

**GOVERNMENT OF PAKISTAN  
CABINET SECRETARIAT (AVIATION DIVISION)  
PAKISTAN METEOROLOGICAL DEPARTMENT  
HEADQUARTERS OFFICE ISLAMABAD**

No.E-29(10)/2016/A/282

Islamabad, the 5<sup>th</sup> May 2016.

**MEMORANDUM**

Subject: IMPLEMENTATION OF PROVISIONS OF GOVERNMENT SERVANTS (CONDUCT) RULES, 1973

Enclosed please find a copy of Cabinet Secretariat Establishment Division Islamabad O.M No. 11/1/2016-D-II dated 20<sup>th</sup> April 2016 along with enclosure on the subject noted above..



**(MUHAMMAD SATTAR)**  
Chief Administrative Officer  
For Director General  
Meteorological Services

**Distribution:**

- 1) Chief Met. NDMC, Met. HQs Office, Islamabad.
- 2) Chief Met. Flood Forecasting Division, Lahore.
- 3) Chief Meteorologist Met. Complex, Karachi.
- 4) Chief Meteorologist, R & D Division, Islamabad.
- 5) Director, NWFC/ NSMC/Planning/NAMC /Lai Nullah FF & WS/, Islamabad.
- 6) Director, RMC Lahore/Peshawar/Karachi/Gilgit.
- 7) Director, GC Quetta.
- 8) Director, IMG / CDPC / F& C / Engineering / Principal Engineer, Met. Complex Karachi.
- ✓ 9) Programmer, Computer Section, Met. HQs Office, Islamabad, to upload on PMD website.
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GOVERNMENT OF PAKISTAN  
CABINET SECRETARIAT  
ESTABLISHMENT DIVISION

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No.11/1/2016-D-II

Islamabad, 20<sup>th</sup> April, 2016

OFFICE MEMORANDUM


SUBJECT: IMPLEMENTATION OF PROVISIONS OF GOVERNMENT SERVANTS (CONDUCT) RULES, 1964.


The undersigned is directed to state that Standing Committee on Law, Justice & Human Rights has observed that implementation of provisions of Government Servants (Conduct) Rules, 1964, particularly Rules 5.12.13 & 13-A thereof, shall be implemented strictly

2. Ministries/ Divisions/Offices are therefore, requested to direct all Government Servants, working under them, to strictly adhere to Government Servants (Conduct) Rules, 1964, particularly Rules 5.12.13 & 13-A. In-case of violation of these Rules and ancillary instructions thereof, the defaulting Government Servants may be proceeded against under Government Servants (Efficiency and Discipline) Rules, 1973.

All Secretaries/Additional Secretaries Incharge  
of Ministries/Divisions, Islamabad/Rawalpindi.

Copy forwarded to the Chief Secretaries Punjab, Sindh, KhyberPakhtunkhwa, Balochistan, Gilgit-Baltistan, Azad Jammu & Kashmir for similar action.

  
(Engr. Muhammad Arif)  
Deputy Secretary (D)  
Ph: 9103463

  
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CHAPTER V

**CONDUCT  
AND  
DISCIPLINE**  
( 457 -458 )



247(1), 250 and 269 of the Government of India Act, 1935, in so far as they applied to the persons to whom these rules apply, are hereby repealed, but such repeal shall not affect anything duly done or suffered under those rules.

☞\*5. Gifts.- (1) Save as otherwise provided in this rule, no Government servant shall, except with the previous sanction of the 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, however, due to very exceptional reasons, a gift cannot be refused, the same may, under intimation to the Cabinet Division, be kept for official use in the Department or Organisation in which he is working].

(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 the 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 the Cabinet Division for orders as to its disposal.

\*[(4) Government servants are prohibited from receiving gift of any kind for their person or for members of their families from diplomats, consular and other foreign Government representatives or their employees who are stationed in Pakistan. If, however, due to very exceptional reasons, a gift cannot be refused, it should invariably be deposited in the Toshakhana.

(5) Government servants, except those belonging to BPS 1 to 4, are prohibited from accepting cash awards offered by the visiting foreign dignitaries. In case, however, it becomes

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impossible to refuse without causing offence to the visiting dignitary, the amount may be accepted and immediately deposited in the Treasury under the proper head of account.

\*Subs *vide* Estt. Division Notification No.807(I)/79, dated 12-9-1979.

