

THE SINDH CIVIL SERVANTS (CONDUCT) RULES, 2008

Dated the 9th February, 2008

Notification No.SOR-IV(S&GAD)4-5/98 (Prov.)- In exercise of the powers conferred by section 26 read with Section 16 the Sindh Civil Servants Act, 1973 the Government of Sindh are pleased to make the following rules, namely:

1. Short title and commencement.-(1)These rules may be called the Sindh Civil Servants (Conduct) Rules, 2008.

(2)They shall come into force at once.

2. Extent of application.-These rules apply to all persons, whether on duty or on leave, serving in connection with the affairs of the province including the employees of Government deputed to serve with a statutory corporation or with a non Government employer, but excluding-

(a) Member of an All-Pakistan service serving in connection with the affairs of the Province; and

(b) Holder of such posts in connection with affairs of the province as the Government may, by a notification in the official Gazette, specify in the behalf.

3. Definitions. -(1)In these rules, unless there is any-thing repugnant in the subject or context-

(a) “Civil servant” means a person to whom these rules apply;

(b) “Member of a civil servant’s family”includes-

(i) his wife, children and step children, parents, sister and minor brothers with and wholly dependent upon the civil servants; and

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

But does not include a wife legally separated from the civil servant or a child or stepchild who his no longer in any way dependent upon him or whose custody the civil servant has been deprived by law.

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

4. Gifts.-(1) Save as other wise provided in this rule, no civil servant shall, except with the previous sanction of Government accept, or permit any member of this family to accept, from any person any gift the receipt of which will place him under any from of official obligation to the donor.

(2) 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.

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

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

(5) A civil servant may accept gifts offered abroad or within Pakistan by Institutions or official dignitaries of foreign Government of comparable or higher level; provided that the value of such gift in each case does not exceed rupees one thousand.

(6) A civil servant desirous of retaining gift value of which exceeds rupees one thousand may retain it on payment of difference, after evaluation of the gift by a Committee headed by the chief Secretary; provided that the gift shall first be offered for sale to the person who received it from a foreign dignitary.

5. Acceptance of foreign award.-No civil servant shall, except with the approval of the Government accept a foreign award, title or decoration.

Explanation.-For the purposes of this rule, the expression “approval of the Government” means prior approval in ordinary cases and ex post facto approval in special cases where sufficient time is not available for obtaining prior approval.

6. Civil servant not to become member of a foreign cultural association.-No civil servant shall, without the prior permission of the Government in writing, become a member or office-bearer of any foreign cultural association.

Explanation.-For the purpose of this rule, “Foreign cultural association” means a association, by whatever name called having has its object the promotion of cultural and friendly relations between Pakistan and a foreign country and includes a branch of such association.

7. Public demonstration in honour of civil servants.- No civil servant shall encourage meetings to be held in his honour of presentation of addresses of which the main propose is to praise him.

8. Gift to medical officer.-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 civil 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.

10. Lending and borrowing.-(1) No civil 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 civil servant may-

(i) Deal in the ordinary course of business with a joint-stock Company, bank or a firm 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 civil 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 civil servant shall forthwith declare the circumstances, when he is a Gazetted Officer, 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 cooperative Societies registered under the Co-operative Societies Act, 1925 or under any law for the time being in force relating to the registration of Co-operative Societies, by the civil servants shall be object to any general or special restrictions or relaxations made or permitted by Government.

11. Declaration of property.-(1) Every civil servant shall, at time of entering Government service, make a declaration to Government, through the usual channel, of all immovable and movable properties including shares, certificates securities, insurance policies cash, jewellery

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;

(b) Show separately individual items of jewellery 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 civil servant shall submit to the Government, through usual channel an annual declaration of income, assets of the property as shown in the declaration under sub-rule (1) or the last annual return, as the case may be.

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

12. Declaration of assets, immovable, movable and liquid.- A civil servant, 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 and jewellery.

13. Speculation and investment.-(1) No civil servant shall speculate of 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 civil 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 civil servant shall make any investment the value of which is likely to be affected by some event of which information is 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.

14. Promotion and management of companies.-No civil 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 civil servant may, subject to the provision of any general order of Government, take part in the promotion, registration or management of a cooperative society registered under the Co-operative Societies Act, 1925 or under any similar law.

15. Private trade, employment or work.-(1) No civil servant shall, except with the previous sanction of Government, engage in any trade 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 civil servant; but he shall not undertake or shall not undertake or shall discontinue such work if so directed by Government. A civil 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 civil 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 civil servant shall associate himself with any private trust, foundation or similar other institutions which is not sponsored by Government.

