> |
| j. | Works Wing | HQ/Coord Cell Divisions (4) | <u>Annex-I</u> |
| k. | Strength of Officers/Officials Grade, Wing, Cell & Section-Wise | | <u>Annex-K</u> |
| l. | Strength of officers Grade, Wing, Cell & Section-wise | | <u>Annex-L</u> |
| m. | Strength of officials Grade, Wing, Cell & Section-wise | | <u>Annex-M</u> |

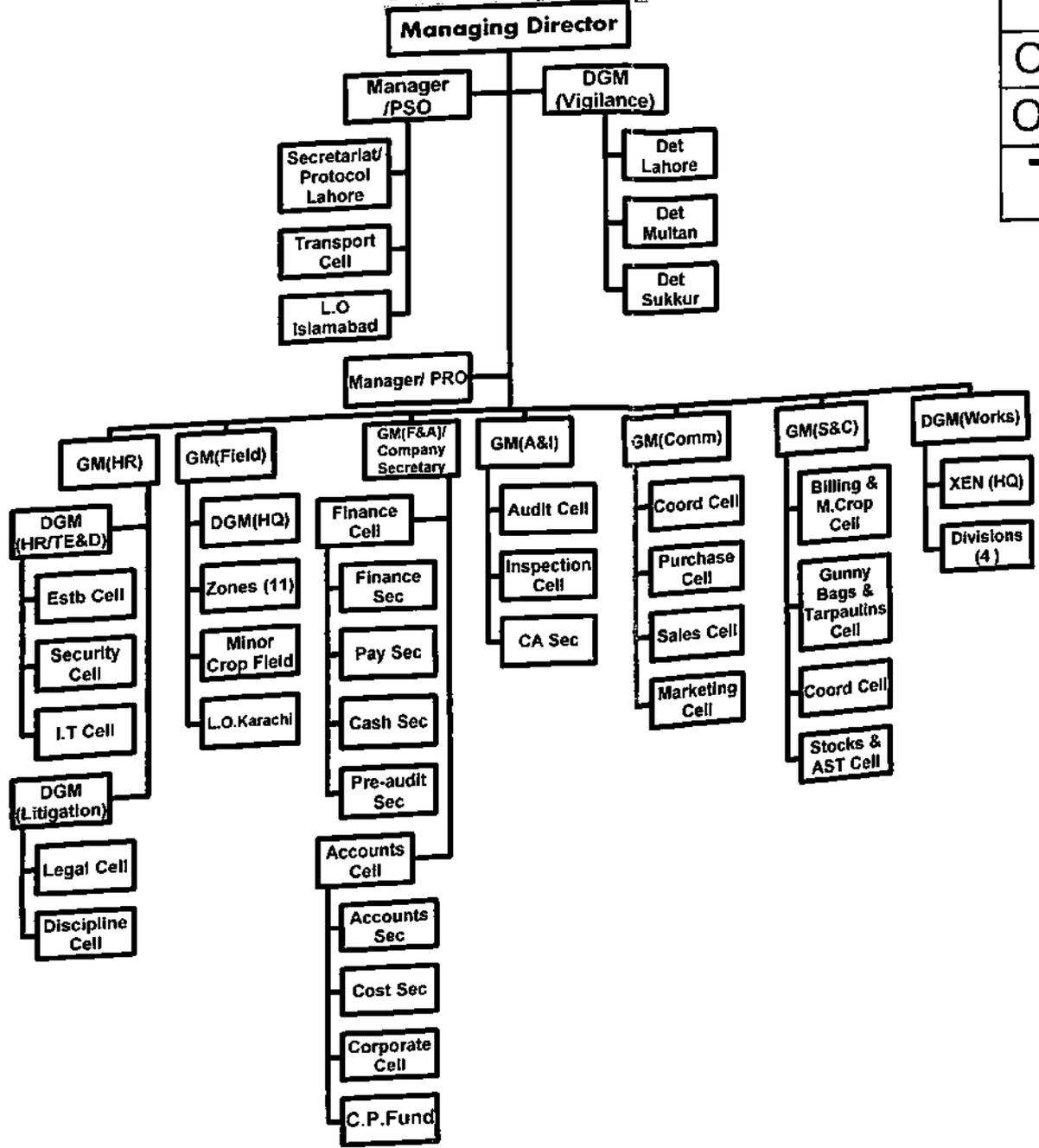
Note:

Any Section or Cell functioning may, with the approval of the Competent Authority, be placed or attached with other Wing/Cell in the interest of the organization without disturbing its approved strength.

ORGANIZATIONAL STRUCTURE OF **Annex - A**



PASSCO

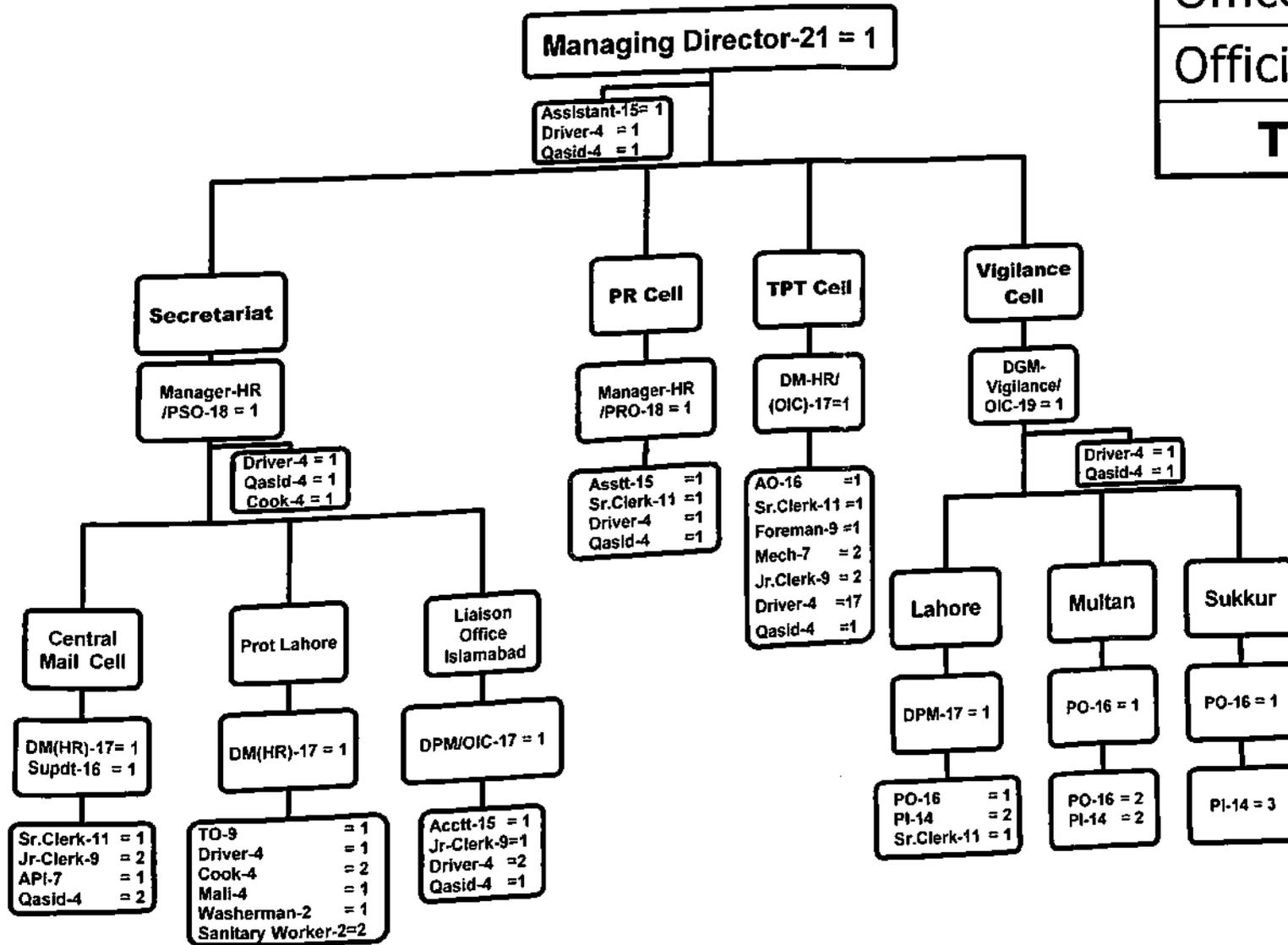


| | |
|--------------|----------------|
| | Approved Auth: |
| Officers | 296 |
| Officials | 954 |
| Total | 1250 |