\*Note.- Rule 5 may be read in conjunction with the instructions contained in the Cabinet Division O.M.No. 9/9/91-TK, dated 21-11-1991 (Sl.No.7).

(6) The responsibility for reporting the receipt of a gift shall devolve on the individual recipient. All gift received by a Government servant, irrespective of their prices, must be reported to the Toshakhana in the Cabinet Division. However, the responsibility for reporting to the Cabinet Division receipt of gifts, including the names of recipients, from foreign dignitaries or delegations who come to Pakistan or when Pakistan dignitaries or delegations go abroad, shall lie with the Chief of protocol or his representative in the former case, and with the Ambassador concerned in the latter case. In the case of foreign delegations or visiting dignitaries with whom the Chief of Protocol is not associated, the Ministry sponsoring the visit shall be responsible to supply the details of gifts, if received, and the list of recipients to the Cabinet Division and the Ministry of Foreign Affairs.

(7) The value of gifts shall be assessed by the Cabinet Division and the monetary limits up to which and the condition subject to which, the gifts may be allowed to be retained by the recipient shall be as follows:-

- (a) gifts valued upto Rs. 1,000 may be allowed to be retained by the recipient;
- (b) gifts valued between Rs. 1,000 and 5,000 may be allowed to be retained by a recipient on his paying 25% of the value of the gift in excess of Rs. 1,000; and
- (c) gifts of value exceeding Rs. 5,000 may, be



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\*\*\*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].

(2) No prior permission is necessary for buying and selling shares, bonds, saving certificate and Securities through Government sponsored organizations upto the value of \*\*[Rs.100,000 (one hundred thousand rupees)]. However, the Government servant concerned shall have to report all such transactions in the form of a statement at the end of the each year.

Revised rule introduced *vide* Estt. Division Notification No. S.R.O.1411(1)/74, dated 14-11-1974.

\*\*Subs *vide* Estt. Division Notification No.S.R.O. 1005(1)/98 dated 28-9-1998.

\*\*\*Please see SL.No.17.

\*[(3) A Government Servant who intends to acquire more than one plot from one or more Cooperative Housing Societies or Government Housing Schemes or intends to dispose of any of 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)].

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.

12. **Declaration of property.-** (1) Every Government servant shall, at the time of entering Government service, make a declaration to the Government, through the usual channel, of all immovable and movable properties including

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shares, certificates, securities, insurance policies and jewellery having a total value of \*\*[Rs.50,000 (fifty thousand rupees)] or more belonging to or held by him or a member of his family and such declaration shall,-

- (a) state the district within which the property is situated.
- (b) show separately individual items of jewellery exceeding \*\*[Rs. 50,000 (fifty thousand rupees)] in value, and
- (c) give such further information as the Government may, by general or special order, require.

(2) Every Government servant shall submit to the Government, through usual channel, an annual return of assets in

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\*Added *vide* Estt. Division Notification No. S.R.O. 1005(1)/98, dated 28-9-1998.  
\*\*Subs *vide* Estt. Division Notification No. S.R.O. 846(1)/85, dated 5-9-1985 for the words Rs. 10,000/- (Ten thousand rupees)".

the month of December showing any increase or decrease of property as shown in the declaration under sub-rule or, as the case may be, the last annual return.

**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, jewellery \*[and expenses during any period specified by such order in the form specified therein].

**14. Speculation and investment.-** (1) No Government

P.S.A/c

Government of Pakistan  
Cabinet Secretariat  
Establishment Division

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• Islamabad, the June 08, 2012.

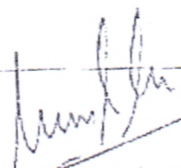
NOTIFICATION

S.R.O. <sup>771</sup>(1) / 2012.—in exercise of the powers conferred by sub-section (1) of section 25 of the Civil Servants Act, 1973 (LXXI of 1973), read with Notification No. S.R.O. 120 (1)/98, dated the 27<sup>th</sup> February, 1998, the Prime Minister is pleased to direct that the following further amendment shall be made in the Government Servants (Conduct) Rules, 1964, namely:-

In the aforesaid Rules, after rule 13 the following new rule shall be inserted, namely:-

"13A. Assets to be made public. — The assets of all those who are paid from the Government exchequer shall be made public."

[File No.2/1/2006-D-4]

  
(Tassaduq Hussain)  
Deputy Secretary