

**PUNJAB CIVIL SERVANTS  
(CONDUCT) RULES, 1966**

# Contents

Sr. No.	Subject	Page
<b>THE PUNJAB GOVERNMENT SERVANTS (CONDUCT) RULES, 1966</b>		
1.	Short title and commencement.....	1
2.	Extent of application.....	1
3.	Definitions.....	1
4.	Repeal of previous Conduct Rules.....	2
5.	Gifts.....	2
6.	Acceptance of foreign awards.....	3
7.	Public demonstration in honour of Government servants.....	3
8.	Gift to Medical officers.....	3
9.	Subscriptions.....	3
10.	Lending and borrowing.....	4
11.	Declaration of property.....	4
12.	Disclosure of assets, immovable, movable and liquid.....	5
13.	Speculation and investment.....	5
14.	Promotion and management of companies, etc.....	5
15.	Private trade employment or work.....	6
16.	(i) Subletting of residential accommodation allotted by Government.....	6
	(ii) Government servant not to live beyond his means, etc.....	6
17.	Insolvency and habitual indebtedness.....	6
18.	Unauthorized communication of official documents or information.....	7
19.	Approach to Members of Assemblies, etc.....	7
20.	Management, etc. of Newspapers or periodicals.....	7
21.	Radio Broadcast, Television Programme and Communication to the Press.....	7
22.	Publication of information, public speeches and television programme capable of embarrassing Government.....	7
23.	Evidence before committees.....	8
24.	Taking part in politics and elections.....	8
25.	(i) Propagation of sectarian creeds, etc.....	9
	(ii) No Government servant shall express views detrimental to the ideology of Pakistan.....	9
	(iii) Government servants not to take part in or assist any public demonstration against Government decisions, etc.....	9
26.	Nepotism, favoritism and victimization, etc.....	9
27.	Vindication by Government servants of their public acts or character.....	9
28.	Membership of service associations.....	9
29.	Use of political or other influence.....	10
30.	Approaching Foreign Missions and aid-giving agencies.....	11
31.	Delegation of Powers.....	11
32.	Rules not to be in derogation of any law, etc.....	11
33.	History of Amendments.....	12
34.	Ancillary instructions.....	15
	INDEX.....	55

## NOTIFICATION

The 1<sup>st</sup> September 1966

No.S(R)2173/1-10/66-S.O.XIII – In exercise of the powers conferred by paragraph (b) of clause (2) of Article 178 and clause (1) of Article 179 of the Constitution of the Islamic Republic of Pakistan, and of all powers enabling him in that behalf, the Governor of • Punjab is pleased to make the following rules, namely:

### THE •PUNJAB GOVERNMENT SERVANTS (CONDUCT) RULES, 1966

1. **Short title and commencement** – (1) These rules may be called the •Punjab Government Servants (Conduct) Rules, 1966.

(2) They shall come into force at once.

2. **Extent of application** – These rules apply to all persons, whether on duty or on leave, within or without •Punjab, serving in connection with the affairs of the Province of •Punjab, including the employees of the Provincial Government deputed to serve ♦ (under the Central Government or) with a Statutory Corporation or with a non-Government employer, but excluding –

(a) members of an All-Pakistan Service serving in connection with the affairs of the Province;

\*\* (b) Deleted.

(c) holders of such posts in connection with the affairs of the Province of •Punjab, as the Provincial Government may, by a notification in the official Gazette, specify in this behalf.

3. **Definitions** – (1) In these rules, unless there is anything repugnant in the subject or context –

- (a) “Government” means the Government of •Punjab;
- (b) “Government servant” means a person to whom these rules apply;
- (c) “member of a Government servant’s family” includes –

\* (i) his wife, children and step children whether residing with the Government servant or not; and

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\* The words ‘West Pakistan’ substituted with word ‘Punjab’ vide Notification No. SOR-IV (S&GAD)1-4/978 dated 20.06.1998.

♦ Deleted vide Notification No.SORI(S&GAD)-1-5/69(XIII) dated 27.05.1970.

\*\* Deleted vide Notification No.SORI(S&GAD)-1-5/69 (XIII) dated 27.05.1970. (History of amendment is available at page 12).

\* Substituted vide Notification No.SOR-IV(S&GAD)1-6/78 dated 26.12.1982. (Original version is available at page 12).

- (ii) any other relative of the Government servant or his wife, when residing with and wholly dependent upon him;

But does not include a wife legally separated from the Government servant, or a child or step-child who is no longer in any way dependent upon him, or of whose custody the Government servant has been deprived by law; and

- (d) "Province" means the Province of • Punjab.

(2) Reference to a wife in clause (c) of sub-rule (1) shall be construed as reference to the husband where the Government servant is a woman.

**4. Repeal of previous Conduct Rules** – The following rules in so far as they applied to the persons to whom these rules apply are hereby repealed but such repeal shall not affect anything done or suffered under those rules:-

- (i) The Government Servants Conduct Rules, issued by the late N.W.F.P. Government;
- (ii) The Government Servants Conduct Rules 1950, issued by the late Punjab Government;
- (iii) The Bahawalpur State Servants Conduct Rules;
- (iv) The Sind Civil Services Conduct, Discipline and Appeal Rules in so far as they concern the Conduct of Government Servants.

**5. Gifts** – \*(1) Save as otherwise provided in this rule and instructions issued from time to time, no Government servant shall, except with the previous sanction of Government, accept, or permit any member of his family to accept, from any person any gift the receipt of which will place him under any form of official obligation to the donor. If the offer of a gift cannot be refused without giving undue offence, it may be accepted and delivered to Government for decision as to its disposal.

(2) If any question arises whether receipt of a gift places a Government servant under any form of official obligation to the donor, the decision of Government thereon shall be final.

(3) If any gift, is offered by the head or representative of a foreign state, the Government servant concerned should attempt to avoid acceptance of such a gift, if he can do so without giving offence. If, however, he cannot do so he shall accept the gift and shall report its receipt to Government for orders as to its disposal.

^ (4) Officers of the rank of Secretaries to the Central Government may accept gifts offered abroad or within Pakistan by institutions or official dignitaries of foreign Governments of comparable or higher level. If the gift is capable of being used in a Government office or department or at official residence, it should be used

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\* The words 'West Pakistan' substituted with word 'Punjab' vide Notification No. SOR-IV (S&GAD)1-4/978 dated 20.06.1998.

\*\* Substituted vide Notification No.SOR-IV(S&GAD)1-28/74-A, dated 17.01.1979. (Original version is available at page 12).

^ Substituted vide Notification No.SOR-IV(S&GAD)1-28/74-A dated 17.01.1979.

accordingly. If the gift cannot be so used, the Government servant may retain it for his own use. The monetary limits up to which the gifts could be retained by the recipient are as follows:

- \*\*\* (a) Gifts up to a value of Rs. 10,000/- (Rupees ten thousand only) may be retained (free of cost) by the recipient. In case of low-paid Government employees (BPS-1 to 10) the gift may be retained by the recipient irrespective of the value assessed.
- (b) Gifts valued above Rs. 10,000/- may be allowed to be retained by the recipient on payment of 15% of the value exceeding Rs. 10,000/-.
- (c) Gifts valuing Rs. 400,000/- more shall not be retained by the recipients. Such gifts shall be deposited in Toshakhana, maintained by the Cabinet Division, Cabinet Secretariat, Islamabad.
- (d) The value of the gifts will be assessed by the Cabinet Division, Government of Pakistan.
- (e) The Head of Account of Toshakhana in which the amounts are to be deposited is 1300000/-Others/Nes/Misc. Receipt Of Darbar Presents (Central).

6. **Acceptance of foreign awards** – No Government servant shall except with the approval of the \*Chief Minister of • Punjab accept a foreign award, title or decoration.

**Explanation** – For the purpose of this rule, the expression “approval of the \*Chief Minister” means prior approval in ordinary cases and ex post facto approval in special cases where sufficient time is not available for obtaining prior approval.

7. **Public demonstration in honour of Government servants** – No Government servant shall encourage meetings to be held in his honour or presentation of addresses of which the main purpose is to praise him.

8. **Gift to medical officers** – Subject to the departmental rules in this behalf, a medical officer may accept any gift of moderate value offered in good faith by any person or body of persons in recognition of his professional services.

9. **Subscriptions** – No Government servant shall, except with the previous sanction of Government, ask for or accept or in any way participate in the raising of any subscription or other pecuniary assistance in pursuance of any object whatsoever.

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\*\*\* Sub-rule (4) of Rule 5 substituted by inserting (a), (b), (c), (d) and (e), respectively, vide Notification No. SOR-IV(S&GAD)1-28/74 (A) dated 15.09.2001.

\*In rule 6 the word “Governor”, was substituted with the words “Chief Minister” vide Notification No.SOR-IV(S&GAD)15-4/85 dated 24.12.1985.

• The word ‘Punjab’ inserted vide Notification No. SOR-IV(S&GAD)1-4/978 dated 20.06.1998.

10. **Lending and borrowing** – (1) No Government servant shall lend money to, or borrow money from, or place himself under any pecuniary obligation to, any person within the local limits of his authority or any person with whom he has any official dealings:

Provided that a Government servant may –

- (i) Deal in the ordinary course of business with a Joint Stock Company, bank or a firm of standing or the House Building Finance Corporation;
- (ii) Accept a purely temporary loan of small amount, free of interest, from a personal friend or the operation of a credit account with a bona fide tradesman.

(2) When a Government servant is appointed or transferred to a post of such a nature that a person from whom he has borrowed money or to whom he has otherwise placed himself under a pecuniary obligation will be subject to his official authority, or will reside, possess immovable property, or carry on business within the local limits of such authority, the Government servant shall forthwith declare the circumstances, when he is a Gazetted Officer, to Government through the usual channel, and where he is a non-gazetted Government servant, to the Head of his office.

(3) This rule, in so far as it may be construed to relate to loans given to or taken from Co-operative Societies registered under the Co-operative Societies Act, 1925 (*Sind Act VII of 1925*), or under any law for the time being in force relating to the registration of Co-operative Societies, by the Government servants shall be subject to any general or special restrictions or relaxation made or permitted by Government.

\* 11. Omitted.

11-A. Omitted.

Rule 11 and 11-A shall remain intact for Judicial Officers/Lower Courts Establishment/Lahore High Court Establishment, Lahore (amended vide Notification No. SOR-IV(S&GAD) 1-6/90 dated 18.08.2009).

♦12. **Declaration of Property** – (1) Every Government Servant shall, at the time of entering Government service make a declaration to Government, ♥in the prescribed proforma through the usual channel, of all immovable and moveable properties including shares, certificates, securities, insurance policies, cash and jewelry having a total value of \*\*Rs.50,000 (fifty thousand rupees) or more belonging to or held by him or by a member of his family individually or collectively and such declaration shall –

- (a) State the district within which the property is situated;

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\*Rule 11 and 11-A, omitted vide Notification No.SOR-IV(S&GAD)1-6/90 dated 12.05.2005. (Previous versions are available at pages 12 & 13).

♦Rule 12 substituted vide Notification No.S(R)-3110/ 1-19/68-SOXIII dated 24.02.1969. (Original version is available at page 13).

♥In Rule 12, sub rule (1), the words “in the prescribed proforma” added vide Notification No.SOR-IV(S&GAD)1-6/90 dated 12.05.2005.

\*\*In Rule 12, in sub-rule(1) and in its clause(b), for the figure and words “Rs.10,000/- (ten thousand rupees)” the figure and words “Rs.50,000/- (fifty thousand rupees)” substituted vide Notification No.SOR-IV(S&GAD)1-6/78 dated 18.11.1985.

- (b) Show separately individual items of jewelry exceeding \*\*Rs.50,000 (fifty thousand rupees) in value; and
- (c) Give such further information as Government may, by general or special order, require.

♦(2) Every Government Servant shall submit to the Government in the prescribed proforma through the usual channel, an annual declaration of income, assets and expenses for the financial year, ending on 30<sup>th</sup> June, showing any increase or decrease of property as shown in the declaration under sub rule (1) for the last annual return, as the case may be.

\* (3) Declaration of Assets Proforma shall be opened in the concerned section each year and entered into the relevant database.

▲13. **Disclosure of assets, immovable, movable and liquid** – A Government servant shall, as and when he is so required by Government 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, cash, jewelry #and expenses during any period specified by such order in the form specified therein.

14. **Speculation and investment** – (1) No Government servant shall speculate in investments. For the purpose of this sub rule, the habitual purchase and sale of securities of notoriously fluctuating value shall be deemed to be speculation in investments.

(2) No Government servant shall make, or permit any member of his family to make, any investment likely to embarrass or influence him in the discharge of his official duties.

(3) No Government servant shall make any investment the value of which is likely to be affected by some event of which information is available to him as a Government servant and is not equally available to the general public.

(4) If any question arises whether a security or an investment is of the nature referred to in any of the foregoing sub rules, the decision of Government thereon shall be final.

15. **Promotion and management of companies, etc.** – No Government servant shall, except with the previous sanction of Government, take part in the promotion, registration or management of any bank or company:

Provided that a Government servant may, subject to the provisions of any general or special order of Government, take part in the promotion, registration or

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♦Sub-rule (2) of rule 12 substituted vide Notification No.SOR-IV (S&GAD) 1-6/90 dated 12.05.2005. (Original version is available at page 13).

♣After sub rule (2), a new sub rule (3) added vide Notification No.SOR-IV (S&GAD) 1-6/90 dated 12.05.2005.

▲Substituted vide Notification No.S(R)-3110/1-19/68- SOXIII dated 24.02.1969. (Original version is available at page 13).

#Added vide Notification No.SOR.IV (S&GAD) 1-4/92 dated 27.07.1992.

management of a Co-operative Society registered under the Co-operative Societies Act, 1925 (*Sind Act VII of 1925*), or under any similar law.

**\*\*16. Private trade, employment or work** – (1) No Government servant shall, except with the previous sanction of Government, engage in any trade or undertake any employment or work, other than his official duties:

Provided that he may, without such sanction, undertake honorary work of a religious, social or charitable nature or occasional work of a literary or artistic character, subject to the condition that his official duties do not thereby suffer and that the occupation or undertaking does not conflict or is not inconsistent with his position or obligation as a Government servant; but he shall not undertake or shall discontinue such work if so directed by Government. A Government servant who has any doubt about the propriety of undertaking any particular work should refer the matter for the orders of Government:

\* Provided further that a non-Gazetted Government servant may, without such sanction, undertake as small enterprise which absorbs family labour and where he does so shall file details of the enterprise along with the declaration of assets.

(2) Notwithstanding anything contained in sub-rule(1), no Government servant shall associate himself with any private trust, foundation or similar other institution which is not sponsored by Government.

(3) This rule does not apply to sports activities and memberships of recreation clubs.

♦ **16-A. Subletting of residential accommodation allotted by Government** – No Government servant shall, except with the prior permission of the Head of the Department, sublet residential accommodation or any portion thereof let to him by Government.

**\*\*16-B. Government servant not to live beyond his means, etc.** – No Government servant shall live beyond his means or indulge in ostentation on occasions of marriage or other ceremonies.