MD'S SECRETARIAT

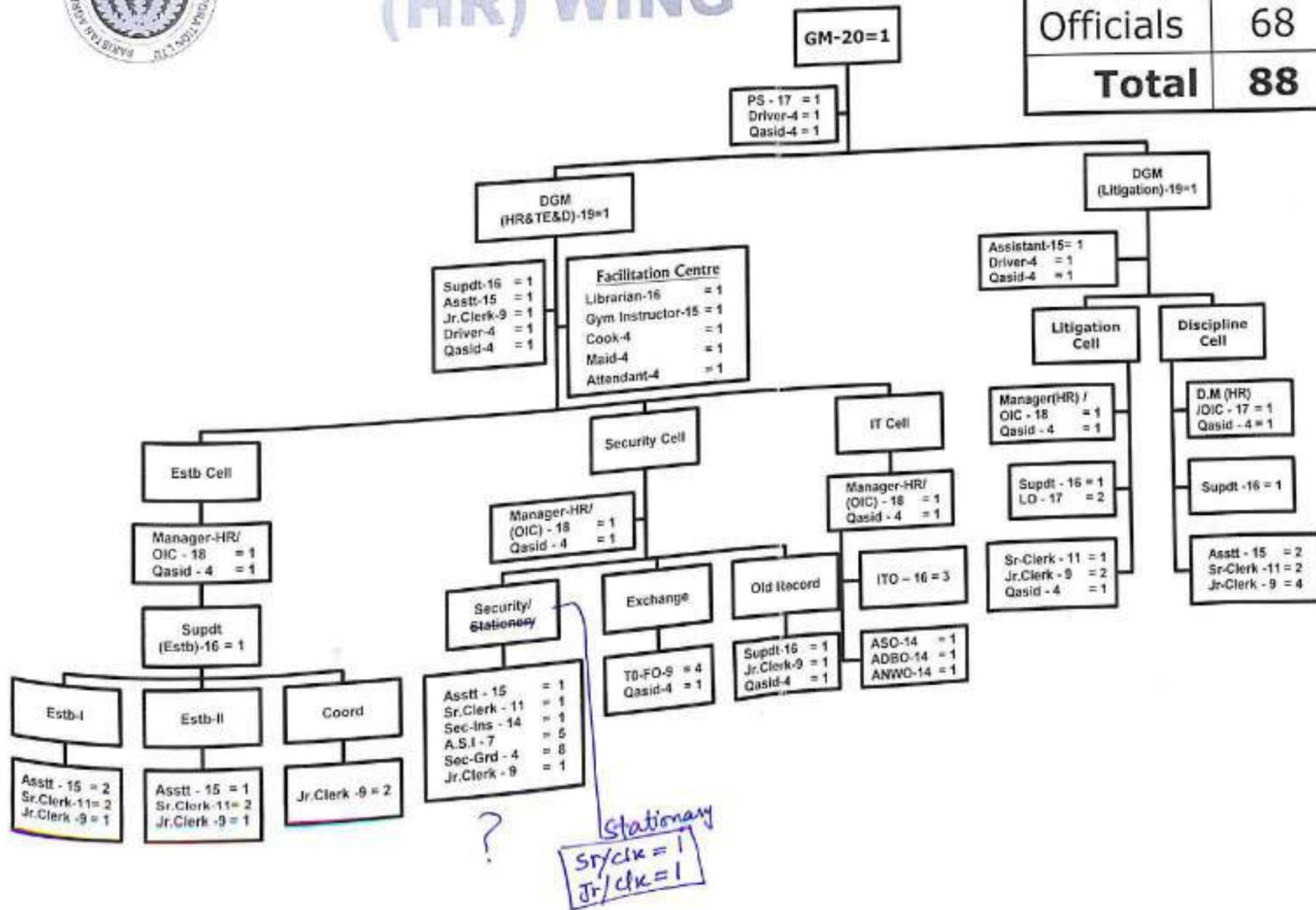
| | |
|--------------|-----------|
| Officers | 16 |
| Officials | 63 |
| Total | 79 |





HUMAN RESOURCES (HR) WING

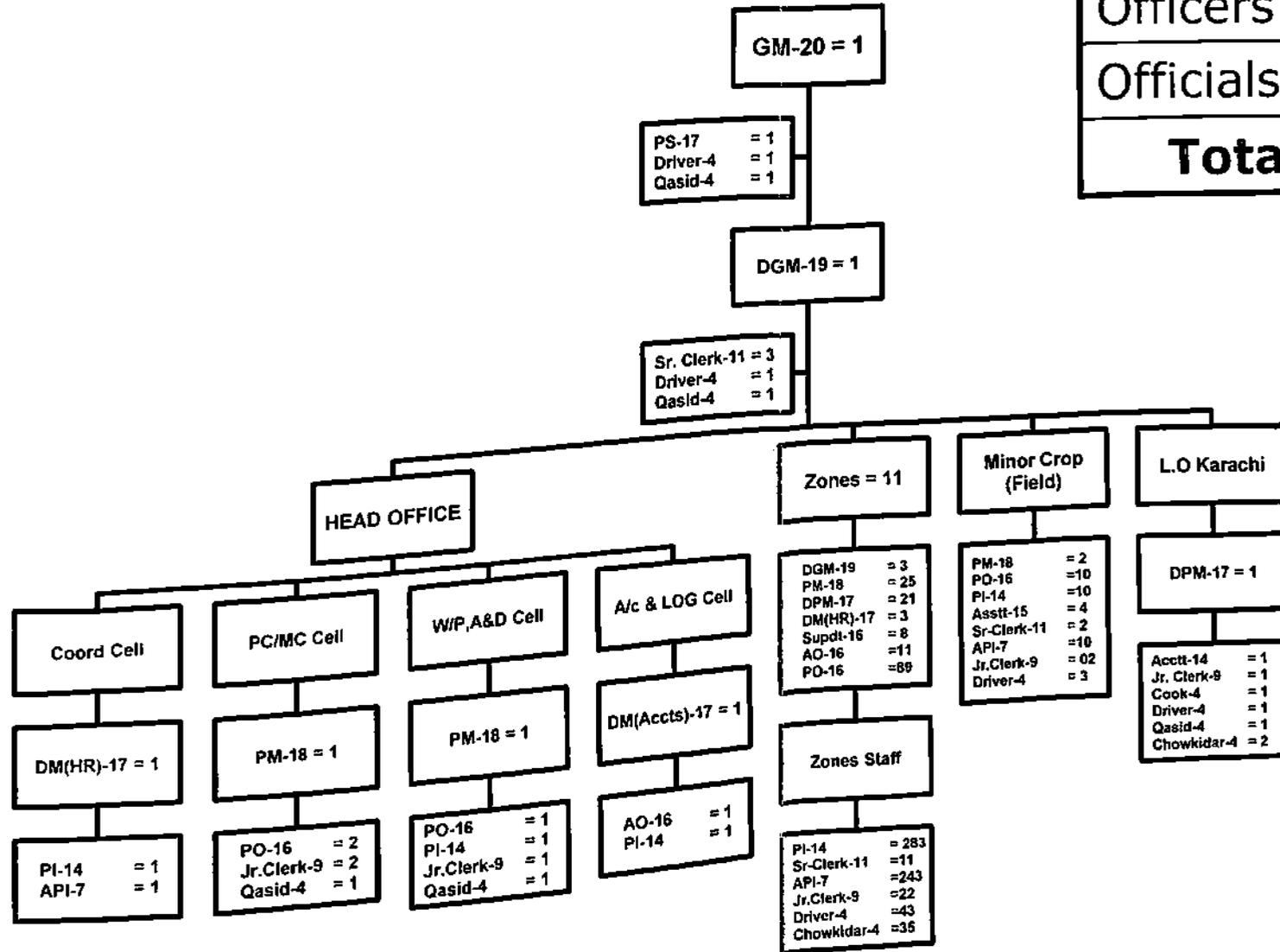
| | |
|--------------|-----------|
| Officers | 20 |
| Officials | 68 |
| Total | 88 |