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

16. ¹[Omitted].

17. Civil Servant not to live beyond his means.- No civil servant shall live beyond his means or indulge in ostentation occasions of marriage or other ceremonies.

18. Insolvency and habitual indebtedness.- (1) A civil servant shall avoid habitual indebtedness. If a civil 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 it attached for a some 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.

(2) A civil servant who applies to be or is adjudged or declared insolvent shall forth with 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.

19. Unauthorized communication of official documents or information.- No civil 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 civil servant not authorized to receive it, or to a non-official person, or to the press.

20. Approach to members of the assemblies.- No civil service servants shall, directly and 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.

21. Management of newspapers of periodicals.- No civil servant shall, except 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.

22. Radio Broadcast, Television programme and Communications to the press.-No civil servant shall except with the previous sanction of Government or any other authority empowered by it in this behalf, or in the bonafide discharge of his duties, participate in a radio board cost 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 not may be considered likely to jeopardize the integrity of the civil 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 so such sanction shall be required if such broadcast, television programme, contribution or letter is a purely literary, artistic or scientific character or, in respect of a member of the teaching profession, relates to his specialized discipline.

23. Publication and information, public speeches and television programmes of embarrassing government.-(1) No civil 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 or embarrassing the Central or any Provincial Government.

¹ Omitted by Notification SRO-IV (S&GAD) 4(5) 1998 (Vol-I) dated 17-11-2015

(2) 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.

(3) Member of the teaching profession (Gazetted and Non-Gazetted) may published such articles, papers letters, books and research material on the subject related to their specialized discipline as do not offend against the provisions of these rules.

24. Evidence before committee.-(1) No civil servant shall give evidence before a public committee except with the previous sanction of Government.

(2) No civil servant shall giving such evidence shall criticize the policy or decisions of the central or an 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, or to evidence given in judicial inquiries.

25. Taking part in politics and elections.-(1) No civil servant shall take part in, subscribe in aid of or assist in any way, any political movement in Pakistan.

(2) No civil 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 indirectly to be, subversive of Government as by law established in Pakistan.

(3) No civil 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 else-where:

Provided that a civil 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 civil servant shall allow any member of his family dependent on him to indulge in any political activity, including the forming of a political association or being a member of any such association or to act in the manner in which the civil servant himself is prohibited to act under sub-rule (3).

(5) A civil servant who issues an address to electors or in any other manner publicly announces himself or allows himself or allows him 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.

(6) The provisions of sub-rule (3) and (5) shall, so far as may, apply to elections to local authorities or bodies, save in respect of civil servant 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.

26. Propagation of sectarian creeds.- No civil 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 civil servants in particular and amongst the peoples in general.

27. Civil Servant not to express views against ideology.- No civil servant shall express views detrimental to the ideology or integrity of Pakistan.

28. Prohibition to take part or assist certain public demonstrations.- No civil servant shall take part in, or in any manner assist, any public demonstration directed against a Government Decision or policy, or permits any member of his family dependent on him to do so.

29. Nepotism, favouritism and victimization.- No civil servant shall indulge in provincialism, nepotism, favouritism, victimization or wilful abuse of office.

30. Vindication by civil servant of their public acts or character.-(1) A civil servant may not, without the previous sanction of Government have recourse to any Court or the press for the vindication of his public acts or character from defamatory attacks. When Government grants sanction to a civil servant to have recourse to a Court, Government will ordinarily bear the cost of the proceedings, but may leave the civil 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 civil servant to vindicate his private acts or character.

31. Membership of service association.-(1) No civil servant shall be a member, representative or office bearer of any association representing or purporting to represent civil servants or any class of civil servants, unless such association satisfies the following conditions namely:

(a) Membership of the association shall be confined to the civil servant serving in one and the same "functional Unit", and if there is no such functional unit, it shall be formed by the civil servants born on and serving in a specific single cadre; and

(b) Office bearers of association shall be elected from amongst the members of the association;

(c) The association shall neither affiliate nor associate itself with any other body or association belonging to any other cadre;

(d) The association shall not in any way, be associated with, contribute to or seek support from any political party or organization or engage in any political activity;

(e) The association shall continue its activities to matter of general interest of the civil servants whom it represents and shall not involve itself in individual cases of its members and the office bearers and members of the association shall not participate in the activities of the association at the cost of their official duties;

(f) The association shall not engage in any activity or pursue a course of action which its members are individually prohibited engage in or pursue under these, rules or any instructions issued by Government or any law or rules concerning conduct of the civil servants and service discipline;

(g) The association shall not, in any way support or assist any candidate in an election to a legislative body, or to a local authority or body, whether in Pakistan or elsewhere nor shall it pay or contribute towards any expenses incurred in connection in such elections;

(h) The association shall not:

(i) Issue or maintain any periodical publication except in accordance with any general or special order of Government; and

(ii) Publish any representation on behalf of its members whether in the press or otherwise except with the previous sanction of Government.