**17. Insolvency and habitual indebtedness** – (1) A Government Servant shall avoid habitual indebtedness. If a Government servant is adjudged or declared insolvent or if the whole of that portion of his salary which is liable to attachment is frequently attached for debt has been continuously so attached for a period of two years, or is attached for a sum which, in ordinary circumstances, he cannot repay within a period of two years, he shall be presumed to have contravened this rule unless he proves that the insolvency or indebtedness is the result of circumstances which, with the exercise of ordinary diligence, he could not have foreseen or over which he had no control and has not proceeded from extravagant or dissipated habits.

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*\*\* Related instructions may be seen at page 19.*

*\* Added vide Notification No.S(R)-3110/1-19/68-SO-XIII dated 24.02.1969. Further clarification, may be read with letter No. SOR.I (SGA&ID) 1-35/74 dated 26.08.1974 (page 18).*

*♦ Added vide Notification No.S(R)3110/1-19/68-SOXIII dated 24.02.1969.*

(2) A Government servant who applies to be or is adjudged or declared insolvent shall forthwith report his insolvency to the Head of the Office or Department or to the Secretary of the Administrative Department, as the case may be, in which he is employed.

18. **Unauthorized communication of official documents or information** – No Government servant shall, except in accordance with any special or general order of Government, communicate directly or indirectly any official information or the contents of any official document to a Government servant not authorized to receive it, or to a non-official person, or to the Press.

19. **Approach to Members of the Assemblies, etc.** – No Government servant shall, directly or indirectly, approach any Member of the National Assembly or a Provincial Assembly or any other non-official person to intervene on his behalf in any matter.

20. **Management, etc. of Newspapers or Periodicals** – No Government servant shall, except with the previous sanction of Government, own wholly or in part, or conduct or participate in the editing or management of, any newspaper or other periodical publication.

♥21. **Radio Broadcast, Television Programme and Communication to the Press** – No Government servant shall, except with the previous sanction of Government or any other authority empowered by it in this behalf, or in the bona fide discharge of his duties, participate in a radio broadcast or television programme, or contribute any article or write any letter, either anonymously or in his own name or in any other name, to any newspaper or periodical:

Provided that such sanction shall generally be granted if such broadcast, television programme, contribution or letter is not, or may not be considered likely to jeopardize the integrity of the Government servant, the security of Pakistan or friendly relations with foreign States, or to offend public order, decency or morality, or to amount to contempt of court, defamation or incitement to an offence:

Provided further that no such sanction shall be required if such broadcast, television programme, contribution or letter is of a purely literary, artistic or scientific character or, in the case of a member of the teaching profession, relates to his specialized discipline.

\*22. **Publication of Information, Public speeches and Television programme capable of embarrassing Government** – No Government servant shall, in any document published, or in any public utterance or radio broadcast delivered, or in any television programme attended by him, make any statement of fact or opinion or act in a manner which is capable of embarrassing the Central or any Provincial Government:

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♥ Substituted vide Notification No.SORI(S&GAD)1-1/71 dated 25.05.1971. (Original version is available at page 14).

\* Substituted vide Notification No.SORI(S&GAD)-1-1/71 dated 25.05.1971. (Original version is available at page 14).

Provided that technical staff (both Gazetted and non-Gazetted) may publish research paper on technical subjects, if such papers do not express views on political issues or on Government policy and do not include any information of a classified nature:

Provided further that members of the teaching profession (Gazetted and non-Gazetted) may publish such articles, papers, letters, books and research material on the subjects related to their specialized discipline as do not offend against the provisions of these rules.

**23. Evidence before Committees** – (1) No Government servant shall give evidence before a public committee except with the previous sanction of Government.

(2) No Government servant giving such evidence shall criticize the policy or decisions of the Central or any Provincial Government.

(3) This rule shall not apply to evidence given before statutory committees which have power to compel attendance and the giving of answers, nor to evidence given in judicial inquiries.

**24. Taking part in politics and elections** – (1) No Government servant shall take part in, subscribe in aid of or assist in any way, any political movement in Pakistan or relating to the affairs of Pakistan.

(2) No Government servant shall permit any person dependent on him for maintenance or under his care or control to take part in, or in any way assist, any movement # (or activity which is or tends directly) or indirectly to be, subversive of Government as by law established in Pakistan.

(3) No Government servant shall canvass or otherwise interfere or use his influence in connection with or take part in any election to a legislative body, whether in Pakistan or elsewhere:

Provided that a Government servant 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.

\*\* (4) No Government servant shall allow any member of his family dependent on him to indulge in any political activity, or form a political association and be its member, or to act in a manner in which he himself is not permitted by sub-rule (3) to act.

(5) A Government servant who issues an address to electors 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 sub-rule (3) to have taken part in an election to such body.

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# Inserted through corrigendum No.S(R)2714/1-10/66-SOXIII dated 17.01.1969.

\*\* Substituted vide Notification No.SOR-IV(S&GAD)1-1/77 dated 18.12.1978. (Original version is available at page 14).

(6) The provisions of sub-rules (3) and (5) shall, so far as may be, apply to elections to local authorities or bodies, save in respect of Government servants required or permitted by or under any law or order of Government, for the time being in force, to be candidates at such elections.

(7) If any question arises whether any movement or activity falls within the scope of this rule, the decision of Government thereon shall be final.

**25. Propagation of Sectarian creeds, etc.** – No Government servant shall propagate such sectarian creeds or take part in such sectarian controversies or indulge in such sectarian partiality and favouritism as are likely to affect his integrity in the discharge of his duties or to embarrass the administration or create feelings of discontent or displeasure amongst the Government servants in particular and amongst the people in general.

**\*25-A. No Government servant shall express views detrimental to the ideology or integrity of Pakistan.**

**♦25-B. Government servants not to take part in or assist, any public demonstration against Government decisions, etc.** – No Government Servant shall take part in, or in any manner assist, any public demonstration directed against a Government decision or policy or permit any member of his family dependent on him to do so.

**26. Nepotism, Favouritism and Victimization, etc.** – No Government servant shall indulge in provincialism, parochialism, nepotism, favouritism, victimization or willful abuse of office.

**27. Vindication by Government servants of their public acts or character –**

(1) A Government servant may not, without previous sanction of Government, have recourse to any court or to the Press for the vindication of his public acts or character from defamatory attacks. When Government grants sanction to a Government servant to have recourse to a court, Government will ordinarily bear the cost of the proceedings, but may leave the Government servant to institute them at his own expense. In the latter case, if he obtains a decision in his favour, Government may reimburse him to the extent of the whole or any part of the cost.

(2) Nothing in this rule limits or otherwise affects the right of a Government servant to vindicate his private acts or character.

**28. Membership of Service Associations** – No Government servant shall be a member, representative or officer of any association representing or purporting to represent Government servants or any class of Government servants, unless such association satisfies the following conditions, namely:

- (a) Membership of the association and its office bearers shall be confined to, a distinct class of Government servants and shall be open to all Government servants of that class.

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\* Inserted vide Notification No.SOR-IV (S& GAD)-1-22/76 dated 16.12.1980.

♦ Inserted vide Notification No.SOR-IV (S& GAD)1-1/77(P) dated 08.04.1985.

- (b) The association shall not be in any way connected with, or affiliated to, any association which does not, or any federation of associations which do not, satisfy condition (a) above.
- (c) The association shall not be in any way connected with any political party or organization, or engage in any political activity.
- (d) The association shall not –
  - (i) issue or maintain any periodical publication except in accordance with any general or special order of Government; and
  - (ii) except with the previous sanction of Government, publish any representation on behalf of its members, whether in the Press or otherwise.
- (e) The association shall not, in respect of any election to a legislative body, or to a local authority or body, whether in Pakistan or elsewhere–
  - (i) pay or contribute towards, any expenses incurred in connection with his candidature by a candidate for such election;
  - (ii) by any means support the candidature of any person for such election; or
  - (iii) undertake or assist in the registration of electors, or the selection of a candidate for such election;
- (f) The association shall not–
  - (i) maintain, or contribute towards the maintenance of, any member of a legislative body, or of any member of local authority or body, whether in Pakistan or elsewhere; or
  - (ii) pay, or contribute towards, the expenses of any trade union which has constituted a fund under Section 16 of the Trade Unions Act, 1926 (*XVI of 1926*).

\*(Proviso deleted)

**\*\*Note:** This rule shall not apply to Unions of non-gazetted staff of Pakistan Western Railways for which separate rules already exist on the subject.

**29. Use of Political or other influence** – No Government servant shall bring or attempt to bring political or other outside influence, directly or indirectly, to bear on Government or any Government servant in support of any claim arising in connection with his employment as such.

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\*Proviso to sub clause(ii) of clause(f) of Rule 28 was deleted vide Notification No.S(R)725/1-10/66-SOXIII dated 26.05.1967. (Original version is available at page 14).

\*\*Note inserted vide Notification No.S(R)725/1-10/66-SOXIII dated 26.05.1967.

30. **Approaching Foreign Missions and Aid-Giving Agencies** – No Government servant shall approach, directly or indirectly, a foreign Mission in Pakistan or any foreign aid-giving agency in Pakistan or abroad to secure for himself invitation to visit a foreign country or to elicit offers of training facilities abroad.

#31. **Delegation of Powers** – Government may, by general or special order, delegate to any officer or authority subordinate to it all or any of its powers under these rules and may, by such order, prescribe the channel through which reports shall be made to Government and the officers receipt by whom of such reports shall be regarded as receipts of the reports by Government within the meaning of these rules.

32. **Rules not to be in derogation of any law, etc.** – Nothing in these rules shall derogate from the provisions of any law, or of any order of any competent authority, for the time being in force, relating to the conduct of Government servants.

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**ORIGINAL VERSIONS OF AMENDED RULES/HISTORY OF  
AMENDMENTS IN THE PUNJAB GOVERNMENT SERVANTS  
(CONDUCT) RULES, 1966**

**Rule 2 (b)**

Original version of clause (b) of Rule 2 which was deleted vide Notification No.SORI(S&GAD)-1-5/69(XIII) dated 27.05.1970.

“employees of the Central Government or other authority deputed temporarily to serve under the Provincial Government; and”

**Rule 3(1)(c)(i)**

Original version of sub clause (i) of clause (c) of sub rule (1) of rule 3 which was substituted vide Notification No.SOR-IV(S&GAD)-1-6/78 dated 26.12.1982.

“his wife, children and step children, parents, sisters and minor brothers, residing with and wholly dependent upon the Government Servant; and”

**Rules 5(1) & 5(4)**

Original version of Sub-rule (1), Sub-rule (4) and (a), (b) and (c) under sub rule (4) of Rule 5 substituted vide Notification No.SOR-IV(S&GAD)1-28/74-A dated 17.01.1979.

Sub-rule (1)

“(1) Save as otherwise provided in this rule, no Government servant shall, except with the previous sanction of Government, accept, or permit any member of his family to accept, from any person any gift the receipt of which will place him under any form of official obligation to the donor. If the offer of a gift cannot be refused without giving undue offence, it may be accepted and delivered to Government for decision as to its disposal.”

Sub-rule(4)

“(4) Officers of the rank of Secretaries to the Central Government may accept gifts offered abroad or within Pakistan by institutions or official dignitaries of foreign Governments of comparable or higher level, provided that the value of the gift in each case does not exceed Rs.50. If the gift is capable of being used in a Government office or department or at official residence, it should be used accordingly. If the gift cannot be so used, the Government servant may retain it for his own use.

- (a) Gifts valued up to Rs.1,000 may be allowed to be retained by the recipients;
- (b) Gifts valued between Rs.1,000 and Rs.5,000 may be allowed to be retained by a recipient if he is willing to pay 25% of the value of the gift after deducting Rs.1,000 from its assessed value; and
- (c) Gifts of the value beyond Rs.5,000 may be allowed to be retained by a recipient if he is willing to pay 25% of the value between Rs.1,000 and Rs.5,000 and 15% of the value above Rs.5,000.”

**Rule \* 11**

“Buying and selling of movable and immovable property – (1) A Government servant who intends to transact any purchase or sale or make disposal of any other means of movable or immovable property exceeding in value \* Rs. 1,00,000/- (one hundred thousand rupees) with any person shall apply for permission to the Head of the Department, or in the case where there is no such Head of Department, to the Secretary to Government. When the Government servant concerned is himself Head of the Department or Secretary to the Government, he

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\* Substituted vide notification No. SOR-I (S&GAD)1-22/76 dated 20.04.1977.

\*\* For the figure brackets & words “Rs. 25,000/- (twenty five thousand rupees)” the figure, brackets & words “Rs. 1,00,000/- (one hundred thousand rupees)” were substituted vide notification No. SOR.IV (S&GAD)1-22/76 dated 28.04.1999.

shall apply for such permission to the Administrative Secretary concerned or the Chief Secretary as the case may be.

(2) Every such applicant shall state fully the circumstances, the price offered or demanded, and, in the case of disposal otherwise than by sale, method of disposal.

(3) The Government servant, then, shall act in accordance with such orders as may be passed by the Government.

@(4) A Government servant who intends to acquire more than one plots from one or more Cooperative Housing Societies or Government Housing Schemes or intends to dispose of any plot acquired by him as such shall obtain prior permission of the Government, as the case may be, in the manner specified in sub rule (1).

Provided that all transactions with a person who is an official subordinate to the Government servant should be reported to the next higher authority.

(Explanation): In this rule, the term "Property" includes agricultural or urban land, bonds, shares and securities, but does not include a plot purchased @@for the first time for building a house from a Cooperative Housing Society or a Government Housing Scheme."

### **Rule #11-A**

Construction of building, etc. – No Government servant shall construct a building whether intended to be used for residential or commercial purposes, except with the previous sanction of the Government, obtained upon an application made in this behalf disclosing the source from which the cost of such construction shall be met.

### **Rule 12**

Original version of Rule 12 which was substituted vide Notification No.S(R)3110/1-19/68-SOXIII dated 24.02.1969.

"12. Declaration of immovable property - (1) Every Government servant shall, at the time of entering Government service, make a declaration to Government through the usual channel, of all immovable properties which may be held by him or by a member of his family dependent upon him. Such declaration shall state the District within which the property is situated and shall give such further information as Government may, by general or special order, require.

(2) All accretions and decrements made subsequent to the declaration filled under sub-rule (1) shall be brought to the notice of Government, through the usual channel, from 15<sup>th</sup> to 31<sup>st</sup> December each year. Non-disclosure will be considered to be an offence for disciplinary action.

(3) Non-ability to account for any accretions of wealth should raise presumption against the Government servant concerned."

The above sub rule (2) of Rule 12 was substituted vide Notification No.SOR-IV(S&GAD)1-6/90 dated 12.05.2005 previous version is as under:

"Every Government servant shall, on 31<sup>st</sup> December of every year, submit to Government through the usual channel, a return showing the increase or decrease that may have taken place during the previous calendar year, in the movable or immovable properties shown by him in the declaration filed under sub-rule (1) or, as the case may be, the last annual return."

### **Rule 13**

Original version of Rule 13 which was substituted vide Notification No.S(R) -3110/1-19/68 - SOXIII dated 24.02.1969.

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@Inserted vide notification No. SOR.IV (S&GAD)1-22/76 dated 28.04.1999.

@@Words "for the first time" inserted vide notification No. SOR.IV (S&GAD)1-22/76 dated 28.04.1999.