FIELD WING

| | |
|--------------|------------|
| Officers | 184 |
| Officials | 691 |
| Total | 875 |

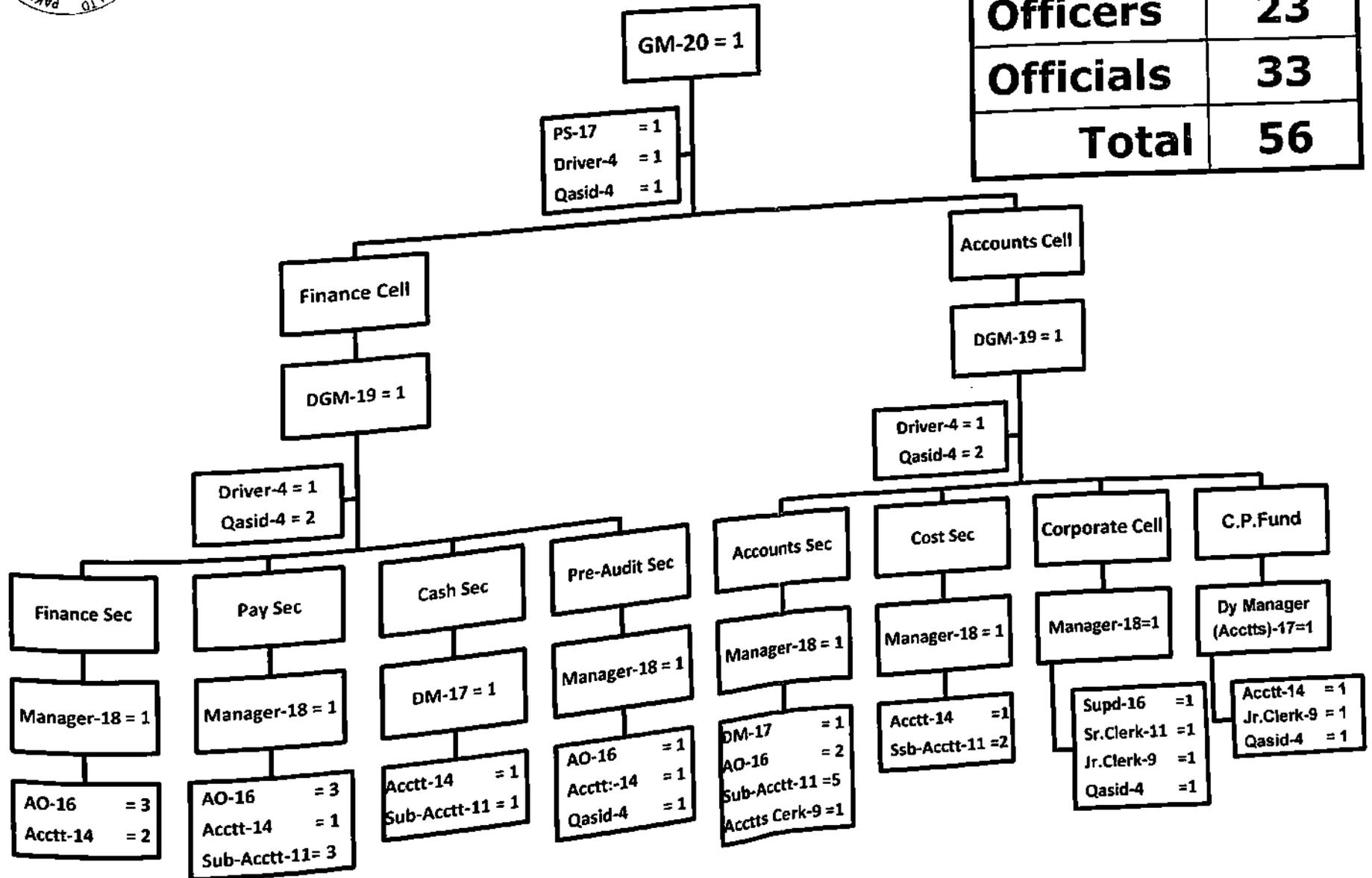


FINANCE & ACCOUNTS

(F&A) WING/Company Secretary)



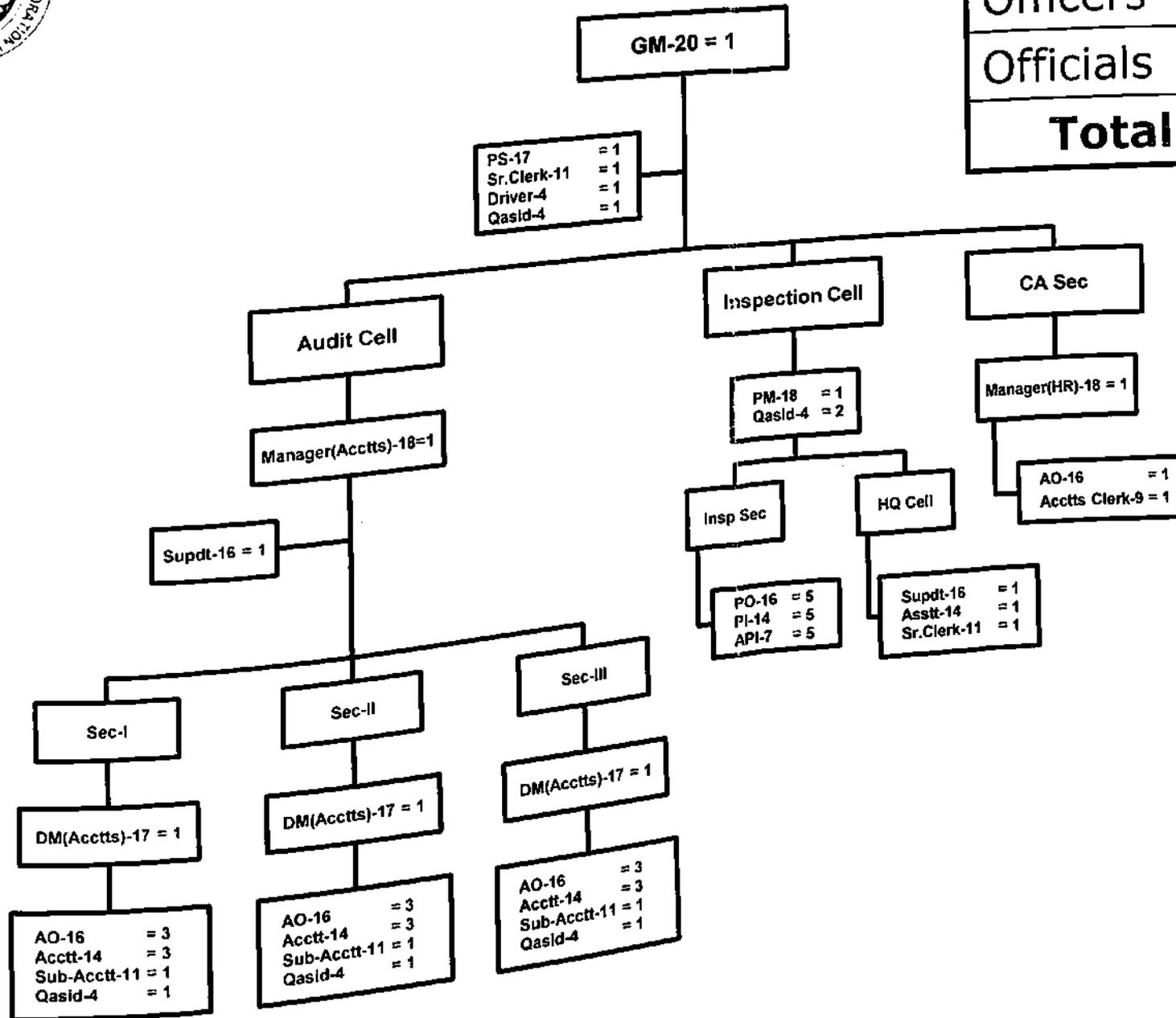
| | |
|------------------|-----------|
| Officers | 23 |
| Officials | 33 |
| Total | 56 |