(i) The association shall submit annual statement of its accounts and lists of its members and office bearers to the appointing authority referred to in sub-rule (3) before 1st September every year.

(j) The association may with the previous approval of the appointing authority frame its byelaws which may be amended in the same way or in the direction of the appointing authority.

(2) The association shall not represent or purport to represent civil servants unless it is recognized by the competent authority.

(3) The appointing authority in respect of a cadre shall be the authority competent to recognize the association of that cadre; provided that where the cadre consists of higher and lower grade, the authority competent to recognize the association shall be the appointing authority in respect of the highest post in the cadre.

(4) An association shall submit its representations to the concerned appointing authority and decisions on such representations shall be communicated to the association by the appointing authority.

(5) A civil servant who deals with the establishment matters pertaining to an association and is also a member of such association shall not become office bearer of such association nor shall he take part in any activity of the association.

(6) The appointing authority may at any time and on the direction of the government shall withdraw recognition of an association if in its opinion such association does not satisfy or has violated any of the aforesaid condition and the order passed by the Government in this behalf shall be final.

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

33. Approaching foreign missions and aid-giving agencies.- No civil servant shall approach, directly and indirectly, a foreign Mission in Pakistan or any foreign aid-giving agency in Pakistan or abroad to secure for himself invitations to visit a foreign country or to elicit offers of training facilities abroad.

34. Delegation of power.- 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 receipt as the reports by Government within the meaning of these rules.

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

36.- Notwithstanding anything contained in these rules, in the case of a member of the Sindh judicial service the Chief Justice shall be competent to accord sanction or approval as the case may be, under rules 4,5,9,10,11,12,13,14,15,16,19,20,22,and 30.

37. Repeal.- The Sindh Government Servants (Conduct) Rules, 1966 are hereby repealed.

INSTRUCTIONS

1. If the space provided in the form is found inadequate or some explanation is required, a separate page may be attached/ annual.
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 4 must include income earned by the spouse and children as well.
4. Information request must be complete No. column should be left blank. Columns which are not applicable should be crossed.
5. All assets owned by the officer and his family members (Family as defined in rule 3(1) (b) of Sindh civil servants conduct Rules 2008 should be declared. Assets acquired by the officer are also to be declared.
6. Assets owned partly or acquired on “Hire purchase Agreement” or instalment 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 off during the relevant financial year must be declared under the head “other sources” (Serial 4).
9. If there is no change in Assets over the Previous year (for which the declaration had been filed) relevant column (Serial 9, 10, & 11) may be marked “As Before”.
10. At Serial 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 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 law for the time being in force this declaration is being failed under Sindh Civil Servants (Conduct) Rules, 2008 and any breach thereof (including concealment of assets or giving wrong information) is punishable under RSO 2000.

ASSETS AND LIABILITIES

9. Immovable Assets(Agri. & Non-Agri. Lands, House properties, commercial & Industrial properties, open plots of all types.)

	Identification & nature of Assets	Mode of Acquisition/year	Cost of Acquisition
(a)			
(b)			
(c)			
(d)			
(e)			
(f)			
(g)			
(h)			
(i)			
(j)			
(k)			
(l)			
(m)			

10. Movable Assets

(Cash in hand, Motor Vehicle, Jewellery, Household items, Equipment, Business capital etc.)

	Identification & nature of Assets	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 Assets	Mode of Acquisition/year	Cost of Acquisition
(a)			
(b)			

12. Assets disposed off during the year

	Identification & nature of Assets (s)	Date of Disposal	Amount received as sale proceed (Rs.)
(a)			
(b)			
(c)			

13. Investments

(Board, shares, Certificates, deposits/ Advances, Loans granted etc.)

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

15. Total Assets (9-14)

Rs. _____

16. Liabilities

(Department/Bank Loans, over drafts, Mortgages secured, Private Loans etc.)

	Outstanding liabilities (a)		Liabilities paid off during the year (B)	
(a)	Bond No. (s)	Denomination Rs.		Rs.
(b)				Rs
(c)				Rs.
(d)				Rs.

Net worth(15-16(A))

Rs. _____

as on 30.6. _____

Rs. _____

Net Worth declared previously

Rs. _____

as on 30.6. _____

Signature

Name

Designation

Name of Organization

Department

Place

Date