#Substituted vide notification No. SOR.I (S&GAD)1-22/76 dated 20.04.1977.

“13. Disclosure of assets, immovable and liquid – A Government servant shall disclose all his assets, immovable as well as liquid, when required to do so by the Government.”

#### **Rule 21**

Original version of Rule 21 which was substituted vide Notification No.SORI(S&GAD)1-1/71 dated 25.05.1971.

“21. Radio Broadcast and Communications to the Press – No Government servant shall, except with the previous sanction of Government or any other authority empowered by it in this behalf, or in the bona fide discharge of his duties, participate in a radio broadcast or contribute any article or write any letter, either anonymously or in his own name or in the name of any other person to any newspaper or periodical:

Provided that such sanction shall generally be granted if such broadcast or such contribution or letter is not, or may not be considered likely to jeopardize the integrity of the Government servant, the security of Pakistan or friendly relations with foreign States, or to offend public order, decency or morality, or to amount to contempt of court, defamation or incitement to an offence:

Provided further that no such sanction shall be required if such broadcast or such contribution or letter is of a purely literary, artistic or scientific character.”

In the above rule 21 the following amendment was made vide Notification No.S(R)3110/1-19/68-SOXIII dated 24.02.1969.

“In Rule 21, after the word "broadcast" wherever occurring, the words "or television programme" shall be inserted.”

#### **Rule 22**

Original version of Rule 22 which was substituted vide Notification No.SOR.I (SGA&ID)1-1/71 dated 25<sup>th</sup> May 1971.

“22. Publication of information and public speeches capable of embarrassing Government – No Government servant shall, in any document published, or in any public utterance, or radio broadcast delivered by him, make any statement of fact or opinion which is capable of embarrassing the Central or any Provincial Government:

Provided that technical staff (both Gazetted and non-Gazetted) may publish research papers on technical subjects, if such papers do not express views on political issues or on Government policy and do not include any information of a classified nature.”

The above rule 22 was amended vide Notification No.SO(R)3110/1-19/68-SOXIII dated 24.02.1969. The text of the amendment is given below:

“In rule 22, for the word and comma “utterance” the words and comma “utterance or television programme, or in any” shall be substituted.”

#### **Rule 24(4)**

Original version of Sub-rule(4) of Rule 24 which was substituted vide Notification No.SOR-IV(S&GAD)1-1/77 dated 18.12.1978.

“(4) No Government servant shall permit any member of his family to act in a manner in which he himself is not permitted by sub-rule(3) to act.”

#### **Rule 28(f)(ii)**

Original version of proviso to sub-clause (ii) of clause (f) of rule 28 deleted vide Notification No.S(R) 725/1-10/66-SOXIII dated 26.05.1967.

“Provided that this sub-clause will not apply to Unions of non-Gazetted staff or Pakistan Western Railways for which separate rule already exists on the subject.”

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# **ANCILLARY INSTRUCTIONS**

THE PUNJAB GOVERNMENT SERVANTS  
(CONDUCT) RULES, 1966

No.S(R) 1357/1-26-58-SO-XIII

Dated the 21<sup>st</sup> June 1960

Subject: GOVERNMENT SERVANTS ATTENDANCE AT EVENING CLASSES

In supersession of previous instructions on the subject the Punjab Government has decided as under:

- (a) Government servants should not under any circumstances be allowed to attend any classes or courses during office hours.
- (b) Outside office hours, they may attend classes/courses. No formal permission is necessary in such cases. They may only inform the Head of their Department that they are attending such classes/courses. If, however, it is found that by attending such classes/courses the work of the Government servant is suffering the Head of Department, may by an order, stop the Government servant from attending such classes/courses.
- (c) Administrative Secretaries/Heads of Attached Departments are requested to please report after a year the number of Government servants under their control who undertook such studies and how many of them left service after completing the course, and also whether the studies interfered with their efficiency. They may also suggest whether any modifications are necessary in this policy.

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No.S(R).1151/1-26/58-SO-XIII

Dated the 27<sup>th</sup> April 1962

Subject: GOVERNMENT SERVANTS ATTENDANCE AT EVENING CLASSES

Reference this Department memorandum No. S(R) 1357/- 1-26/58-SO XIII dated 21<sup>st</sup> June 1960, on the subject noted above.

2. Government of Punjab has decided that the orders contained in the memorandum under reference should continue. However, the Government servants joining evening classes should inform the Head of the Department in writing the name of the institution he had joined.

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No.S(R)/1-26/58-SO.XIII

Dated the 4<sup>th</sup> February 1963

Subject: GOVERNMENT SERVANTS ATTENDANCE AT EVENING CLASSES

Reference correspondence ending with this Department circular No. S(R) 1151/1-26/58-SO.XIII dated the 27<sup>th</sup> April 1962 on the subject noted above.

2. Since the public interest is paramount in all cases, the fact that a Government servant attending evening classes cannot in itself be a reason for not transferring him. If his transfer can be avoided without causing any loss to the efficiency of the Department then such a Government servant may be allowed to continue at the station of his posting so long as his course of study requires.

3. The competent authorities, while allowing officials serving under them to study in evening classes, should, however, carefully go into the question whether the Official is likely to be transferred from his station, if so, permission in his case should be refused.

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**Subject: GOVERNMENT SERVANTS ATTENDANCE AT EVENING CLASSES AND TAKING EXAMINATIONS AS PRIVATE CANDIDATES**

I am directed to refer to the circular letters No. S(R)1357/1-26/58-SO XIII dated 21<sup>st</sup> June 1960 and S(R) 1151/1-26/58 SOXIII dated 27<sup>th</sup> April 1962, on the subject cited above and to say that in a number of cases Government Servants attend Evening Classes at private Institutions or prepare privately for appearing in the University or Board Examination, etc., without informing the Heads of Department. When the time for examination comes they usually ask for long leave for preparation and appearance in the examination. Since the Heads of Departments have no notice it causes administrative inconvenience. Government has, therefore, decided that in future Government servants preparing to take any examination, whether with or without attendance at evening classes, should inform the Head of Department in writing of their intention to do so before beginning preparation or six months in advance of the examination, whichever is earlier.

No.S(R)814/1-2/67(SOXIII)

Dated the 27<sup>th</sup> April 1968

In pursuance of the provisions of Rule 31 of the Punjab Government Servants (Conduct) Rules, 1966, the Governor of Punjab is pleased to delegate to the authorities mentioned in column 2 of the Schedule hereunder the powers specified against them respectively in column 3 of the said schedule in respect of Government Servants for whom they are such authorities.

**SCHEDULE**

<b>Sr. No.</b>	<b>Authorities</b>	<b>Powers</b>	<b>Relevant Rules</b>
1	2	3	4
1.	Transferring Authorities	Powers to take cognizance of existing obligations of a Government Servant with someone at his station of posting.	10
2.	Appointing Authorities	(i) Powers to obtain and scrutinize declaration of immovable property by Government servants	12
		(ii) Powers to permit the participation of Government servants in Radio broadcast or contribute any Article or write any letter to any Newspaper or periodical	21
		(iii) Powers to permit Government servants to give evidence before a public Committee	23
		(iv) Powers to permit a Government servant to have recourse to any Court or to the Press for the vindication of his public act or character from defamatory attacks.	27

Subject: EXPLANATION OF THE SECOND PROVISO TO RULE 16(1) OF THE  
PUNJAB GOVERNMENT SERVANTS (CONDUCT) RULES, 1966

I am directed to say that under the second proviso to sub-rule (1) of rule 16 of the Punjab Government Servants (Conduct) Rules, 1966, Government Servants of Grade 1 to 15 have been permitted to undertake "small enterprise" which absorbs "family labour" without prior sanction for the purpose. Since the terms "small enterprise" and "family labour" have not been defined in the Conduct Rules, difficulties of interpretation are being experienced, particularly in cases where the Government Servants of Grade 1 to 15 want to make use of their specialized qualifications with small investments. In order to remove ambiguity, I am to clarify that –

- (1) "Small Enterprise" means any business which involves investment not exceeding Rs.5,000/- in each case; and
- (2) "Family Labour" means labour of the Government Servant himself and that of any of the members of his family as per definition of family given in rule 3 (1) (c) of the Conduct Rules.

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No.SOR.IV(S&GAD)1-6/92

Dated the 28<sup>th</sup> January 1993

Subject: PERMISSION TO GOVERNMENT SERVANTS IN BS-1 TO BS-15 TO  
UNDERTAKE PART-TIME JOBS AFTER OFFICE HOURS

I am directed to state that according to the first proviso below sub-rule (1) of Rule 16 of the Punjab Government Servants (Conduct) Rules, 1966, Government servants are allowed to undertake honorary work of a religious, social or charitable nature or occasional work of literary or artistic character, subject to the condition that the official duties do not thereby suffer and that the occupation or undertaking does not conflict or is not inconsistent with his position or obligation as a government servant.

2. The question of allowing Government servants in BS-1 to BS-15 to undertake any paid private employment/work has been engaging the attention of the Government of the Punjab for quite some time. The matter has been considered and it has been decided that Government servants in BS-1 to BS-15 may be allowed to undertake any paid private employment/work subject to fulfillment of the following conditions:

- i) Prior permission for undertaking private employment indicating the nature thereof shall be obtained by the concerned Government employees from the head of the office/organization in writing.
- ii) The official duties of the Government servant concerned do not suffer and such undertaking does not conflict with or is not inconsistent with his official position or obligations as a Government servant.
- iii) No private employment/work is undertaken during office hours.

- iv) Such civil servant shall discontinue the private employment/work if so directed by the Government at any time.
- v) In case of any doubt about propriety of undertaking any employment/work the matter should be referred to head of the department for decision. Such a decision would be final.

3. You are, therefore, requested to kindly inform all concerned under your administrative control for compliance.

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Copy of Office Memorandum No. 7/1/79-D.IV, dated 1<sup>st</sup> September 1979 from the Deputy Secretary, Government of Pakistan, Cabinet Secretariat (Establishment Division), Rawalpindi addressed to all Ministries/Divisions and copy to all Provincial Government, endorsed to Admin. Secretaries Government of the Punjab, etc., vide S&GAD endst. No. SOR.IV(S&GAD) 1-35/74 dated 22.11.1979.

Subject: ENGAGEMENT IN TRADE AND BUSINESS, ETC. BY SPOUSES OF GOVERNMENT SERVANTS

The undersigned is directed to say that under the Government servants (Conduct) Rules, 1964, no Government servant is allowed to engage in any trade or undertake any employment or work, other than his official duties, except with the previous sanction of the Government. There is, however, no bar to the spouses of Government servants taking employment or engaging in any trade or profession. It has come to the notice of government that the wives of some Government servants have been engaging in trade and business where influence of the husband could possibly be misused. In such cases, the possibility of public interest being jeopardized cannot be ruled out.

2. In order to safeguard the public interest in such cases, it has been decided that all Government officials whose spouses have undertaken some private job or are engaged in business and trade may be directed to render a certificate to the Secretary of the Ministry/Division or the Head of the Department concerned that the profession, trade or business in which his or her spouse is engaged is in no way under his/her official influence.

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NO. SOR-IV(S&GAD)1-35/74  
Dated the 20<sup>th</sup> January 1980

Subject: ENGAGEMENT IN TRADE AND BUSINESS, ETC., BY SPOUSE OF GOVERNMENT SERVANTS

In continuation of this Department's endorsement of even number dated 22<sup>nd</sup> November, 1979, on the subject, I am directed to say that the questions (i) whether "agriculture" is included in the profession, trade or business in respect of which the spouse of a Government servant has to render the required certificate and (ii) whether or not the said instructions also apply to major/dependent children of Government servants, have been examined and it has been decided that "agriculture", as long as it is not being undertaken on full-time basis, is generally not considered as "employment in trade or business" for the purposes of rule 16 of the Punjab Government Servants (Conduct) Rules, 1966, as applicable to the Punjab

Province. However, industry like poultry farming, dairy farming, etc., are exceptions and will be governed by the said Rules/instructions.

2. With regard to the question whether the instructions apply to major children of Government servants, it is clarified that the rules/instructions are not applicable to the "major children" of a Government servant, because on taking up a business they are deemed to have become "independent" and not members of a Government servant's family as defined in Rule 3(1)(c) *ibid*.

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NO.SOR-IV(S&GAD)1-6/78  
Dated the 23<sup>rd</sup> January 1983

Subject: DECLARATION OF ASSETS HELD AND ACQUIRED BY  
GOVERNMENT SERVANTS AND CORPORATION EMPLOYEES

Instructions regarding declaration of Property and Assets have been issued from time to time but these have either been insufficiently understood or dealt with in routine with the result that their compliance by the Departments/Corporations/Autonomous Bodies and by the officials themselves has remained sporadic.

2. The instructions on the filing of Declaration of Assets have been revised and consolidated for strict compliance by all concerned as follows:

- I. The Declaration of Assets is to be submitted by—
  - (a) All Government servants of all grades.
  - (b) All re-employed Government servants.
  - (c) all persons employed on contract or on part time basis.
  - (d) Federal civil servants and corporation employees serving on deputation in the Punjab Government.
  - (e) Provincial civil servants who are on deputation with the statutory, autonomous or local bodies.
  - (f) All officers and employees of corporations/autonomous bodies set up and/or controlled by the Punjab Government.
  - (g) Commissioned and non-commissioned officers of the armed forces serving on secondment in civil posts and in corporations/autonomous bodies.
  
- II.
  - (a) The Declaration of Assets should be submitted in duplicate, by all concerned on first appointment and thereafter annually on 31<sup>st</sup> December each year, on the attached pro forma which should be filled in and signed by the Declarant himself. However, the Declaration of Assets for the year ending 31<sup>st</sup> December, 1982 should be submitted by all concerned irrespective of the fact whether they have already declared their assets during the fiscal year 1981-82 or not.
  - (b) Revised pro forma for declaration of assets provides for affixing of photographs of all the Federal/Provincial officers of Grade-17 and above on the first submission of declaration

of assets under these instructions. However, these officers will also affix their photographs on the pro forma with their declaration of Assets for the year ending 31<sup>st</sup> December 1982.

- III. The Declarations are to be made in respect of property and assets held in the name of Government servant himself and members of his family as defined in Rule 3(1)(c) of the Punjab Government Servants (Conduct) Rules, 1966 (as amended), reproduced in the attached pro forma.
- IV. The Declaration should include the description/details of immovable property such as land, house acquired, built, or under-construction including the property which is under mortgage or which is otherwise encumbered and movable property such as motor vehicles, investment or ownership (part or otherwise) of business enterprises, stocks, shares, securities, certificates, prize bonds, insurance policies and jewelry having a total value of \*Rs.10,000/- or more, in terms of Rule 12 of the Punjab Government Servants (Conduct) Rules, 1966. The valuation of movable/immovable property should be declared on purchase value basis.
- V.
  - (a) It will be responsibility of Departments/Corporations/Autonomous Bodies to obtain the declaration of assets in respect of persons serving under them. Failure to file the declarations on the prescribed date or within fifteen days thereof will be construed as misconduct and the defaulters will be liable to disciplinary action under the Rules. Action against the defaulting persons will be taken by the respective Departments/Organizations etc. under whom the official is serving for the time being in accordance with the relevant disciplinary rules.
  - (b) A certificate to the effect that such declarations have been obtained from all officials should be forwarded to the S&GAD (Secret Section) by all departments by 1<sup>st</sup> March of each year.
- VI.
  - (a) The Declaration of Assets should be maintained and handled in the same manner as the confidential reports. These should be kept on separate files for each individual official and maintained as companion files of the C.R. dossiers of the officials concerned. The declaration of assets of the officials whose C.R. Dossiers are not required to be maintained under the relevant instructions, should be kept in the above manner as companion files to their service books.
  - (b) The Department/Corporation or Autonomous Body which maintains the original C.R. dossiers/Service Books of the officers/staff will be responsible for custody and maintenance of the files of Declaration of Assets in the prescribed manner.
  - (c) For this purpose the Declaration should be forwarded along with lists to the respective Administrative Secretaries/Heads of Attached Departments/Corporations/Autonomous Bodies

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\*Now Rupees 50,000/- (see rule 12).

who are responsible for the maintenance of the C.R. dossiers of the concerned officials by 1<sup>st</sup> March of each year.