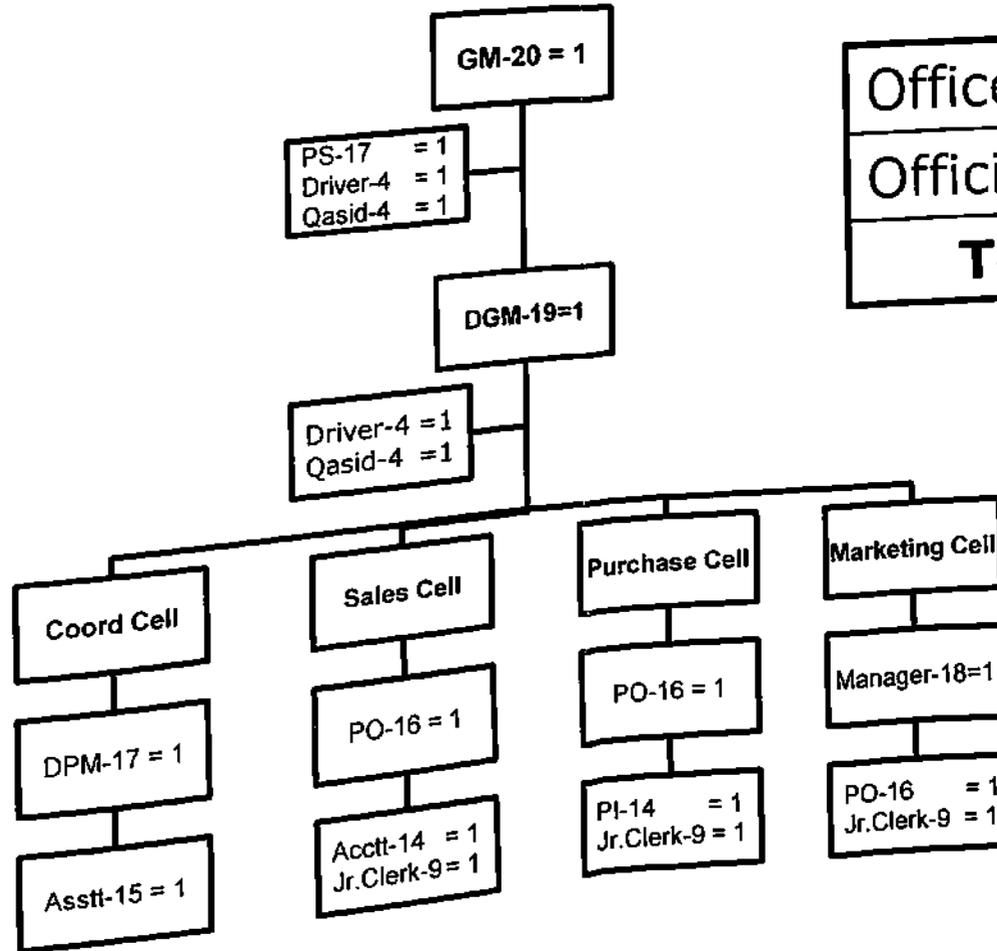
AUDIT & INSPECTION (A&I) WING

| | |
|--------------|-----------|
| Officers | 25 |
| Officials | 33 |
| Total | 58 |





COMMERCIAL WING

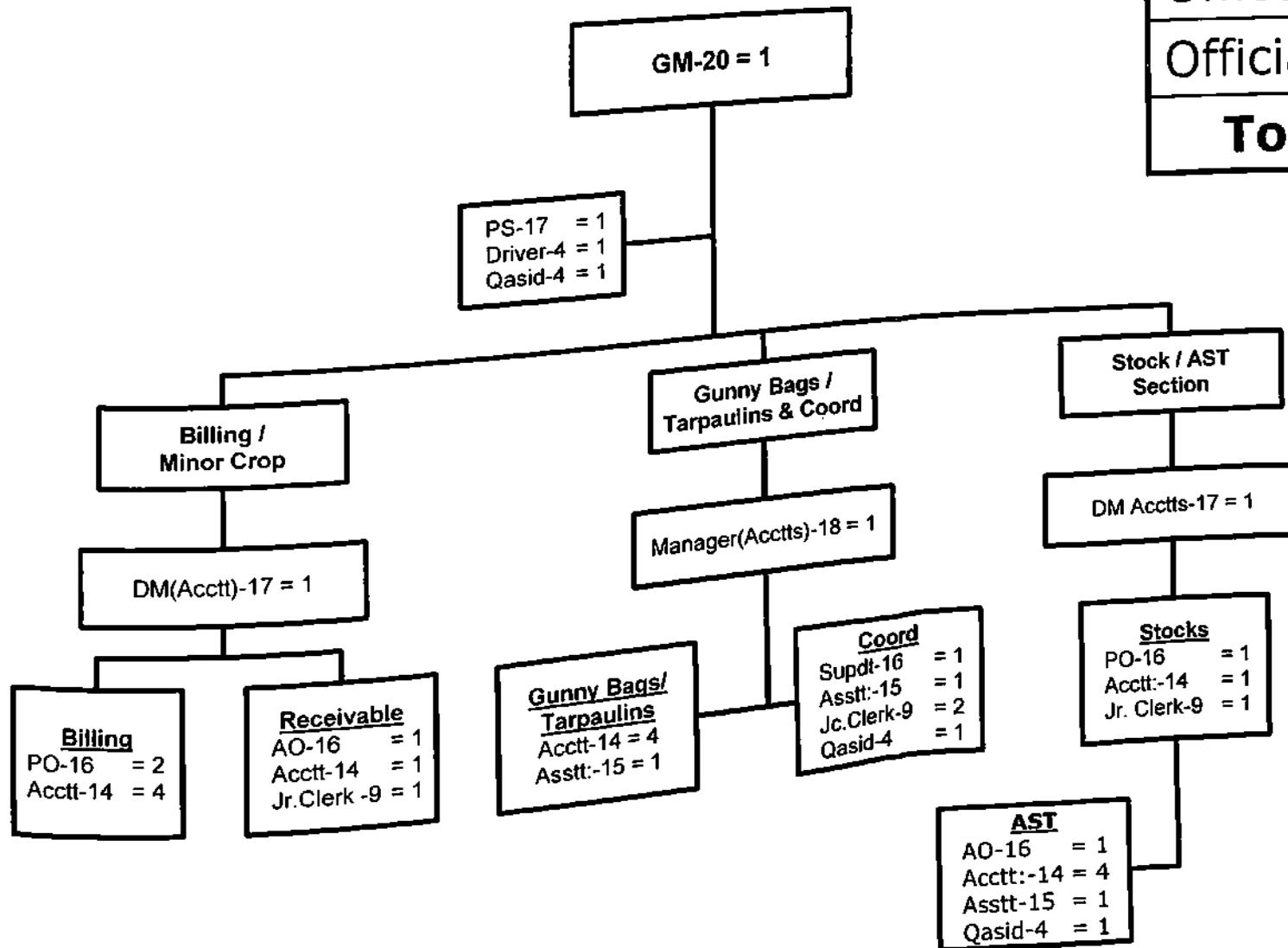


| | |
|--------------|-----------|
| Officers | 08 |
| Officials | 10 |
| Total | 18 |



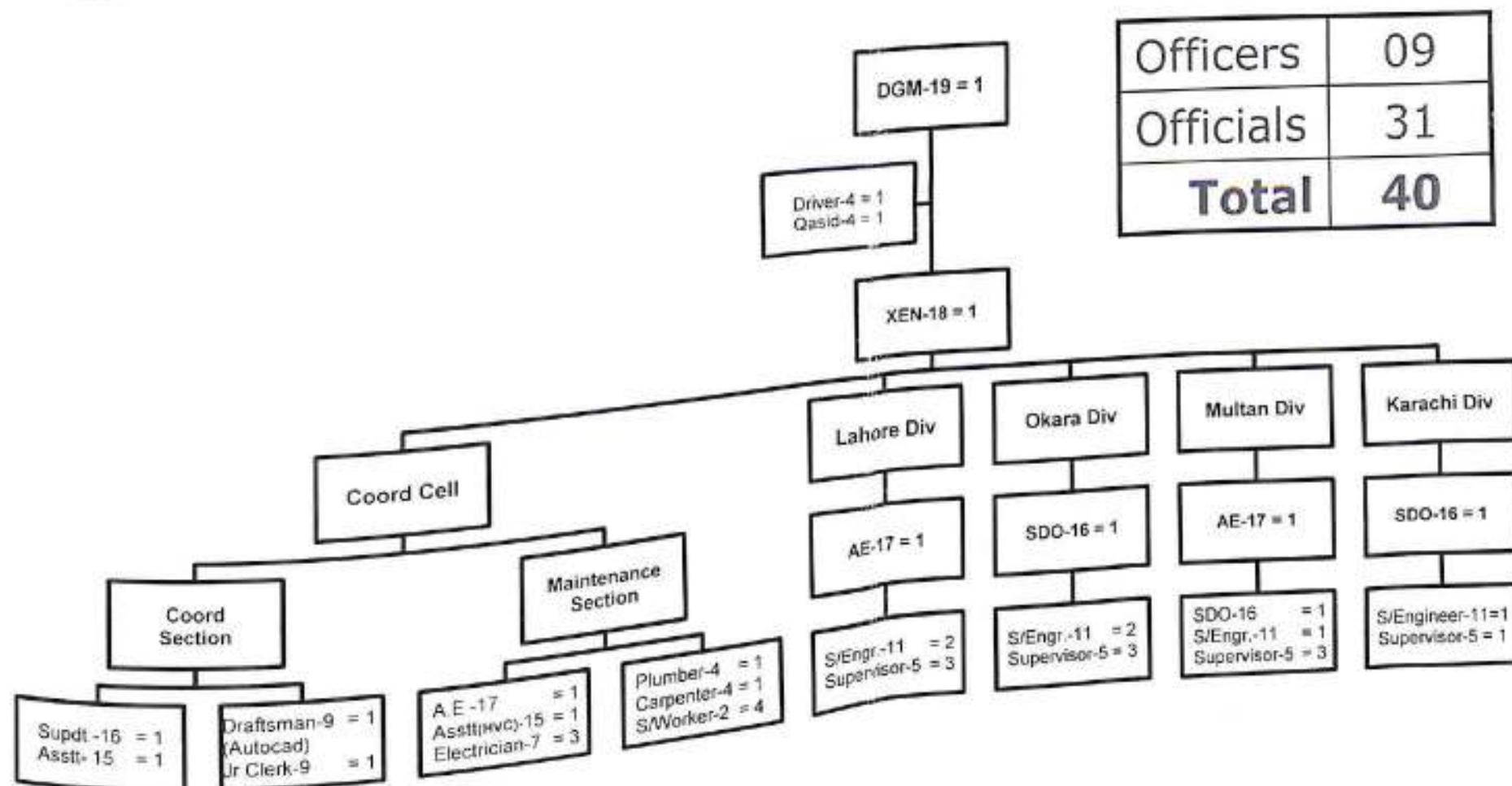
STOCKS AND CONTROL (S&C) WING

| | |
|--------------|-----------|
| Officers | 11 |
| Officials | 25 |
| Total | 36 |





WORKS WING



| | |
|--------------|-----------|
| Officers | 09 |
| Officials | 31 |
| Total | 40 |

PERSONAL DATA FORM

| | | |
|---------------------|--|--------------------------|
| Personal Ticket No. | Category <input type="checkbox"/> Regular <input type="checkbox"/> Contract | Photograph 1.5 X 1.5" |
| Designation | Scale | |
| Wing | Cell /Section | |
| Zone | Project/Centre | |

PERSONAL

| | | | |
|-----------------|---------------|---|----------------|
| Full Name | | Father's Name | |
| Present Address | | Permanent Address | |
| City | Postal Code | City | Postal Code |
| Phone # | Mobile # | Phone # | Fax # |
| Email Address | | Nationality | Domicile |
| Religion | Caste | Gender <input type="checkbox"/> Male <input type="checkbox"/> Female | Date of Birth |
| Marital Status | Mother Tongue | Country of Birth | Place of Birth |

REGISTRATION

| | | | |
|--|--|------------------------------------|--|
| Computerized National Identity Card # (CNIC) | | Old National Identity Card # (NIC) | |
| Passport No. | | Driving Licence No. | |
| National Tax No. | | E O B I No. | |
| | | C. P. Fund No. | |

QUALIFICATION

| Type | Field | Country | Year | Marks | Institute Name | Subject | Grade |
|------|-------|---------|------|-------|----------------|---------|-------|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

TRAINING

| Type | Period From | Period To | Country | Institute Name | Subject / Results | Grade |
|------|-------------|-----------|---------|----------------|-------------------|-------|
| | | | | | | |

LANGUAGES

| Language | Proficiency | Remarks | GAMES | Remarks |
|----------|-------------|---------|-------|---------|
| | | | | |

EXPERIENCE

| From | To | Designation | Department | Reason Leaving | Rem |
|------|----|-------------|------------|----------------|-----|
| | | | | | |

RELATIVE Working in PASSCO

| PT NO. | Designation | Department | Name | Relationship | Remarks |
|--------|-------------|------------|------|--------------|---------|
| | | | | | |
| | | | | | |

For EX-SERVICE PERSONAL

| PT NO. | Rank | Unit | Date of Release | Remarks |
|--------|------|------|-----------------|---------|
| | | | | |
| | | | | |

DEPENDANTS

| | (a) | (b) | (c) | (d) | (e) |
|----------------|-----|-----|-----|-----|-----|
| Relation | | | | | |
| Name | | | | | |
| Date of Birth | | | | | |
| Gender | | | | | |
| CNIC No. | | | | | |
| Marital Status | | | | | |

NOMINEE'S

| | (a) | (b) | (c) | (d) | (e) |
|----------|-----|-----|-----|-----|-----|
| Benefit | | | | | |
| % Age | | | | | |
| Relation | | | | | |
| Name | | | | | |
| Gender | | | | | |
| CNIC No. | | | | | |
| Address | | | | | |
| Phone | | | | | |

MISCELLANEOUS INFORMATION

| | (a) | (b) | (c) | (d) | (e) |
|----------------|-----|-----|----------------------------|-----|-----|
| Own Conveyance | | | Member Club | | |
| Type | | | Member Association | | |
| Make | | | | | |
| Year | | | | | |
| Registration # | | | CNIC Signature of Employee | | |

MISCELLANEOUS INFORMATION

| | | | | |
|-------------------|------------------|------------|-------------|-----------|
| Date of Joining | | Remarks | | |
| Confirmation Date | | | | |
| Retirement Date | | | | |
| Apt Letter Date | | | | |
| Apt Letter No. | | | | |
| Remarks | | Facilities | Motor Cycle | Bicycle |
| Document Attached | | Motor Car | Computer | Newspaper |
| Photographs | CNIC Card Copy | Telephone | Others | |
| Educational | Domicile | | | |
| | Experience | | | |
| | Character Others | | | |
| Signature | Signature | Signature | | |