VII. The Secretaries of the Departments and Head of Departments etc. are to be held responsible for any case of corruption in the Department/Corporation etc. under them. In case where the Secretary has reasons to believe that the assets have not been correctly reported, or are in excess of known means of income, he may order an investigation through an internal inquiry or by the Anti-Corruption Establishment Punjab to be followed by proceedings under disciplinary rules in the event of such charges having been prima facie established.

3. Federal Government employees serving in the Punjab Government and autonomous/semi-autonomous/local bodies subordinate to it should furnish their declarations in the pro forma prescribed by the Federal Government to the S&GAD (Secret Section) who will retain a copy and pass on the original to the respective Ministry/Division by 31<sup>st</sup> January each year. (For the year 1982, the time-limit may be enhanced by one month from the date of receipt of form by the A.Ds.)

4. The various instructions issued from time to time regarding filing of Declaration of Assets are deemed to have been modified to the extent stated above.

5. These instructions may kindly be brought to the notice of all employees serving under your administrative control for strict compliance.

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NO.SOR-IV(S&GAD)1-6/90

Dated the 13<sup>th</sup> May 2005

Subject: REVISED PROFORMA FOR DECLARATION OF ASSETS HELD AND ACQUIRED BY GOVERNMENT SERVANTS & CORPORATION EMPLOYEES, TO BE FILED ON THE BASIS OF FINANCIAL YEAR WITH EFFECT FROM JULY 2005

The Competent Authority has been pleased to make amendments in the Government Servants Conduct Rules, 1966 vide notification No. SOR-IV (S&GAD)1-6/90 dated 12.05.2005. Rules 11 and 11-A, pertaining to buying/selling of moveable /immoveable property and construction of building etc., have been omitted. By virtue of substitution of sub rule (2) of Rule 12 every Government Servant shall submit to the Government in the prescribed proforma, through the usual channel, an annual declaration of income, assets and expenses for each financial year, (from 1<sup>st</sup> July to 30<sup>th</sup> June), showing any increase or decrease of property as shown in the declaration under sub-rule (1) for the last annual return, as the case may be. According to the new sub-rule (3) of Rule 12, declaration of assets proforma shall be opened in the concerned section each year and entered into the relevant database. In order to meet the requirements of the amended provisions of Rule 12 of the Punjab Government Servants (Conduct) Rules, 1966, a revised Declaration of Assets Proforma, as devised by the Federal Government and adopted by the Punjab Government, is enclosed.

2. Following guidelines may be noted for strict compliance:
- (i) Declaration of **Income, Assets, Expenses** are to be submitted on the new prescribed proforma by all Government Servants of all Basic Pay Scales, including all persons re-employed/employed on contract.
  - (ii) First Declaration of Assets on the revised proforma containing full details of all assets and liabilities shall be submitted by all concerned for the Financial Year ending on 30<sup>th</sup> June 2005 by 31<sup>st</sup> July 2005. The Government servants appointed after 30th June 2005 shall submit Declaration of Assets as on the date of their first appointment. Thereafter, every Government Servant is required to submit declaration of his income and assets on close of every Financial Year, i.e., 30th June, by 31<sup>st</sup> July each year.
  - (iii) The declaration of assets belonging of APUG and OMG only will be forwarded to the Establishment Division.
  - (iv) A certificate to the effect that such declaration has been obtained from all officers/officials should be forwarded to the Confidential Wing of S&GAD by all the Administrative Departments of the Punjab Government by 1<sup>st</sup> of September each year to the effect that the requisite declarations have been obtained from all officers/officials belonging to/serving under their administrative control. The S&GAD will further submit a certificate to the same effect to the Establishment Division with respect to APUG Officers working under the Government of Punjab.
  - (v) It will be the responsibility of Departments/Corporations/Autonomous Bodies to obtain the declaration of assets in respect of persons serving under them, and take disciplinary actions against the defaulting officers/officials who do not submit such declarations by the prescribed date or within fifteen days thereof.
  - (vi) Departments / Attached Departments / Corporations/ Autonomous Bodies, etc., shall also maintain database regarding annual declaration of income, assets and expenses in respect of the officers/officials administratively controlled by them and shall update the database on annual basis.
-

## DECLARATION OF INCOME AND ASSETS

Financial Year Ending on 30<sup>th</sup> June \_\_\_\_\_

**1. Name**



  
 NIC No. 



  
 NT No.

**2. Basic Pay Scale**



 Occupation Group/  
 Service/Department

**Present Position Held**

**3. Present Residential Address**

Phone (Res)

Mobile

**4. Income (During the Financial year)** Salary (Rs) 



 Rental income (Rs.) 



 Agri Income (Rs.)

Other sources (dividend, profit, prize money, gift, loan etc.)

Rs.

**Total**  
Rs.

**5. Expenses** Utilities (Electricity, Gas, Telephone, etc.)  
 (Approx.) Rs

Total Household Expenses  
 Rs.

<b>6. Private Foreign Traveling (Self, Spouse &amp; Children) During F.Y.</b> _____	Country/Countries Visited _____	Period of stay from _____ to _____	Aprox. Expenses Rs. _____
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<b>7. Children's Education (inland &amp; abroad)</b>	Educational institutions Attended during F.Y. _____
Name(s) of children _____	_____
_____	_____
_____	_____

<b>8. Club Membership</b>	Name of Club(s)	Membership No.
_____	_____	_____

**ASSETS & LIABILITIES**

**9. 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)			

**10. Moveable Assets (Cash in hand, Motor Vehicles, Jewelry, 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)			

**11. Assets held as Attorney**

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

**12. Assets disposed of during the year**

	Identification & nature of Asset(s)	Date of disposal	Amount received as sale proceed (Rs.)
a)			
b)			
c)			
d)			

**13. 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.

**14. Bank Accounts (Current, Saving, Deposit A/c & F.C. A/Cs)**

	A/c. No. & Bank Branch	Year of opening	Main source of deposits	Balance on 30.06. (Rs)
a)				
b)				
c)				
d)				

**15. Total Assets(9-14)** Rs. \_\_\_\_\_

**16. Liabilities** (Departmental/Bank Loans, Over-drafts, Mortgages secured, Private Loans, etc.)

	Outstanding liabilities (A)		Liabilities paid off during the year (B)	
a)		Rs.		Rs.
b)		Rs.		Rs.
c)		Rs.		Rs.
d)		Rs.		Rs.

**(15-16(A)) Net worth** Rs. \_\_\_\_\_  
As on 30.6. \_\_\_\_\_

**Net worth declared previously** Rs. \_\_\_\_\_  
As on 30.6. \_\_\_\_\_

Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Name of the Organization/  
Department \_\_\_\_\_

Place \_\_\_\_\_

Date \_\_\_\_\_

## **INSTRUCTIONS**

1. If the space provided in the form is found inadequate or some explanation is required, a separate page may be attached/annexed.
  2. All assets should be valued at cost and in the cases of assets acquired through gift name, address of the donor and donees relationship with him is to be declared.
  3. Income declared at Serial No. 4 must include income earned by the spouse & children as well.
  4. Information requested must be completed. No column should be left blank. Columns which are not applicable should be crossed.
  5. All assets owned by the officer & his family members (Family as defined in Rule 3(1) (c) of Conduct Rules, 1966) should be declared. Assets acquired by major children dependents & others where funds have been provided by the officer are also to be declared.
  6. Assets owned by partly or acquired on "Hire Purchase Agreement" or installment should also be declared.
  7. If any exact figure cannot be inserted an estimated/approx figure may be given.
  8. Sale proceeds of assets disposed of during the relevant financial year must be declared under the head "other sources" (Serial No. 4).
  9. If there is no change in Assets over the previous year (for which the declaration had been filed) relevant columns (Serial No. 9, 10 & 11) may be marked "As Before".
  10. At Serial No. 11 assets held by others as attorney on behalf of declarant, his spouse or dependent children are also to be declared.
  11. Expenses against utilities (Serial No. 5) should include bills paid against all meters (Gas & Electricity installed on the residence) and telephone connections (including Mobile) in use of the officer, spouse and dependent children.
  12. Notwithstanding the applicability of any other law for the time being in force this declaration is being filed under Conduct Rule, 1966 and any breach thereof (including concealment of assets or giving wrong information) is punishable under PRSO, 2000.
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Subject:       DECLARATION OF ASSETS HELD AND ACQUIRED BY  
                  GOVERNMENT SERVANTS AND CORPORATION EMPLOYEES—  
                  MONITORING ARRANGEMENTS FOR WATCHING COMPLIANCE  
                  OF THE INSTRUCTIONS

I am directed to refer to para 2-VII of this Department's circular letter No. SOR-IV(S&GAD)1-6/78 dated the 23<sup>rd</sup> January 1983, on the above subject and to request you to kindly send consolidated information in respect of your Department in the enclosed proforma to this Department by the 1<sup>st</sup> of September, each year regularly.

2       The schedule for submission of the return has been fixed keeping in view the fact that certificates to the effect that Declaration of Assets have been obtained from all officials/employees are required to be furnished by 1<sup>st</sup> of March each year. Thereafter a period of 3-4 months should suffice for checking/scrutiny of Declaration of Assets filed by civil servants/employees of Corporations. Two more months should normally be enough for consolidation of information by Administrative Department.

3.       The responsibility for timely collection of information from Attached Departments/Organizations, etc. rests with on the concerned Administrative Department who are requested to ensure that it is sent to this department positively by 1<sup>st</sup> of September each year.

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**CONFIDENTIAL**

**STATEMENT OF FAILURES TO FILE OR FILING INCORRECT  
DECLARATION OF ASSETS BY CIVIL SERVANTS AND EMPLOYEES OF  
AUTONOMOUS BODIES DURING THE YEAR \_\_\_\_\_**

1. Name of (i) Secretariat Department \_\_\_\_\_  
 (ii) Attached Department \_\_\_\_\_  
 (iii) Autonomous Body/Corporation \_\_\_\_\_

	In Secretariat Department	In Attached Department	In Autonomous Body/Corporation
2. Total number of Civil servants, grade-wise.			
<b>Part I</b>			
3. No. of civil servants, grade-wise, who failed to file the annual declaration of assets.			
4. Reasons, if any, for failure to file the declaration.			
5. Brief detail of action taken against the defaulters.			
<b>Part II</b>			
6. No. of civil servants, grade-wise, whose basic/annual declarations are believed to be incorrect.			

	In Secretariat Department	In Attached Department	In Autonomous Body/Corporation
<p>7. No. of civil servants, grade-wise, whose basic/annual declaration of assets are considered in excess of the known means of income.</p> <p>8. No. of cases (out of 6 and 7 above) in which:</p> <p>a) Investigation through internal inquiry has been ordered.</p> <p>b) Reference has been made to the ACE for investigation.</p> <p><b>Part III</b></p> <p>9. Result of internal investigation into cases of declaration believed to be incorrect, filed in the preceding calendar year.</p> <p>10. Result of inquiry by the ACE into cases of declarations believed to be incorrect, filed in the preceding year.</p>			

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Subject: DECLARATION OF ASSETS HELD AND ACQUIRED BY  
GOVERNMENT SERVANTS AND CORPORATION EMPLOYEES

Continuation this Department circular letter of even number dated 29<sup>th</sup> December 1983 on the subject noted above.

2. The following further clarifications are made in respect of Declaration of Assets held and acquired by all Government servants and Corporation employees:

- (a) the declaration of assets, in duplicate are required to be sent under sealed covers as before and will be opened by the concerned Administrative Secretaries of the Departments, Head of Attached Departments, Head of Corporations or by the persons authorized by them.
- (b) Each Department/Office/Corporation would be responsible for the filing and maintenance of Declaration of Assets in regard to the posts and services administered by it.

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NO. SOR-IV(S&GAD) 1-6/78

Dated the 25<sup>th</sup> March 1984

Subject: DECLARATION OF ASSETS HELD AND ACQUIRED BY  
GOVERNMENT SERVANTS AND CORPORATION EMPLOYEES

It has been noted that some Government Servants, while filing their declarations of assets, are not either sending the first page or deleting it. Since the prescribed pro forma has been approved by the President of Pakistan hence no change in this, can be entertained. All Government Departments/Autonomous and Semi-Autonomous Bodies are requested to please bring this to the notice to all concerned for compliance. These officers/officials who could not send their declarations on the above line should send the first page of declaration to complete their declaration.

2. In order to avoid such discrepancy all Departments/Offices/Corporations are requested to get the prescribed form of declaration of assets printed on both sides of the leaf and supply it to all their employees for filing the declarations on the printed form in future.

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NO. FD.SR-IV-3/9-79

Dated the 23<sup>rd</sup> August 1979

Subject ANTI-CORRUPTION MEASURES – RESTRICTION ON  
MAINTENANCE OF MOTORCARS

I am directed to refer to letter No.SOR1(S&GAD) 1/62/71 dated 12<sup>th</sup> August 1971, and to say that in supersession of all previous orders on the subject, the Provincial Government has decided that no Government servant who is drawing less than Rs.1750/- P.M. as pay plus special pay, if any, will henceforth be allowed to maintain a car.

2. Officers drawing less than Rs.1,750/-P.M. but who actually owned/ maintained a motor car according to existing entitlement policy on 1<sup>st</sup> July 1979, should intimate the fact of such ownership along with particulars of the motorcar owned by them to S&GAD for exemption from the operation of the present order.

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No. SOR-IV(S&GAD)1-62/71  
Dated the 10<sup>th</sup> December 1979

Subject: ANTI-CORRUPTION MEASURES – RESTRICTION ON  
MAINTENANCE OF MOTORCARS

I am directed to refer to para 2 of the Finance Department's circular letter No.FD-SR-IV-3/9-79 dated 23<sup>rd</sup> August 1979, on the subject, and to clarify that cases for exemption from the operation of the present policy may kindly be sent to S&GAD (Services Wing) only for those officers who come under the administrative control of S&GAD. Exemption in the case of non-Secretariat Officers may be granted by the Secretary of the Administrative Department concerned.

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No.FD/SR-I-9-2/84  
Dated the 13<sup>th</sup> March 1986

Subject: ANTI-CORRUPTION MEASURES – RESTRICTION ON  
MAINTENANCE OF MOTORCARS

I am directed to refer to this department's letter No. FD/SRIV-3-9/79, dated 23.08.1979 on the subject noted above and to say that it has been decided to raise the limit from Rs. 1750/- to Rs. 2320/- as pay plus special pay, if any, for maintenance of motor cars by civil servants. This will have immediate effect.

2. It has also been decided that officers drawing pay less than Rs. 2320/- p.m. but actually maintaining motor cars according to the existing entitlement would be allowed to maintain these cars without seeking any special permission.

3. It has further been decided to authorize all administrative secretaries to Government to grant exemptions in future in suitable cases where an employee drawing a salary of less than Rs. 2320/- is to be allowed to maintain a car. Such exemption may in particular be considered in respect of female employees where the condition may warrant this.

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No.FD/SRI-9-13/86  
Dated the 13<sup>th</sup> August 1987

Subject: REVISION OF BASIC PAY SCALES OF CIVIL EMPLOYEES OF THE  
PUNJAB GOVERNMENT

I am directed to state that under Finance Department's circular letter No. FD-SRI-9-16/81 dated 14.07.1981, Government servants drawing pay of Rs. 1250/- p.m. and above were entitled to draw Conveyance Allowance at Rs. 150/- p.m. prior to 01.07.1987. On the introduction of the new basic pay scales with effect from 01.07.1987 vide para 8 (i) (b) of this department's circular letter No. FD-PC-2-1/87

dated 27.07.1987 the pay limit for entitlement of conveyance allowance at Rs. 150/- p.m. has been revised from Rs. 1250/- to 1650/- p.m. As the pay of Government servants drawing pay of Rs. 1250/- p.m. and above has now been fixed at less than Rs. 1650/- p.m. in the basic pay scales, it has been decided to allow such Government employees who were actually drawing Conveyance Allowance @ Rs. 150/- p.m. with indexation prior to 01.07.1987 and whose pay has now been fixed in the new basic pay scales between Rs. 1612/- p.m. to draw Conveyance Allowance at Rs. 150/- p.m. as personal and Rs. 1649/- p.m. to them.

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No.FD(PR)II-5/80(Vol-II)  
Dated the 6<sup>th</sup> January 1988

Subject: REVISION OF PAY LIMITS FOR THE GRANT OF ADVANCES FOR  
THE PURCHASE OF BICYCLES, MOTOR CYCLES/SCOOTERS AND  
MOTORCARS

I am directed to state that consequent upon the introduction of Basic Pay Scales, 1987, vide this Department's letter No. FD.PC.2-1/87, dated 27.07.1987, the existing pay limits fixed for the grant of advances for the purchase of Bicycles/Scooters & Motorcars have been reviewed. It has now been decided that the existing advances for the purchase of Bicycles/Motorcycles/Scooters and Motorcars will be admissible on (revised) pay limits as shown below:

<b><u>NAME OF ADVANCE:</u></b>	<b><u>PAY LIMIT:</u></b>
i) Bicycle Advance	On pay up to Rs.1035/-p.m.
ii) Motorcycle/Scooter	On pay from Rs. 1036/- to Rs. 2709/- p.m.
iii) Motor car advance	On pay of Rs. 2710/- p.m. and above.

2. In the case of Bicycle advance, the number of installments of recovery will be 30 for temporary employees and 48 for permanent employees.
3. In the case of Motorcycle/Scooter and Motorcar advance the number of installments of recovery will be 60.
4. The other conditions on the subject will continue to be in force as heretofore.
5. These orders shall take effect from the 28<sup>th</sup> December 1987.
6. Rules are being amended accordingly.

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No.FD(SR-I)9-2/84  
Dated the 10<sup>th</sup> August 1989

Subject: ENTITLEMENT OF GOVERNMENT SERVANTS TO MAINTAIN  
MOTOR CAR/RECEIVE MOTORCAR MAINTENANCE  
ALLOWANCE/ RECEIVE MOTORCAR ADVANCE

I am directed to refer to this Department's letter No. FD(SR-I)9-2/84, FD(SR-I)9-13/86 & FD(PR)11-3/80(Vol.II), dated 13.03.1986, 13.08.1987 and 06.01.1988 prescribing pay limits for maintenance of motor car, receipt of motor car maintenance allowance and the motor car advance for the purchase of motor car, and

to say that in order to bring about uniformity in the pay limits for the above mentioned purposes, it has been decided, in supersession of all existing instructions on the subject, that henceforth minimum of the revised Basic Pay Scale-18 shall be the limit for maintenance of motor car, receipt of motor car maintenance allowance and the motor car advance for the purchase of motor car.

2. The officers who are currently maintaining motorcar and are in receipt of motorcar maintenance allowance would, however, continue doing so irrespective of their basic pay.

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No. FD.SRI.9-2/84 (PR)  
Dated the 8<sup>th</sup> April 1990

Subject: ENTITLEMENT OF GOVERNMENT SERVANTS TO MAINTAIN  
MOTOR CAR/RECEIVE MOTOR CAR MAINTENANCE ALLOWANCE

I am directed to refer to this Department's letter of even number dated 10.08.1989 on the above subject and to state that it has been decided that in case the pay of an officer is less than the minimum of BS-18, the Administrative Secretaries concerned may grant exemption in suitable cases for allowing maintenance of a car. However, this relaxation would not entitle the officer concerned to draw Car Maintenance Allowance.

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NO.SORI(S&GAD)11-1/74  
Dated the 13<sup>th</sup> July 1974

Subject: PROMULGATION OF THE PUNJAB CIVIL SERVANTS (CHANGE IN  
NOMENCLATURE OF SERVICES AND ABOLITION OF CLASSES)  
RULES, 1974- CONSEQUENTIAL ABOLITION OF SERVICES  
ASSOCIATION, ETC.

I am directed to state that the Punjab Civil Servants (Change in Nomenclature of Services and Abolition of Classes) Rules, 1974, have been promulgated recently, vide Notification No. SORIII-1-52/73 dated the 3<sup>rd</sup> July 1974. In line with and in furtherance of the Administrative Reforms already introduced, names of all Services have been changed to Punjab Unified Grades and all classes and classifications of Services and posts as gazetted and non-gazetted have been abolished with effect from the date of notification of the above Rules, i.e. 3<sup>rd</sup> July, 1974. Consequently all services Associations, whether representing regularly constituted Services or Classes like Class-III Class-IV, and existing prior to 3<sup>rd</sup> July 1974, have ceased to exist. Recognitions accorded to such Associations prior to this date by any authority should, therefore, be deemed to have been withdrawn and these Associations should be wound up immediately. No resolution passed or action taken in the name of these Associations will be considered valid.

2. The question of formation of Employees Associations in the light of the Administrative Reforms is under consideration and instructions will be issued in due

course under which recognition shall be accorded to fresh Associations formed in accordance with those instructions.

3. Violation of these instructions shall constitute misconduct for purposes of Efficiency and Discipline Rules, 1960. The position stated above may please be brought to the notice of all concerned for information and compliance.

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SOR-I(S&GAD) 11-1/74  
Dated the 24<sup>th</sup> October 1974

Subject: RECOGNITION OF THE NEW EMPLOYEES ASSOCIATION —  
INSTRUCTION REGARDING FORMATION

In supersession of all previous instructions on the Subject, the Governor of the Punjab has been pleased to order that an Association formed by employees who are Civil Servants within the purview of the Punjab Civil Servants Act, 1974, in order to communicate their representations to Government for consideration, may be recognized by the concerned appointing authority of the Civil Servants forming the Association provided the members/applicants agree to, in writing, to abide by the following conditions:

- (i) Each such Association shall consist of persons in one and the same "functional unit". (Till new "functional units" are formed in the context of Administrative Reforms, an Association may be formed by persons borne on a specific single cadre in or under a Department).
- (ii) Office-bearers shall be elected from amongst members of the Association actually serving persons who retire or are dismissed or removed from service shall cease to be members.
- (iii) The Association shall neither affiliate to any other body or Association nor affiliate any other body or Association to it.
- (iv) The Association shall confine its representations to matters of general interest to it only and shall not involve itself in individual cases of its members. Also the office bearers and members of the Association shall not participate in the activities of the Association at the cost of their official duties.
- (v) The Association shall not engage in any activity or pursue a course of action which the members are individually prohibited to engage in or pursue under any instructions of the Government or any law or rules concerning conduct of civil servants and service discipline.
- (vi) The Association shall not engage in any political activity, or contribute to, or seek the support of any political party.
- (vii) The Association shall get its laws or bye-laws or rules approved from the appointing authority that may at any time require any modification thereto or to a proposed rule or bye-law in a particular manner. The Association shall also submit list of its members, office-bearers and annual statement of accounts to the appointing authority.

2. Government in the Administrative Department concerned shall be competent to order withdrawal of recognition if, in its opinion, an Association has violated any

of the conditions of recognition stated above. Orders passed by the Government regarding withdrawal of recognition shall be final.

3. In case of a cadre which consists of higher and lower grades, the appointing authority for purposes of these instructions shall be the appointing authority of the highest grade and shall exercise powers under these instructions.

4. Each Association shall submit its representations to the concerned appointing authority and decisions on such representations shall also be communicated by the appointing authority which may if it cannot decide the matter itself, obtain orders of the next higher authority or through it refer the matter to Government for decision.

5. A civil servant who deals with establishment matters pertaining to the functional unit or cadre in which he holds a post shall not become office bearer of the Association representing that functional unit nor shall he take part in any activity of such an Association.

6. Nothing in these instructions shall be construed to fetter the discretion of the Government or an appointing authority to refuse to receive a deputation of any Association.

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NO.SORI(S&GAD)11-4/74  
Dated the 24<sup>th</sup> December 1974

Subject: RECOGNITION OF THE NEW EMPLOYEES ASSOCIATION —  
INSTRUCTION REGARDING FORMATION

I am directed to state that instructions regulating formation of service association by Civil Servants have since been issued, vide this Department's circular letter No.SORI (S&GAD)-11-1/74 dated the 24<sup>th</sup> October 1974. It has come to the notice of Government that a number of Civil Servants still continue to be Members of Associations/Federations which have not been recognized by the competent authorities in accordance with the instructions mentioned above. Such bodies claim representation either on Provincial basis or on All Pakistan basis and give publicity to service demands through the press or otherwise.

2. There is no ban on the formation of Associations of the type mentioned above but Civil Servants are prohibited to be Members of such Associations. Under Rule 28 of the Government Servants (Conduct) Rules, 1966 there is express prohibition on a Government servant to be member, representative or office bearer of any Association which, inter alia, issues or maintains any periodical publication or publishes any representation on behalf of its members, whether in the press or otherwise except with the previous sanction of the Government. The violation of this stipulation by a Government servant constitutes misconduct under Rule 2(5)(i) of the Punjab Government Servant (Efficiency and Discipline) Rules, 1960.

3. Administrative Departments and subordinate authorities are not authorized to deal with any Association which has not been formed and recognized in accordance with the instructions quoted above. Continued membership by Government Servants of unrecognized Association of the type mentioned above will attract disciplinary

action under the rules. I am to request that all concerned may please be informed of the above position for strict compliance in future.

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No. SOR-IV(S&GAD)-1-1/77  
Dated the 12<sup>th</sup> December 1977

Subject: POLITICAL ACTIVITIES— GOVERNMENT EMPLOYEES

Attention is invited to Rule 24 of the Punjab Government Servants (Conduct) Rules, 1966 according to which no Government servant shall take part in, subscribe in aid of or assist in any way, any political movement in Pakistan or relating to the affairs of Pakistan.

2. It will be observed that participation in any form of political activity, including demonstrations, is prohibited for a Government servant and comes under the definition of misconduct punishable under Efficiency and Discipline Rules.

3. In view of the position stated above, you are requested to ensure that:

- (a) appropriate and prompt action is taken against any government servant under your administrative control who is found indulging in any form of political activity.
- (b) all Government employees under your administrative control are reminded of rule 24 of the Punjab Government Servants (Conduct) Rules, 1966 and its implications.

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No. S.O.R.IV(S&GAD)1-1/77(P)  
Dated the 9<sup>th</sup> July 1978

Subject: POLITICAL ACTIVITIES— GOVERNMENT EMPLOYEES

In continuation of this Department's circular of even No. dated 12<sup>th</sup> December 1977 on the subject noted above. It should again be brought to the notice of all Government Servants that breach of Rule 24 of the Punjab Government Servants (Conduct) Rules, 1966 would be considered an act of grave misconduct and would render them liable for severe disciplinary action. If according to the information available with the Department/Office concerned, a Government servant has been taking part in politics, disciplinary action should be initiated against him on priority basis under intimation to this Department.

2. The Government Servants (Conduct) Rules, 1966, do not apply to employees of Corporations and other Autonomous Bodies and institutions managed by or which function under the administrative control of Government as these employees are not considered civil Servants under the Punjab civil Servants Act, 1974. These Corporations/Institutions etc., might have framed their own Conduct Rules for their employees. In case the Conduct Rules so framed do not already contain a provision corresponding in all respects to Rule 24 of the Punjab Government Servants (Conduct) Rules, 1966, they may be advised to incorporate such a rule and bring it to the notice of all their employees. The employees, including the Chairmen and Members of the Board

of Directors, may further be advised that any violation of the rule would be dealt with severely. The Administrative Secretaries may please obtain confirmation from all Corporations/Institutions and other Autonomous and Semi-Autonomous bodies under their administrative control that either a corresponding provision to Rule 24 *ibid* already exists in their Conduct Rules or it has since been incorporated and that a warning as above has been issued to all employees. Confirmation of this action may please be intimated to this Department by 1<sup>st</sup> August 1978.

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No.SORI(S&GAD)15-11/69  
Dated the 8<sup>th</sup> December 1969

Subject: POWERS TO PERMIT GOVERNMENT SERVANTS TO BROADCAST  
OVER RADIO, T.V. AND TO RECEIVE MONEY THERE FROM  
ACCORDING TO RULES/INSTRUCTIONS

I am directed to say that according to Rule 21 of the Government Servants (Conduct) Rules, 1966, no Government servant can, except with previous sanction of Government, broadcast over Radio, T.V. and receive money there from. These powers are delegated under Rule 21 *ibid* in full to the Officers in category I, II and III in respect of Officers/Officials working under them.

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No.SORI(S&GAD)15-11/69(iii)  
Dated the 10<sup>th</sup> February 1975

Subject: POWERS TO PERMIT GOVERNMENT SERVANTS TO BROADCAST  
OVER RADIO, T.V. AND TO RECEIVE MONEY THERE FROM  
ACCORDING TO RULES/INSTRUCTIONS

I am directed to refer to this Department's circular letter No.SORI (S&GAD)15-11/69 dated the 8<sup>th</sup> December 1969, on the subject, and to say that the powers delegated therein, under rule 21 of the Punjab Government Servants (Conduct) Rules, 1966, to officers in categories, I, II and III to permit officers/officials working under them to participate in radio broadcast, television programmes or contribute any article, etc., are to be exercised only in cases of "occasional" nature. All other cases involving permission to undertake such work on "regular part time basis" are not covered by this delegation. Instead, every such case would require prior approval of this Department, which should be obtained through the Administrative Department concerned.