PAKISTAN AGRICULTURAL STORAGE & SERVICES CORPORATION LIMITED

ANNUAL CONFIDENTIAL REPORT (ACR)
For the Year : **20** (HR PERSONNEL)

Period of Report From _____ to _____

Part I - Personal Data
To be completed by Employee

| | | |
|---------------------------------|---|----------------------|
| PT.No. | Name | Designation |
| Date of Joining | Date of Present Appointment | |
| Present Place of Posting | Since | Qualification |
| Job Description | Achievement during the year (Period of Report) | |
| <i>Signature of Employee</i> | | |

Part - II Personal Qualities / General Attitude
To be completed by Initiating Officer (IO)

| | A-1 | A | B | C | D | E |
|---|-----|---|---|---|---|---|
| 1. General Intelligence and common sense | | | | | | |
| 2. Manners, tact and courtesy | | | | | | |
| 3. Initiative, zeal and energy, diligence in promoting Corporation interest | | | | | | |
| 4. Technical ability | | | | | | |
| 5. Job performance (<i>quality and speed of work</i>) | | | | | | |
| 6. Settlement of internal queries / audit objections | | | | | | |
| 7. Organizing ability | | | | | | |
| 8. Confidence and power of decision | | | | | | |
| 9. Computer Handling | | | | | | |
| 10. Cooperation with colleagues and others | | | | | | |
| 11. Control on staff | | | | | | |
| 12. General conduct and sense of discipline | | | | | | |
| 13. Power of leadership | | | | | | |
| 14. Personality | | | | | | |
| 15. Integrity | | | | | | |

Part - III - Demonstrated Performance
To be completed by Initiating Officer (IO)

| | A-1 | A | B | C | D | E |
|---|-----|---|---|---|---|---|
| 16. Standard of Knowledge of HR Rules / Regulations | | | | | | |
| 17. Standard of maintenance of office record | | | | | | |
| 18. Standard of Secretarial skills (file preparation, noting, drafting) | | | | | | |
| 19. Standard of Knowledge of law and its implementation as required in office | | | | | | |
| 20. Follow up of cases / files, till disposal | | | | | | |
| 21. Standard of Vetting of charge sheet/show cause notices and legal advice on service / legal matter | | | | | | |

The above sections should be marked as follows:-

A-1 = Outstanding (10) A = Very Good (8) B = Good (7) C = Average (5) D = Below Average(1) E = Poor(0)

| | | |
|-----------------|-------------|------------|
| > Outstanding | 90% & above | 189 - 210 |
| > Very Good | 75% to 89% | 158 - 188 |
| > Good | 60% to 74% | 126 - 157 |
| > Average | 45% to 59% | 94-125 |
| > Below Average | 33% to 44% | 69-93 |
| > Poor | Below 33% | 68 & below |

| | | | |
|----|---|---|--|
| a. | Marks Obtained (Part-II & III) | = | |
| b. | (-) 1 mark each for D & E (Part-II & III) | = | |
| | Net Marks = | | |

Signature of IO

Part - IV - Pen Picture
To be completed by Initiating Officer (IO)

Grade Overall _____
Station _____
Dated _____

Signature: _____
Name _____
Designation _____

Note: HR Wing shall inform an employee graded Below Average / Poor for representation (if any) to be made within 10 days.

Part - V - Remarks of SRO
To be completed by Senior Reporting Officer (SRO)

Grade Overall _____
Station _____
Dated _____

Signature: _____
Name _____
Designation _____

Possible Grades

- > Outstanding
- > Very Good
- > Good
- > Average
- > Below Average
- > Poor

The above sections should be marked as follows:-

A-I = Outstanding (10) A = Very Good (8) B = Good (7) C = Average (5) D = Below Average(1) E = Poor(0)

| | | |
|-----------------|-------------|------------|
| ➤ Outstanding | 90% & above | 189 - 210 |
| ➤ Very Good | 75% to 89% | 158 - 188 |
| ➤ Good | 60% to 74% | 126 - 157 |
| ➤ Average | 45% to 59% | 94-125 |
| ➤ Below Average | 33% to 44% | 69-93 |
| ➤ Poor | Below 33% | 68 & below |

| | | | |
|----|---|---|--|
| a. | Marks Obtained (Part-II & III) | = | |
| b. | (-) 1 mark each for D & E (Part-II & III) | = | |
| | Net Marks = | | |

Signature of IO

Part - IV - Pen Picture
To be completed by Initiating Officer (IO)

Grade Overall _____
Station _____
Dated _____

Signature: _____
Name _____
Designation _____

Note: HR Wing shall inform an employee graded Below Average / Poor for representation (if any) to be made within 10 days.

Part - V - Remarks of SRO
To be completed by Senior Reporting Officer (SRO)

Grade Overall _____
Station _____
Dated _____

Signature: _____
Name _____
Designation _____

Possible Grades

- Outstanding
- Very Good
- Good
- Average
- Below Average
- Poor

PAKISTAN AGRICULTURAL STORAGE & SERVICES CORPORATION LIMITED

ANNUAL CONFIDENTIAL REPORT (ACR)

For the Year : 20 (F&A PERSONNEL)

Period of Report From _____ to _____

Part I - Personal Data

To be completed by Employee

| | | |
|---------------------------------|---|----------------------|
| PT.No. | Name | Designation |
| Date of Joining | Date of Present Appointment | |
| Present Place of Posting | Since | Qualification |
| Job Description | Achievement during the year (Period of Report) | |
| <i>Signature of Employee</i> | | |

Part - II Personal Qualities / General Attitude

To be completed by Initiating Officer (IO)

| | A-1 | A | B | C | D | E |
|---|------------|----------|----------|----------|----------|----------|
| 1. General Intelligence and common sense | | | | | | |
| 2. Manners, tact and courtesy | | | | | | |
| 3. Initiative, zeal and energy, diligence in promoting Corporation interest | | | | | | |
| 4. Technical ability (on that specific seat as assigned) | | | | | | |
| 5. Job performance (quality and speed of work) | | | | | | |
| 6. Ability to acquire business | | | | | | |
| 7. Organizing ability | | | | | | |
| 8. Confidence and power of decision | | | | | | |
| 9. Settlement of internal queries / audit objections | | | | | | |
| 10. Cooperation with colleagues and others | | | | | | |
| 11. Control on staff | | | | | | |
| 12. General conduct and sense of discipline | | | | | | |
| 13. Power of leadership | | | | | | |
| 14. Personality | | | | | | |
| 15. Integrity | | | | | | |

Part - III - Demonstrated Performance

To be completed by Initiating Officer (IO)

| | A-1 | A | B | C | D | E |
|---|------------|----------|----------|----------|----------|----------|
| 16. Standard of Knowledge of Finance & Accounts Audit Rules & Procedures | | | | | | |
| 17. Standard of maintenance / preparation of Accounts | | | | | | |
| 18. Control on expenses within Cell / Wing / Project / Zone | | | | | | |
| 19. Standard of pre-auditing / disposal of bills / cases | | | | | | |
| 20. Timely submission of incidentals / reports / statements / budgets | | | | | | |
| 21. Standard of enforcement of service increments, TA/DA and recoveries from employee | | | | | | |

The above sections should be marked as follows:-

A-I = Outstanding (10) A = Very Good (8) B = Good (7) C = Average (5) D = Below Average(1) E = Poor(0)

| | | |
|-----------------|-------------|------------|
| > Outstanding | 90% & above | 189 - 210 |
| > Very Good | 75% to 89% | 158 - 188 |
| > Good | 60% to 74% | 126 - 157 |
| > Average | 45% to 59% | 94-125 |
| > Below Average | 33% to 44% | 69-93 |
| > Poor | Below 33% | 68 & below |

| | | | |
|----|---|---|--|
| a. | Marks Obtained (Part-II & III) | = | |
| b. | (-) 1 mark each for D & E (Part-II & III) | = | |
| | Net Marks | = | |

Signature of IO

Part - IV - Pen Picture
To be completed by Initiating Officer (IO)

Grade Overall _____
Station _____
Dated _____

Signature: _____
Name _____
Designation _____

Note: HR Wing shall inform an employee graded Below Average / Poor for representation (if any) to be made within 10 days.