2. As regards sharing of fees in such cases, decision will be taken in each case in accordance with the principles and procedure stated below:

"If the work to be undertaken on regular part-time basis is to be performed after office hours without detriment to official duties, the Civil Servant concerned may be permitted by Services & General Administration Department to do so and may not be required to share remuneration with the Government. If, however, such work clashes to a greater or lesser degree with the call of official duties but there are reasons to justify permission, Finance Department shall invariably be

consulted by Services & General Administration Department regarding sharing of fees between the civil servant concerned and the Government before conveying approval to the referring Department.”

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No.SOR-IV(S&GAD)-1-19/68

Dated the 16<sup>th</sup> May 1978

Subject: DIRECTIVE ON PUBLICITY OF GOVERNMENT OFFICIALS

I am directed to refer to this Department's letter No.SORI(S&GAD) 1-19/68(XIII) dated 9<sup>th</sup> October 1970 on the above subject and to say that instances of breach of instructions contained therein have come to the notice of Government of which serious notice has been taken. All concerned may be directed to strictly observe the instructions and eschew publicity of their personal and private activities or of their wives. Publicity, if at all necessary in the performance of official duties, should be restricted to projection of development activities of the Government.

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Copy of letter No. F.14-10.67-HP dated the 22<sup>nd</sup> August, 1969, from  
Deputy Principal Information Officer (Br.) Press Information Department  
Government of Pakistan

Subject: DIRECTIVE ON PUBLICITY OF GOVERNMENT OFFICIALS

In supersession of earlier orders on the subject, the Ministry of Information & Broadcast has issued the following directive in respect of publicity of Government officials:

- (a) publicity of personal and private activities of officials should completely be avoided;
- (b) wives of officials, not concerned in any Governmental activity in their own right, should not be mentioned in news-items;
- (c) photographs of officials performing opening ceremonies or laying foundation-stones or engaged in similar ceremonial pursuits should not be used;
- (d) photographs of wives of officials should not be used. This does not apply to group photographs in which some other person is the news-making personality;
- (e) photographs of officials and their wives may only be published in relation to official functions for foreign dignitaries and visiting delegations;
- (f) routine tours and activities of officials should not be published. Designations of officials should be used and not their names.

2. It has been noticed that breaches of the instructions, issued by the Martial Law Authorities putting restrictions on publicity photographs and news items projecting activities of Government officials, are still in evidence. These should be eschewed.

Subject: DIRECTIVE ON PUBLICITY OF GOVERNMENT OFFICIALS

I am directed to refer to the SGA&I Department's circular letter of even number dated 9<sup>th</sup> October 1970 and 16<sup>th</sup> May 1978, on the above subject, and to reproduce below, for facility of reference, the instructions issued by the Government, in respect of Government officials:

- (a) Publicity of personal and private activities of officials should be completely avoided.
- (b) Wives of officials, not concerned in any Government activity in their own right, should not be mentioned in news items.
- (c) Photographs of officials performing opening ceremonies or laying foundation stones or engaged in similar ceremonial pursuits should not be used.
- (d) Photographs of wives of officials should not be used. This does not apply to group photographs in which some other person is the news-making personality.
- (e) Photographs of officials and their wives may only be published in relation to official functions for foreign dignitaries and visiting delegations.
- (f) Routine tours and activities of officials should not be published. Designations of officials should be used and not their names.

2. All concerned may be directed to strictly observe the instructions and eschew publicity of their personal and private activities or of their wives. Publicity, if at all necessary in the performance of official duties should be restricted to projection of development activities of the Government.

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Copy of letter No. 7/2/79-D.IV. dated the 1<sup>st</sup> October 1985, received from the Joint Secretary, Government of Pakistan, Cabinet Secretariat, Establishment Division, Rawalpindi addressed to all Ministries/Divisions, Government of Pakistan, Islamabad.

Subject: GOVERNMENT SERVANTS (CONDUCT) RULES, 1964 COMPLIANCE OF ITS PROVISIONS, SPECIALLY OF RULES 21 AND 22

It has come to the notice of the Government that some of Government employees have been contributing newspaper columns occasionally or on a regular basis in their names or under pseudonyms. This practice is against the spirit of the Government Servants (Conduct) Rules, 1964. All such Government employees are advised to abide by the relevant provisions of the Government Servants (Conduct) Rules, 1964, failing which appropriate necessary action will be taken against them under the relevant rules.

Subject: ASSIGNMENT OF WORK/FUNCTIONS TO GOVERNMENT SERVANTS

It has come to the notice of Government that some officers/officials have not been assigned any work either because no post is reported to be available for them or because they happen to be under inquiry. This is unsatisfactory.

2. All Administrative Secretaries are requested to ensure that no officer/official under their administrative control remains without work unless he is under suspension.

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No.SOR-IV (S& GAD)1-28/74(A)

Dated the 10<sup>th</sup> December 1979

Subject: ACCEPTANCE OF GIFTS

I am directed to state that according to the instructions contained in Rule 5 of the Punjab Government Servants (Conduct) Rules, 1966, Government Servants and members of their families have been prohibited from accepting any gift from any person, the receipt of which would place them under any form of official obligation to the donor. These instructions have been further amplified, vide this Department's circular letters of even number dated 24<sup>th</sup> January 1979 and 9<sup>th</sup> April 1979 to cover the receipt of gifts from the diplomatic, Consular and other representatives or employees of Foreign Governments stationed in Pakistan.

2. Government of Pakistan in the Cabinet Division have observed, with regret, that in disregard of the spirit and contents of the aforesaid rules and restrictions, gifts are still being freely accepted by government officials, not only from Government Organizations but even from private firms and factories, even in cases where no offence is likely to be caused by a polite refusal to accept them. You are, therefore, again requested that the officials working in the Government Departments/Agencies or in Corporations and other organizations under the control of Government, should exercise much greater caution and restraint in this matter that appears to be the case at present.

3. These instructions may please be brought to the notice of all concerned for necessary compliance.

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No.SOR-IV (S& GAD)1-28/74(A)

Dated the 29<sup>th</sup> November 1982

Subject: ACCEPTANCE OF GIFTS

I am directed to say that it has generally been observed that restraint is not being exercised to the extent it required in accepting the gifts presented to officers by the foreign Government representatives despite instructions to the contrary issued from time to time. It is once again emphasized that Government officials are prohibited from receiving gifts of any kind for their persons or for members of their families from diplomatic, Consular and other foreign Government representatives or their employees, who are stationed in Pakistan. As the Heads of the Missions in Pakistan have been informed of this decision no offence would be caused by the return of the gifts. If, however, due to very exceptional reasons the gift cannot be returned it should invariably be deposited in the Tosha Khana. These instructions, however, would not apply to gifts/donations made to institutions.

2. All concerned may again be informed of the above instructions for strict compliance.

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No. SORI(S&GAD)1-19/78(XIII)  
Dated the 22<sup>nd</sup> October 1973

Subject: CODE OF CONDUCT FOR GOVERNMENT SERVANTS

I am directed to refer to this Department's letter of even number, dated the 18<sup>th</sup> October 1972, in which the need for instilling a sense of discipline in the Government servants and the enforcement of the provisions of the Government Servants (Conduct) Rules, 1966 was re-emphasized. Government servants were also expressly forbidden to wait upon the Chief Minister and other Ministers without prior permission of the competent authority in connection with their personal/official problems or to exert pressure through Members of the Provincial or National Assemblies to secure posting/transfer of their choice, as it amounts to violation of rules 19 and 29 of the Conduct Rules and Rule 42 of the Rules of Business, 1962. I am to clarify that submission of representations, appeals or complaints directly to the Chief Minister and other Ministers, without observance of the prescribed channels is also a serious act of 'misconduct'. The rules on the subject and the instructions issued by Government should therefore be strictly complied with.

2. The type of cases in which a Government servant is allowed to send advance copies of his representations, appeals or complaints are specified in this Department's letter No. SO XII (S&GAD) 2-41/69, dated 02.07.1969 (copy enclosed). Strict compliance of these instructions was last stressed in this Department's letter No. SOR-III (S&GAD)/3-82/70 dated 16<sup>th</sup> December 1970. It has been noticed that Government servants have started addressing representations direct to the Chief Minister and other Ministers. This practice should be stopped forthwith. If any Government servant feels aggrieved or unhappy about his posting, transfer or other service matters and wishes to represent to the Chief Minister, he must submit his representation through the normal channel of correspondence. Government will be constrained to take disciplinary action against those who submit their representations direct to the Chief Minister/Ministers.

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No.SO.XII(S&GAD)2-41/69  
Dated the 2<sup>nd</sup> July 1969

Subject: ADVANCE COPIES OF REPRESENTATIONS AND COMPLAINTS

I am directed to refer to the Circulars mentioned in the \*(footnote) and to state that the following revised instructions are issued on a consolidated basis in supersession of the earlier circulars.

2. No Government servant shall send advance copies of his representation, appeal or complaint, unless his case is covered by the following clauses:

- i) Where a representation, appeal or complaint has to be considered by a subordinate authority and that authority does not take any

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\*Memo No. XOXIP.1.21/57-344 dated 14.09.1957. Letter No. SOXII(S&GAD) 2-245/64 dated 09.05.1965. Letter No. SOXII (S&GAD) 2-11/69 dated 06.05.1960.

decision thereon within a period of two months of the date of submission, the aggrieved person shall be at liberty to send a reminder to the subordinate authority and to forward an advance copy thereof with a copy of his petition to the higher authority soliciting expeditious disposal of his case.

- ii) Where an appeal lies to the higher authority or Government against the order of a subordinate authority, the appellant may forward an advance copy of his appeal to the higher authority at any time.
- iii) Where a Government servant makes a complaint against his immediate officer, he may address such officer's next superior officer. But this permission is subject to the condition that if, on inquiry, the complaint is found to be false, the complainant will be liable to strict disciplinary action.

3. When an explanation of a subordinate official is called for regarding some irregularity or misconduct alleged to have been committed by him, he shall not submit advance copy of his explanation to higher authority.

4. All competent authorities are expected to take final decision on the representations, appeals and complaints of Government servants within a period of two months. On receipt of the advance copies of petitions in accordance with the above instructions, it shall be the duty of the higher authority to look into the matter and ensure that there is no delay in disposal of the case. No subordinate authority should withhold or delay unnecessarily any petition to the higher authority in case decision is to be taken by higher authority.

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No.SORI(S&GAD)1-34/75  
Dated the 26<sup>th</sup> May 1977

Subject: SUBMISSION OF JOINT REQUESTS BY THE CIVIL SERVANTS FOR GRANT OF INTERVIEWS

I am directed to say that a tendency exists amongst Government employees for making joint requests for interview with higher authorities direct in connection with their personal problems.

2. Joint requests for interview can be made only by delegations of recognized service Associations. However, individual employees can approach authorities higher than their prescribed authorities through proper channel in accordance with rules if they have failed to secure redress at the level of prescribed authority.

3. I am to request that all civil servants working under your administrative control may be advised not to submit individual or joint requests for grant of interview to the higher authorities except as explained above.

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No. SOR-IV(S&GAD)1-3/82  
Dated the 6<sup>th</sup> June 1982

Subject: EXTRANEOUS INFLUENCE BY GOVERNMENT SERVANTS IN RESPECT OF SERVICE MATTERS

I am directed to say that in spite of repeated reiteration of the provisions of Rules 19 and 29 of the Government Servants (Conduct) Rules, 1966, instances of violation of these provisions continue to come to the notice of Government. Some

Government servants persist in bringing extraneous pressure on concerned authorities in respect of their posting, transfer and other conditions of service. This amounts to "misconduct" which, as defined in Rule 2(1)(d) of the Punjab Civil Servants (Efficiency and Discipline) Rules, 1975, means conduct prejudicial to good order or service discipline, or conduct unbecoming of an officer and a gentleman. It includes any act on the part of a civil servant to bring or attempt to bring political or other outside influence directly or indirectly to bear on the Governor, the Chief Minister, a Minister, or any Government Officer in respect of any matter relating to appointment, promotion, transfer, punishment, retirement and other conditions of service of a civil servant.

2. The Government has taken serious view of this situation and it has been decided that any Government servant indulging in such activities shall be severely dealt with. As a general rule besides any other action that may be considered necessary in individual cases a note regarding violation of aforementioned rules and instructions, shall be straightway placed in the C.R. Dossier of the concerned officer. Particular care should be taken about violation in matters of posting and transfer and authorities under whom Government servants under transfer are serving should avoid intervening on behalf of their subordinates on the plea of indispensability or provision of a substitute. A very strict view will be taken of such intervention in future.

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No. SOR IV(S&GAD) 1-1/86  
Dated the 18<sup>th</sup> March 1986

Subject: EXTRANEOUS INFLUENCE BY GOVERNMENT SERVANTS IN  
RESPECT OF SERVICE MATTERS

I am directed to invite your attention to instructions issued vide this Department's letter No. SORIV-1-3/82 dated 6<sup>th</sup> June 1982 on the subject noted above and to say that these are still being violated by certain Government servants. According to the Punjab Civil Servants (Efficiency & Discipline) Rules, 1975 any act on the part of a civil servant to bring or attempt to bring political or outside influence directly or indirectly to bear on the Governor, Chief Minister a Minister or any Government Officer in respect of any matter relating to appointment, promotion, transfer, posting, punishment, retirement or other conditions of service of a civil servant, constitutes misconduct which is liable to disciplinary action under the Efficiency and Discipline Rules, 1975. It is reiterated that strict observance of instructions should be ensured and any civil servant violating those should be severely dealt with and entry to this effect should be recorded in his Character Roll dossier.

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No. SORII(S&GAD)2-76/80.  
Dated the 1<sup>st</sup> January 1981

Subject: APPLICATIONS/REPRESENTATIONS MADE BY THE RELATIVES  
OF THE GOVERNMENT SERVANTS

It has come to the notice of Government that applications, representations or appeals are made by the relative/dependents of the Government servants, concerning service matters of the Government servants. This is contrary to the instructions referred to in S&GAD's letter No.53/SR/55/150 dated 7<sup>th</sup> January 1956 incorporated in the O&M Establishment Manual Vol.II (Revised) at page 263-270.

2. The matter has been considered and it has been decided that no notice should be taken of appeals, representations or applications filed by others on behalf of Government servants and these should be destroyed.

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No. SORII(S&GAD)2-76/80  
Dated the 2<sup>nd</sup> September 1982

Subject: APPLICATIONS/REPRESENTATIONS MADE BY THE RELATIVES  
OF THE GOVERNMENT SERVANTS

I am directed to refer to this department's letter of even number dated 1<sup>st</sup> January 1981 on the subject noted above and to say that the instances of breach of instructions contained therein have come to the notice of the Government. It has further been noticed that applications, representations, or appeals by relatives/dependents of Government servants on service matters are on the increase. This is contrary to the instructions. It is requested that all concerned may be directed once again to strictly observe the instructions already issued.

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No. SOR-IV(S&GAD)1-22/76  
Dated the 7<sup>th</sup> May 1981

Subject: PROHIBITION ON EXPRESSION OF VIEWS AGAINST THE  
IDEOLOGY OR INTEGRITY OF PAKISTAN

I am directed to invite attention to Rule 25-A of the Punjab Government Servants (Conduct) Rules, 1966, promulgated vide S&GAD's notification No. SOR-IV(S&GAD)1-22/ 76 dated 16<sup>th</sup> December 1980 which prohibits Government servants from expression of views detrimental to the ideology or integrity of Pakistan. The background in which this provision has been brought on the Statute Book is that civil servants are very important segment of the opinion-makers in the society and it is incumbent on them not to act in any irresponsible manner which may, in its remotest sense, adversely affect the security, solidarity and integrity of the country. Lately, some acts of indiscretion have come to notice. This must be checked scrupulously with a strong hand.

2. I am to request you to draw the attention of all civil servants to the above mentioned Rule to make them conscious of their responsibilities and loyalty towards the country and inculcate in them the habit of being security-minded.

3. The Autonomous/Semi-Autonomous Bodies which have framed their own conduct rules for their employees, may be advised to incorporate corresponding provision in their Rules and ensure strict compliance by their employees.

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No.SOR.IV(S&GAD)1-7/90  
Dated the 6<sup>th</sup> December 1990

Subject: FORMATION OF COOPERATIVE HOUSING SOCIETIES BY  
GOVERNMENT SERVANTS

I am directed to say that it has come to the notice of Government that there is a growing tendency among Government servants to form Co-operative Housing

Societies and/or take part in management of such Societies. Rule 11 of the Government Servants (Conduct) Rules, 1966 allows Government servants to acquire plots in such Societies without prior permission. Rule 15 of the Rules ibid allows them to take part in promotion, registration or management of a Co-operative Society registered under the Cooperative Societies Act, 1925, but this is subject to general or special orders of Government. Acquisition of a plot from a Co-operative Society without prior permission and promotion or management of such Societies does not necessarily imply that a Government servant can take part in management of these Societies even if such work is in conflict or is inconsistent with his position or obligation as Government servants in terms of rule 16 ibid. The Government has seriously considered the question of management of Co-operative Housing Societies in the Province by Government servants and has decided that no Government servant should henceforth associate himself with the management of Housing Societies without prior permission of the Government in the concerned Administrative Department. Those who are already on the management Committees of such Societies should seek necessary permission to continue as such as soon as possible.

2. This should be brought to the notice of all concerned for strict compliance.

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No.SOR.IV(S&GAD)1-4/92  
Dated the 25<sup>th</sup> November 1992

Subject: INCOME AND EXPENDITURE STATEMENT IN TERMS OF RULE 13  
OF THE GOVERNMENT SERVANTS CONDUCT RULES, 1966

I am directed to refer to the subject noted above and to inform you that Rule 13 of the Punjab Government Servants (Conduct) Rules, 1966 has recently been amended to the effect that a Government Servant as and when required by Government, by a general or special order, will furnish information about his income and expenditure etc.

2. As per the amended rule, the statement of income and expenditure has to be obtained from a Government servant as and when required through general or special order on the form specified therein. A copy of the specified form is appended below:

**INCOME AND EXPENDITURE STATEMENT**  
**FOR THE PERIOD 01.01.20 \_\_\_\_\_ TO 31.12.20 \_\_\_\_\_**

**INCOME:**

Salary and Allowances: \_\_\_\_\_  
Any other income \_\_\_\_\_  
(give details):

**EXPENDITURE:**

- a) Household \_\_\_\_\_  
b) Education of children \_\_\_\_\_  
(give names of children's classes and schools)  
c) Car maintaining and running \_\_\_\_\_  
(even if it is owned by someone else)

- d) Electricity expenses \_\_\_\_\_
- e) Telephone expenses \_\_\_\_\_
- f) Marriage and other social functions expenses \_\_\_\_\_
- g) Foreign trip expenses \_\_\_\_\_
- h) Club expenses \_\_\_\_\_
- i) Other expenses (please specify) \_\_\_\_\_

Signature \_\_\_\_\_  
 Name \_\_\_\_\_  
 Designation \_\_\_\_\_

**FULL DECLARATION TO BE MADE AFRESH  
 IRRESPECTIVE OF DECLARATION MADE EARLIER**

I \_\_\_\_\_ s/o \_\_\_\_\_ employed in \_\_\_\_\_ hereby declare that I and my family members had the following immovable and movable assets and liabilities as on 31.12.1995.

In whose name held (wife, self, children)	Address of the property	Nature of property & extent of interest held	Approximate value of property	How acquired, whether by purchase, gift or by inheritance	Remarks
1	2	3	4	5	6

Assets \_\_\_\_\_

Liabilities \_\_\_\_\_

Net worth  
 (Assets minus liabilities): \_\_\_\_\_

Signature \_\_\_\_\_  
 Designation \_\_\_\_\_

Note:1 If all movable assets value at less than Rs. 50,000/- they need not be declared. Value of all household goods may be lumped together for purpose of declaration of their value. Value of car(s), amount in bank account, jewelry, bonds, shares, certificates, securities, insurance policies may be shown separately.

Note:2 Members of family as defined in Rule 3 (1) (c) of the Punjab Government Servants (Conduct) Rules, 1966.

Subject: REPRESENTATION — CODE OF CONDUCT FOR GOVERNMENT  
SERVANTS

I am directed to invite a reference to this department's circular letter No. SO (R-I) (S&GAD)1-19/78 (XII), dated 18.10.1972 and 22.10.1973 and to state that it has been observed that Government servants have started addressing representations direct to Governor/Ministers in connection with their personal/official matters. I am to clarify that this is violation of the Punjab Government Servants (Conduct) Rules, 1966 amounting to misconduct. This undesirable practice should be stopped forthwith. If any civil servant feels aggrieved or unhappy about his posting, transfer or other service matters and wishes to represent to the Governor, he must submit his representation through the normal channel of communication. Otherwise Government will be constrained to take disciplinary action under the Punjab Removal from Service (Special Power) Ordinance, 2000 against those civil servants who submit their representations direct to the Governor/Ministers.

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No. SOR-IV(S&GAD)1-3/2001

Dated the 30<sup>th</sup> November 2012

Subject: REPRESENTATION — CODE OF CONDUCT FOR GOVERNMENT  
SERVANTS

I am directed to refer to this department's circular letter No. SO (R-I) (S&GAD)1-19/78 (XII), dated 18.10.1972 & 22.10.1973 and No. SO-R-IV (S&GAD)1-3/2001, on the subject noted above and to state that it was clarified that making representations by the Government servants directly to the Governor/Ministers in connection with their personal/official matters in violation of the Punjab Government Servants (Conduct) Rules, 1966 which amounts to misconduct, therefore, this undesirable practice should be stopped.

2. It has been observed that the above instructions are not being followed strictly and the Government servants are addressing representation is violation of Rule 19 and 29 of the Punjab Government Servants (Conduct) Rules, 1966 which reads as under:

**Rule-19. Approach to Members of the Assemblies, etc.**

No Government servant shall, directly or indirectly, approach any Member of the National Assembly or a Provincial Assembly or any other non-official person to intervene on his behalf in any matter.

**Rule 29. Use of Political or other influence.**

No Government servant shall bring or attempt to bring political or other outside influence, directly or indirectly, to bear on Government or any Government servant in support of any claim arising in connection with his employment as such.

3. The Chief Minister, Punjab has desired that this undesirable practice should be stopped forthwith. If any civil servant feels aggrieved about his posting, transfer, or other service matters, he must submit his representation through normal channel of communication, otherwise Government will be constrained to take disciplinary action under PEEDA Act, 2005 against the defaulters.

Subject: INITIATION OF DISCIPLINARY ACTION AGAINST GOVERNMENT  
SERVANTS

I am directed to refer to the subject noted above and draw your attention to Rules 18, 21 and 22 of the Punjab Government Servants (Conduct) Rules, 1966 that restrict the Government servant:

- i) to enable unauthorized communication of official documentation or information;
- ii) to participate in a radio broadcast, T.V. programme or to make communication to the Press;
- iii) to make communication of information, public speeches and TV programme capable of embarrassing Government.

2. Governor Punjab has taken a serious view of the fact that Government officers are approaching the local Press/Print Media with regard to the matters and policies under consideration with provincial government and issuing Press statements. The act of officers concerned not only embarrasses the Government while taking a decision in public interest but also falls within the purview of misconduct under the rules.

3. The Governor Punjab has further desired that strict disciplinary action may be initiated against the officers found to have violated the above provisions of rules. The instructions may be brought to the notice of officers of your department and they may be advised to comply with the provisions of the Punjab Government Servants (Conduct) Rules, 1966.

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No.SOR-I(S&GAD)1-30/2009

Dated the 7<sup>th</sup> May 2009

Subject: UNAUTHORIZED COMMUNICATION OF OFFICIAL DOCUMENTS  
OR INFORMATION

Kindly refer to the subject noted above.

2. It has come to the notice of this Department that official information/contents of official documents are being provided by the staff to unconcerned persons in violation of the relevant rules. The provisions of relevant rules are reproduced below for facility of reference and information of all concerned:

- (i) Para 5.20 of the Manual of Secretariat Instructions:

“All papers received or dealt with in the Secretariat are of a confidential nature and their contents should not be divulged to or discussed with unauthorized persons. This rule applies with greater force to documents specially classified as

Confidential or Secret, and the strictest secrecy should be observed with regard to their contents. Breach of this rule is an offence punishable with imprisonment which may extend to two years or fine or both under Section 5(4) of the Official Secrets Act, 1923, (*Act XIX of 1923*).”

- (ii) Rule 18 of the Punjab Civil Servants (Conduct) Rules, 1966:  
“18. Unauthorized communication of official documents or information – No Government servant shall, except in accordance with any special or general order of Government, communicate directly or indirectly any official information or the contents of any official documents to a Government servant not authorized to receive it, or to a non-official person, or to the Press.”
  
- (iii) Section 2(n) of the Punjab Employees Efficiency, Discipline and Accountability Act 2006:  
“2(n) ‘Misconduct’ includes—
  - (i) conduct prejudicial to good order or service, discipline; or
  - (ii) conduct contrary to the conduct rules, for the time being in force; or
  - (iii) conduct unbecoming of an officer and a gentleman; or.....”

3. It is requested that above provisions may be brought to the notice of all concerned for strict compliance. Any violation of the above provisions may be seriously viewed and delinquents be proceeded against under the Punjab Efficiency, Discipline and Accountability Act 2006.

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Copy of office Memorandum No. 9/8/2004-TK dated 25.06.2007 from Joint Secretary (Admin), Government of Pakistan, Cabinet Secretariat, Cabinet Division, Islamabad, addressed to all Ministries/Divisions and others, which was forwarded for information and compliance, to all concerned by the Cabinet Wing, S&GAD, vide letter No. SO (Cab-I) 3-2/2011 dated 23.07.2011

Subject: PROCEDURE FOR THE ACCEPTANCE AND DISPOSAL OF GIFTS

In supersession of this Division's O.M. No.94/97-TK, dated 21.08.2001 and all other instructions issued on the subject from time to time, the undersigned is directed to state that the Government of Pakistan has made the following procedure for acceptance and disposal of gifts received by Government/Public functionaries:

- (1) The responsibility for reporting the receipt of the gifts shall devolve on the individual recipient. All gifts received by the Government/Public functionaries irrespective of their prices, must be reported and deposited immediately in Toshakhana of the Cabinet Division, Government of Pakistan. If it is found, on checking, that an individual has not reported the receipt of a gift, appropriate action

will be taken against him under the relevant rules.

- (2) If the Chief of Protocol, Ministry of Foreign Affairs, or his representative has been attached to a visiting dignitary or a foreign delegation, it shall be his responsibility to supply the list of the gifts received, together with the names of the recipients, to the Cabinet Division. In the case of other delegations or visiting dignitaries with whom the Chief of Protocol or his representative is not associated, the Ministry sponsoring the visit shall be responsible to supply the details of gifts received and the list of recipients to the Cabinet Division. In the case of outgoing delegations or visits abroad of our dignitaries, it shall be the responsibility of the Ambassador of Pakistan and/or Head of the Pakistan mission in the country concerned to report the receipt of the gifts, together with the name of the recipients, to the Cabinet Division through the Ministry of Foreign Affairs.
- (3) Government/Public functionaries, except those in BPS-1 to BPS-4, are prohibited from receiving cash awards offered by the visiting foreign dignitaries. Such gifts may be politely refused. In case, however, it becomes impossible to refuse, without causing offence to the visiting dignitary, the amount shall be immediately deposited in the Government treasury and copy of Treasuring Challan shall be provided to the Toshakhana Incharge, Cabinet Division.
- (4) Government/Public functionaries, except the President and the Head of the Government are prohibited from receiving gifts of any kind for their person or for members of their families from diplomats, consular and other foreign government representatives who are stationed in Pakistan or from any public organization or private individual and firm within the country. However, if due to very exceptional reasons the gift cannot be declined, it shall invariably be deposited in the Toshakhana. These instructions do not apply to gifts and donations made to institutions.
- (5)
  - (i) Cabinet Division will get the value of the gifts assessed from Government Sector experts in CBR, Taxila Museum, National Council of the Arts depending upon the nature of the gifts. Cabinet Division will also get the value of gifts assessed by the private appraisers borne on its approved panel.
  - (ii) If the difference in value of gifts assessed by two categories of appraisers is less than 2% the high value will be accepted. However, if the difference in value is 25% or more, a Committee to be constituted by the Cabinet Secretary, shall decide the final value.
  - (iii) Private Appraisers borne on the approved panel of the Cabinet Division and the nominee of the All Pakistan Jewellery and Gem Stones Association will be paid 2% of the evaluation cost of each gift or Rs. 2,000/-, whichever is less.
- (6) The monetary limits up to which the gifts can be retained by the recipients are as follows:
  - (i) Gifts up to a value of Rs. 10,000/- (Rupees ten thousand only) may be retained free of cost by the recipient subject to the provision of these rules.

- (ii) Gifts valued above Rs. 10,000/- may be allowed to be retained by the recipient on payment of 15% of the value exceeding the basic exemption of Rs. 10,000/-
  - (iii) Gifts valued at Rs. 400,000/- or more shall not be retained by the recipient, except the President and the Head of the Government. However, the recipient of gift comprising distinct articles but gifted in a single transaction having collective value of Rs. 4 lac or more shall have an option to retain any article(s) up to the collective value of less than Rs. 4 lac only subject to the condition that part of an article will not be allowed to be taken. This exemption shall, however, not be available in case of antiques and gifts of intrinsic historical value.
  - (iv) Different gift articles given by a single dignitary to a functionary at one occasion will be treated as single gift for the purpose of valuation.
  - (v) The maximum monetary limit to be allowed for retention of gifts in one calendar year for any functionary other than the President or the Prime Minister should not exceed Rupees one million. However, the gifts having value in excess of the limit of rupees one million can be retained by the recipient on payment of 65% of the assessed value of the gifts.
  - (vi) The recipient should collect the gifts after payment of retention price within four months failing which it will become the property of the Toshakhana and will be disposed of as per Toshakhana Rules.
- (7) The Head of Account of Toshakhana in which -the amounts are to be deposited is "1300000-0thers (NES) Misc. receipt of Darbar Presents (Central)". Retention Cost of the gift should be deposited within four months failing which the recipient will lose the right to have it.
- (8) Gifts deposited in the Toshakhana which are fit for display, shall be properly catalogued and then displayed in the public rooms of the Foreign Office/Cabinet Division and in the residences of the Head of the State and the Head of the Government. Such articles shall be properly entered in the Toshakhana register and in the stock registers of the respective offices.
- (9) An annual physical verification shall be carried out in respect of such articles by an authorized officer of the Cabinet Division in the first quarter of each calendar year.
- (10) Gifts which are not fit to be retained or displayed shall be disposed of by periodical sales to be arranged by the Cabinet Division, Government of Pakistan. These sales shall be held once or twice a year. The list of gifts to be sold shall be circulated to all Federal Government officers and officers of the Armed Forces. The articles not purchased in two consecutive auctions by the Government servants should be disposed of to the public through sealed bids.
- (11) Antique items and vehicles shall not be allowed to be purchased by the recipients. Antiques shall be placed in the museums or displayed in official building owned by the Government. Vehicles shall be given to the Central Pool of Cars of the Cabinet Division.