Part - V - Remarks of SRO
To be completed by Senior Reporting Officer (SRO)

Grade Overall _____
Station _____
Dated _____

Signature: _____
Name _____
Designation _____

Possible Grades

- > Outstanding
- > Very Good
- > Good
- > Average
- > Below Average
- > Poor

PAKISTAN AGRICULTURAL STORAGE & SERVICES CORPORATION LIMITED

ANNUAL CONFIDENTIAL REPORT (ACR)

For the Year : 20 **(WORKS PERSONNEL)**

Period of Report From _____ to _____

Part I - Personal Data
To be completed by Employee

| | | |
|---------------------------------|---|----------------------|
| <u>PT.No.</u> | <u>Name</u> | <u>Designation</u> |
| <u>Date of Joining</u> | <u>Date of Present Appointment</u> | |
| <u>Present Place of Posting</u> | <u>Since</u> | <u>Qualification</u> |
| <u>Job Description</u> | <u>Achievement during the year (Period of Report)</u> | |

Part - II Personal Qualities / General Attitude
To be completed by Initiating Officer (IO)

| | <u>A-1</u> | <u>A</u> | <u>B</u> | <u>C</u> | <u>D</u> | <u>E</u> |
|---|------------|----------|----------|----------|----------|----------|
| 1. General Intelligence and common sense | | | | | | |
| 2. Manners, tact and courtesy | | | | | | |
| 3. Initiative, zeal and energy, diligence in promoting Corporation interest | | | | | | |
| 4. Technical ability / computer handling | | | | | | |
| 5. Job performance (<i>quality and speed of work</i>) | | | | | | |
| 6. Ability to acquire business | | | | | | |
| 7. Organizing ability | | | | | | |
| 8. Confidence and power of decision | | | | | | |
| 9. Conduct toward public | | | | | | |
| 10. Cooperation with colleagues and others | | | | | | |
| 11. Control on staff | | | | | | |
| 12. General conduct and sense of discipline | | | | | | |
| 13. Power of leadership | | | | | | |
| 14. Personality | | | | | | |
| 15. Integrity | | | | | | |

Part - III - Demonstrated Performance
To be completed by Initiating Officer (IO)

| | <u>A-1</u> | <u>A</u> | <u>B</u> | <u>C</u> | <u>D</u> | <u>E</u> |
|---|------------|----------|----------|----------|----------|----------|
| 16. Standard of planning, designing and execution of Engineering Project | | | | | | |
| 17. Standard of administrative & Financial Control within his area of operation | | | | | | |
| 18. Skills of public dealings | | | | | | |
| 19. Dealing with contractors & verification of contractor bills | | | | | | |
| 20. Standard of Documents preparation & settlement of audit objections | | | | | | |
| 21. Standard of knowledge of Rules & Regulation & their execution | | | | | | |

The above sections should be marked as follows:-

A-I = Outstanding (10) A = Very Good (8) B = Good (7) C = Average (5) D = Below Average(1) E = Poor(0)

| | | |
|-----------------|-------------|------------|
| > Outstanding | 90% & above | 189 - 210 |
| > Very Good | 75% to 89% | 158 - 188 |
| > Good | 60% to 74% | 126 - 157 |
| > Average | 45% to 59% | 94-125 |
| > Below Average | 33% to 44% | 69-93 |
| > Poor | Below 33% | 68 & below |

| | | | |
|----|---|---|--|
| a. | Marks Obtained (Part-II & III) | = | |
| b. | (-) 1 mark each for D & E (Part-II & III) | = | |
| | Net Marks = | | |

Signature of IO

Part - IV - Pen Picture
To be completed by Initiating Officer (IO)

Grade Overall _____
Station _____
Dated _____

Signature: _____
Name _____
Designation _____

Note: HR Wing shall inform an employee graded Below Average / Poor for representation (if any) to be made within 10 days.

Part - V - Remarks of SRO
To be completed by Senior Reporting Officer (SRO)

Grade Overall _____
Station _____
Dated _____

Signature: _____
Name _____
Designation _____

Possible Grades

- > Outstanding
- > Very Good
- > Good
- > Average
- > Below Average
- > Poor

SURETY/INDEMNITY BOND

This bond is made this the _____ between Mr. _____
 _____ Resident of _____ (Principal) and (1) Mr.
 _____ Resident of _____
 _____ (2) Mr. _____
 _____ Resident of _____
 _____ (Sureties).

Whereas the Principal has been appointed by Pakistan Agricultural Storage & Services Corporation Limited (PASSCO) Head Office, Lahore (hereinafter referred to as the Corporation) vide letter No. _____ dated _____ to the post of _____ and whereas by virtue of this appointment, the Principal has amongst other duties the care and responsibility for the safe and proper handling and custody of PASSCO property and money as may be entrusted to him or to which he may become possessed of by any manner whatever during and in lieu of his employment under PASSCO aforesaid.

AND WHEREAS the Principal is bound whenever called upon so to do to show to his officer that the said property of money is at all times intact and is bound to keep true and faithful account of such property and money.

AND WHEREAS the Principal has agreed that in case of loss to the Corporation by any misconduct, fraud and any wilful act or omission on his part during the tenure under the Corporation, he would indemnify the Corporation against the same and he shall have the relative bond executed by a Surety also, who shall likewise indemnify the Corporation.

Now therefore, this is to affirm that in case PASSCO sustains or incurs any loss or damage on account of any of the aforesaid Principal and the aforesaid Sureties shall indemnify and save the Corporation against any such loss or damage jointly and severely.

IN WITNESS WHEREOF the parties hereto have affixed their signatures hereunder at _____ on the date aforementioned.

Principal _____
 Surety (1) _____
 Surety (2) _____

WITNESSES

1. _____
2. _____

Notes: Attested photocopy of CNIC of Sureties be attached.

DECLARATION OF FIDELITY AND SECRECY

I the undersigned, having been appointed to the service of Pakistan Agricultural Storage and Services Corporation Limited (PASSCO) do hereby declare that I will regards as strictly confidential and by no means, directly or indirectly, reveal to any person or persons, any information concerning the Business of PASSCO or its constituents/clients or other agencies with which it may have any dealings, not intended to be made public and which may come to my knowledge in the discharge of my duties unless compelled to do so by Law or authorized to do so by PASSCO.

I further declare that I will submit myself to the orders of the officers and Authorities of PASSCO under whom I may, from time to time, be placed by PASSCO, and / or any competent authority and will, at all time, obey the rules prescribed for the time being regarding the duties to be performed by me. I further undertake to employ myself faithfully, efficiently and diligently and to the best of my ability as an employee under PASSCO and will devote my whole time to the duties of the service and will not engage directly or indirectly in any Trade, Business or occupation on my own account and in regard to all the properties of PASSCO whether in cash or kind, I would conduct myself in absolute good faith in the discharge of obligation in respect thereof and shall not convert the same to my own use.

Verified and signed at Lahore _____ 20____.