- (12) Gifts, other than those in the nature of antiques or of intrinsic historical value, given to but not retained by the President, the Head of the Government and the Governors, will be sold in accordance with sub-para (10) above. The gifts in the nature of antiques or of intrinsic historical value shall be put on display in accordance with sub-para (8) above.
- (13) The procedure shall apply to the President/Head of the Government and their family members, Chairman Senate, Speaker National Assembly, Chief Justice of the Supreme Court, Governors of the Provinces, Members of the Federal Cabinet, Attorney General for Pakistan, Ministers of State, Deputy Chairman Senate, Deputy Speaker National Assembly, Dignitaries holding ministerial status, Members of Provincial Cabinets, Judges of Supreme Court, Chief Justice/Judges of the High Courts, Parliamentarians and other elected representatives, all Government servants (Civil and Military) as well as employees of the Government controlled corporations, autonomous and semi-autonomous bodies and their spouse/ dependents, members of the Provincial Governments, other members of public visiting abroad as members of official delegation.

2. The above procedure has the concurrence of Finance and Law, Justice & Human Rights Division.

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NO.S.O. (Cab-II)6-15/2008  
Dated the 24<sup>th</sup> November 2010

Subject: MAINTENANCE OF SECRECY IN THE OFFICIAL BUSINESS

I am directed to refer to the subject noted above and to state that Chief Minister has observed that proper procedure and instructions are not being followed in handling of sensitive correspondence and procedure laid down in the Manual of Secretariat Instructions for the classification and treatment of Protected Documents and Information and security of government buildings. At times instances have occurred where Government had to face embarrassing situation due to lack of knowledge on the part of dealing officers/officials in maintaining secrecy of official business.

2. I am further directed to state that the Chief Minister has shown his deep concern over such instances and has desired that instructions on the subject be circulated/reiterated to all concerned for strict observance ; and training courses may also be arranged for the concerned officers/officials in Government Departments/ Attached Departments/Autonomous Bodies, etc., to educate them on the subject.

3. You are requested to please ensure compliance of the above mentioned instructions in letter and spirit.

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No.SOR-IV(S&GAD)6-8/2010  
Dated the 10<sup>th</sup> February 2012

Subject: USE OF EXTRANEOUS INFLUENCE BY GOVERNMENT SERVANTS

I am directed to invite your attention towards instructions issued by the Regulations Wing, S&GAD vide circular letter of even number dated 12.05.1991

and rule 19 & 29 of the Punjab Government Servants (Conduct) Rules, 1966, on the subject noted above.

2. It has been observed that Government servants have not stopped bringing political pressures on competent authorities regarding service matters. This practice is clear violation of rules 19 and 29 of the Punjab Government Servants (Conduct) Rules, 1966 as well as the Instructions issued on the subject. Rules 19 & 29 of the rules ibid read as under:-

“19. Approach any Member of the National Assembly or a Provincial Assembly or any other non-official person to intervene on his behalf in any matter.

29. No Government servant shall bring or attempt to bring political or other outside influence, directly or indirectly, to bear on Government or any Government servant in support of any claim arising in connection with his employment as such.”

3. Attention is also invited to section 2(n)(v) of the Punjab Employees Efficiency, Discipline and Accountability Act, 2006, which reads as under:-

“2(n)(v) Any act on the part of a civil servant to bring political or other outside influence directly or indirectly to bear on the Governor, the Chief Minister, a Minister or any other authority in respect of any matter relating to appointment, promotion, transfer, posting, punishment, retirement and other conditions of service of a civil servant amount to “misconduct” as defined in Section 2(n)(v) of Punjab Employees Efficiency, Discipline and Accountability Act, 2006.”

4. In view of the above, it is requested that provisions of the rules/law should be brought to the notice of all concerned for strict compliance. The violations, if any after issuance of this letter should be taken notice of and proceedings be initiated against the violators under the Punjab Employees Efficiency, Discipline and Accountability Act, 2006 on account of misconduct.

5. This issues with the approval of the Chief Secretary, Punjab.

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# INDEX

<b>A</b>	
<b>Acceptance</b>	
---- of foreign awards .....	3
<b>accommodation</b>	
<b>Subletting of residential ----</b> .....	6
<b>Aid Giving Agencies</b>	
Approaching Foreign Missions and ----	
.....	11
application	
Extent of ---- .....	1
<b>Approach</b>	
<b>to Foreign Missions and aid</b>	
<b>giving agencies</b> .....	11
<b>to Members of the Assemblies, etc.</b> 7,	
48	
<b>Assemblies</b>	
<b>Approaching Members of the ----</b> 7,	
48	
assets	
Declaration of ----for the year ending	
on 30th june .....	5
<b>Disclosure of ----</b> .....	5
<b>ASSETS</b>	
<b>---- by civil serants and employees of</b>	
<b>autonomous bodies</b> .....	29
---- held and acquired by Govt. servants	
and corporation employees .....	28
----Notification for revised proforma .....	22
----proforma .....	24
<b>ASSOCIATION</b>	
Abolition of services ---- .....	34
Recognition of employees ---- .....	35, 36
<b>Associations</b>	
Membership of service ---- .....	9
<b>ATTENDANCE</b>	
Govt. servants ---- attendance at	
evening classes .....	16
awards	
Acceptance of foreign ---- .....	3
<b>B</b>	
borrowing	
Lending and ---- .....	4
<b>C</b>	
<b>CARS</b>	
Grant of advances for purchase of .....	33
Restriction on maintenance of motor ----	
.....	31
Committees	

Evidence before ---- .....	8
<b>communication</b>	
<b>Unauthorised ---- of official</b>	
<b>documents or information</b> .....	7
<b>Communication</b>	
<b>---- to the Press</b> .....	7
<b>COMMUNICATION</b>	
Unauthorised---- of official information	
.....	49
<b>companies</b>	
<b>Promotion and management of ----,</b>	
<b>etc.</b> .....	5
<b>COMPLAINTS</b>	
Advance copies of representations and ----	
.....	42
<b>Conduct</b>	
<b>Repeal of previous ---- Rules</b> .....	2
<b>COOPERATIVE HOUSING SOCIETIES</b>	
Formation of ---- .....	45
<b>COPIES</b>	
Advance ---- of representations and	
complaints .....	42
<b>D</b>	
<b>Declaration</b>	
<b>---- of property</b> .....	4
<b>DECLARATION</b>	
of assets held and acquired by Govt.	
servants .....	20, 31
of assets held and acquired by	
Govt.servants .....	22
----proforma .....	24
<b>Definitions</b>	
---- of Government .....	1
---- of Government servants .....	1
---- of member of a Govt. servant's	
family .....	1
<b>Delegation</b>	
<b>---- of powers</b> .....	11
<b>demonstration</b>	
<b>Government servants not to take</b>	
<b>part in or assist, any public</b> .....	9
<b>Public ---- in honour of Government</b>	
<b>servants</b> .....	3
<b>Disclosure</b>	
<b>---- of assets</b> .....	5
<b>documents</b>	
<b>Unauthorised communication of</b>	
<b>official ----</b> .....	7
<b>E</b>	
elections	

Taking part in politics and ----	8
<b>employment</b>	
<b>Private trade ---- or work</b>	6
<b>ENTITLEMENT</b>	
---- of Govt. servants to maintain motor car	33
<b>EVENING CLASSES</b>	
Govt. servants attendance at ----	16
<b>Evidence</b>	
---- before Committees	8
<b>Extent</b>	
---- of application	1
<b>F</b>	
<b>favouritism</b>	
<b>Nepotism, ---- and victimization,         etc.</b>	9
<b>Foreign Missions</b>	
<b>Approaching ---- and aid giving         agencies</b>	11
<b>G</b>	
<b>Gift</b>	
---- to medical officers	3
<b>Gifts</b>	
Acceptance of ----	2
<b>Government</b>	
---- servant not to live beyond his meants, etc.	6
---- servants not to take part in or assist, any public demonstration	9
<b>Public demonstration in honour of ---         - servants</b>	3
Publication of information, public speeches and television programme capable of embarrassing ----	7
Subletting of residential accommodation allotted by ----	6
<b>Vindication by ---- servants of their         public acts or character</b>	9
<b>GOVERNMENT</b>	
---- servants (Conduct) Rules, 1964 compliance of its provisions, specially rules 21 and 22	40
---- servants attendance of evening class	16
Application/representations made by the relatives of the ---- servants	44
Assignments of work/functions to ---- servants	41
Code of conduct for ---- servants	42
Directive on publicity of ---- officials .....	39

Extraneous influence by ---- servants in respect of service matters	43
Formation of cooperative housing societies by ---- servants	45
Political activities ---- employees	37
Powers to permit ---- servants to broadcast over radio, TV	38

**I**

<b>ideology</b>	
<b>No Government servant shall         express views detrimental to the --         -- or integrity of Pakistan</b>	9
<b>IDEOLOGY</b>	
Prohibition on expression of views against the ---- or integrity of Pakistan	45
<b>immovable</b>	
<b>Disclosure of assets ---- and movable</b>	5
<b>INCOME</b>	
---- and expenditure statement in terms of Rule 13 of the Conduct Rules	46
<b>indebtedness</b>	
Insolvency and habitual ----	6
<b>influence</b>	
Use of political or other ----	10, 48
<b>INFLUENCE</b>	
Extraneous ---- by Government servants in respect of service matters	43
<b>information</b>	
<b>Publication of ---- embarrassing         Government</b>	7
Unauthorised communication of official documents or ----	7
<b>Insolvency</b>	
---- and habitual indebtedness	6
<b>INTEGRITY</b>	
Prohibition on expression of views against the ideology, ---- of Pakistan .....	45
<b>INTERVIEWS</b>	
Submission of joint requests by the civil servants for grant of ----	43
<b>investment</b>	
Speculation and ----	5
<b>J</b>	
<b>JOBS</b>	
Permission to Government servants in BS-1 to 15 to undertake part-time -- --	18

**L**

**Lending**

--- and borrowing .....	4
liquid	
Disclosure of assets, immovable, movable and ---- .....	5
live	
<b>Government servant not to ----     beyond means</b> .....	6

**M**

**MAINTENANCE**

Allowance for ---- .....	33
Restriction on ---- of motor cars .....	31

**management**

<b>Promotion and ---- of companies</b> .....	5
--	---

**Management**

---- of Newspapers or Periodicals .....	7
---	---

**means**

<b>Government servant not to live     beyond his ----</b> .....	6
---	---

**Members**

<b>Approach to ---- of the Assemblies</b> .....	7, 48
---	-------

**Membership**

---- of service associations .....	9
------------------------------------	---

**MONITORING**

— arrangements for watching compliance of the instructions about declaration of assets .....	28
--	----

**movable**

<b>Disclosure of assets immovable or ---     - property</b> .....	5
---	---

**N**

**Nepotism**

----, favouritism and victimisation .....	9
---	---

**Newspapers**

<b>Management of ---- or Periodicals</b> .....	7
--	---

**O**

**official documents**

<b>Unauthorised communication of ----</b> .....	7
---	---

**P**

**Pakistan**

<b>No Government servant shall     express views detrimental to the     ideology or integrity of ----</b> .....	9
---	---

**PAKISTAN**

Prohibition on expression of views against the ideology or integrity of ---- .....	45
--	----

**PART-TIME JOBS**

Permission to Government servants in BS-1 to 15 to undertake ---- after office hour .....	18
---	----

**PERMISSION**

---- to Government servants in BS-1 to 15 to undertake part-time job after office hours .....	18
---	----

**Political**

<b>Use of ---- or other influence</b> .....	10, 48
---	--------

**POLITICAL**

---- activities by Government servants .....	37
---	----

**politics**

<b>Taking part in ---- and elections</b> .....	8
--	---

**POWERS**

---- to permit Govt. servants to broadcast over Radio, T.V. and to receive money therefrom according to rules/instructions .....	38
---	----

**Press**

Radio Broadcast, Television Programme and Communication to the ---- .....	7
--	---

**Private**

---- <b>trade, employment or work</b> .....	6
---	---

**PROHIBITION**

---- on expression of views against the ideology or integrity of Pakistan .....	45
--	----

**Promotion**

---- <b>and management of companies</b> .....	5
---	---

**Propagation**

---- <b>of Sectarian creeds, etc.</b> .....	9
---	---

**Property**

Declaration of ---- .....	4
---------------------------	---

**public**

<b>Govt. servants not to take part in or     assist, any ---- demonstration</b> .....	9
---	---

**Public**

---- <b>demonstration in honour of     Government servants</b> .....	3
<b>Government servants shall not make ---     - speeches</b> .....	7

**Publication**

---- <b>of information embarrassing the     Govt.</b> .....	7
---	---

**PUBLICITY**

Directive on ---- of Government officials .....	40
--	----

**PURCHASE**

---- of bicycle, motorcycles/scooters and motor car and pay limit .....	33
--	----

**R**

**Radio**  
 ---- broadcast, television programme  
 and communication to Press .....7  
**Repeal**  
 ---- of previous Conduct Rules...2  
**REPRESENTATIONS**  
 Sending advance copies of ----...42

**S**

**SECRECY**  
 Maintenance of ---- in the official  
 business .....53  
**Sectarian**  
**Propagation of ---- creeds, etc.**...9  
**SERVICE**  
 Extraneous influence by Govt. servants  
 in respect of ---- matters .....43  
**Speculation**  
 ---- and investment .....5  
**SPOUSES**  
 Engagement in trade and business by  
 ---- of Govt. servants .....19  
**STATEMENT**  
 ---- of failures to file or filing  
 incorrect declaration of assets...29  
**Income and expenditure ----**...46  
**Subletting**  
 ---- of residential accommodation  
 allotted by Government .....6  
**Subscriptions**  
 Govt. servants not to participate in  
 raising of ---- .....3

**T**

**T.V.**  
 Powers to permit Government servants  
 to broadcast over radio and ----...38

**Television**  
**Radio Broadcast, ---- programme  
 and communication to the Press**...7  
**trade**  
**Private ----, employment or work**...6  
**TRADE**  
 Engagement in ---- and business, etc.  
 by spouse of Govt. servants.....19

**U**

**Unauthorized**  
 ---- communication of official  
 document or information .....7  
**UNAUTHORIZED**  
 ---- communication of official  
 documents.....49

**V**

**victimization**  
**Nepotism, favouritism and ----**...9  
**Vindication**  
 ---- by Government servants of their  
 public acts or character .....9

**W**

**work**  
 Private trade, employment or ----...6