Signature _____

Date _____

WITNESSES

1. _____

2. _____

ASSETS & LIABILITIES

10. **Immoveable Assets** (Agri & Non-Agri lands, House properties, Commercial & Industrial properties, Open plots of all types)

| | Identification & Nature of Asset(s) | Mode of Acquisition/Year | Cost of Acquisition |
|----|-------------------------------------|--------------------------|---------------------|
| a) | | | |
| b) | | | |
| c) | | | |
| d) | | | |
| e) | | | |
| f) | | | |
| g) | | | |
| h) | | | |
| i) | | | |
| j) | | | |
| k) | | | |
| l) | | | |
| m) | | | |

11. **Moveable Assets** (Cash in hand, Motor vehicles, jewellery, Household Items, Equipment, Business capital etc.)

| | Identification & Nature of Asset(s) | Mode of Acquisition/Year | Cost of Acquisition |
|----|-------------------------------------|--------------------------|---------------------|
| a) | | | |
| b) | | | |
| c) | | | |
| d) | | | |
| e) | | | |
| f) | | | |
| g) | | | |
| h) | | | |
| i) | | | |
| j) | | | |
| k) | | | |
| l) | | | |
| m) | | | |

12. **Assets held as Attorney**

| | Identification & Nature of Asset(s) | Nature of Power of Attorney (Revocable/Irrevocable) | Name & Address of the Legal Owner |
|----|-------------------------------------|---|-----------------------------------|
| a) | | | |
| b) | | | |

13. Assets disposed off during the year

| | Identification & Nature of Asset(s) | Date of Disposal | Amount Received as Sale Proceed (Rs) |
|----|-------------------------------------|------------------|--------------------------------------|
| a) | | | |
| b) | | | |
| c) | | | |
| d) | | | |

14. Investments (Bonds, Shares, Certificates, Deposits/Advances, Loans granted etc.)

| | Details of Bonds held | | Investments | |
|----|-----------------------|------------------|-------------|-----|
| | Bond No. (s) | Denomination Rs. | | Rs. |
| a) | | | | Rs. |
| b) | | | | Rs. |
| c) | | | | Rs. |
| d) | | | | Rs. |

15. Bank Accounts (Current, Saving, Deposit A/c & F.C. A/cs)

| | A/c No. & Bank Branch | Year of Opening | Main Source of Deposit | Balance on 30.06. _____ (Rs) |
|----|-----------------------|-----------------|------------------------|------------------------------|
| a) | | | | |
| b) | | | | |
| c) | | | | |
| d) | | | | |

Total Assets (9 - 14)

16.

Rs. _____

17. Liabilities (Departmental/Bank loans, Over drafts, Mortgages secured, private loans etc.)

| | Outstanding Liabilities (A) | | Liabilities Paid off During the Year (B) | |
|----|-----------------------------|-----|--|-----|
| | | Rs. | | Rs. |
| a) | | Rs. | | Rs. |
| b) | | Rs. | | Rs. |
| c) | | Rs. | | Rs. |
| d) | | Rs. | | Rs. |

Rs. _____

(15-16(A)

Net Worth
As on 30.06. _____

Seaman

Net worth declared previously
As on 30.06. _____

Rs. _____

Signature _____

Name _____

Place _____

Date _____

Annex-S**Basic Pay Scales of the Civil Servants**

| Basic Pay Scale-2016 | | | | | Basic Pay Scale-2017 | | |
|-----------------------------|----------------|------------------|----------------|---------------|-----------------------------|------------------|----------------|
| BPS | Minimum | Increment | Maximum | Stages | Minimum | Increment | Maximum |
| 1 | 7,640 | 240 | 14,840 | 30 | 9,130 | 290 | 17,830 |
| 2 | 7,790 | 275 | 16,040 | 30 | 9,310 | 330 | 19,210 |
| 3 | 8,040 | 325 | 17,790 | 30 | 9,610 | 390 | 21,310 |
| 4 | 8,280 | 370 | 19,380 | 30 | 9,900 | 440 | 23,100 |
| 5 | 8,590 | 420 | 21,190 | 30 | 10,260 | 500 | 25,260 |
| 6 | 8,900 | 470 | 23,000 | 30 | 10,620 | 560 | 27,420 |
| 7 | 9,220 | 510 | 24,520 | 30 | 10,990 | 610 | 29,290 |
| 8 | 9,540 | 560 | 26,340 | 30 | 11,380 | 670 | 31,480 |
| 9 | 9,860 | 610 | 28,160 | 30 | 11,770 | 730 | 33,670 |
| 10 | 10,180 | 670 | 30,280 | 30 | 12,160 | 800 | 36,160 |
| 11 | 10,510 | 740 | 32,710 | 30 | 12,570 | 880 | 38,970 |
| 12 | 11,140 | 800 | 35,140 | 30 | 13,320 | 960 | 42,120 |
| 13 | 11,930 | 880 | 38,330 | 30 | 14,260 | 1,050 | 45,760 |
| 14 | 12,720 | 980 | 42,120 | 30 | 15,180 | 1,170 | 50,280 |
| 15 | 13,510 | 1,120 | 47,110 | 30 | 16,120 | 1,330 | 56,020 |
| 16 | 15,880 | 1,280 | 54,280 | 30 | 18,910 | 1,520 | 64,510 |
| 17 | 25,440 | 1,930 | 64,040 | 20 | 33,370 | 2,300 | 76,370 |
| 18 | 31,890 | 2,400 | 79,890 | 20 | 38,350 | 2,870 | 95,750 |
| 19 | 49,370 | 2,560 | 100,570 | 20 | 59,210 | 3,050 | 120,210 |
| 20 | 57,410 | 3,750 | 109,910 | 14 | 69,090 | 4,510 | 132,230 |
| 21 | 63,780 | 4,150 | 121,880 | 14 | 76,720 | 5,000 | 146,720 |
| 22 | 68,540 | 4,870 | 136,720 | 14 | 82,380 | 5,870 | 164,760 |

PROVINCIAL/REGIONAL QUOTA FOR RECRUITMENT

| | |
|--|------|
| Merit quota | 7.5% |
| Punjab (including Federal Area of Islamabad) | 50% |
| Sindh | 19% |

The share of Sindh will be further sub
Allocated in the following ratio:-

| | |
|--|-----------------------|
| Urban areas namely Karachi Hyderabad and Sukkur | 40% of 19% or 7.6% |
|--|-----------------------|

| | |
|--|------------------------|
| Rural areas i.e. rest of Sindh Excluding Karachi, Hyderabad and Sukkur | 60% of 19% or 11.4% |
|--|------------------------|

| | |
|---|-----------|
| N.W.F.P | 11.5% |
| Balochistan | 6% |
| Newly merged Districts of Khyber Pakhtunkhwa (Ex-FATA) | 3% |

(This share shall not be merged into Khyber Pakhtunkhwa and be observed independently for next 10 years in conjunction with the ten-year Development Plan devised to bring the Ex-FATA at par with the Khyber Pakhtunkhwa socially and economically) (Authority: OM No.4/10/2006-R-2 dated 14.02.2020).

| | |
|------------------|----|
| Gilgit-Baltistan | 1% |
| Azad Kashmir | 2% |

The ratio of share of posts:-

- | | |
|---|-------|
| a. Women | = 5% |
| b. Disable | = 2% |
| c. Minorities | = 6% |
| d. Wards / Deceased (Officers / Officials) | = 10% |

Subject to meeting permissible qualification /
experience

This ratio shall be from within the regional quotas.

Gradewise Comparison - Auhtorized Vs Proposed Strength

| Grade | Authorized | Proposed | Existing | Excess | Less |
|--------------|-------------|-------------|------------|-----------|------------|
| 21 | 1 | 1 | 1 | | |
| 20 | 6 | 6 | 5 | | 1 |
| 19 | 10 | 11 | 7 | | 4 |
| 18 | 42 | 47 | 17 | | 30 |
| 17 | 58 | 53 | 32 | | 21 |
| 16 | 213 | 178 | 141 | | 37 |
| 15 | 5 | 22 | 13 | | 9 |
| 14 | 340 | 346 | 271 | | 75 |
| 11 | 83 | 51 | 36 | | 15 |
| 9 | 36 | 65 | 60 | | 5 |
| 7 | 556 | 270 | 138 | | 132 |
| 5 | | 10 | 5 | | 5 |
| 4 | 293 | 183 | 205 | 22 | |
| 2 | 7 | 7 | 5 | | 2 |
| Total | 1650 | 1250 | 936 | 22 | 336 |