

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

No.E-29(10)/2020/ 2695


Islamabad, the 15th September, 2020

CIRCULAR

Subject: **INSTRUCTIONS UNDER GOVERNMENT SERVANTS (CONDUCT) RULES, 1964 REGARDING PROCEDURE FOR ENGAGING IN PRIVATE BUSINESS, TRADE, CONSULTANCY WORK**

Please find enclosed herewith a copy of Cabinet Secretariat (Aviation Division), Islamabad letter No.4/2/2020/Met dated 24-08-2020 along with Cabinet Secretariat (Aviation Division) U.O. No.5-11/2020-Admin dated 11-08-2020 and Establishment Division letter No.1/20/1976-D-3 dated 23-07-2020, on the above mentioned subject for information and compliance, please.

Encl: (as above)


(ABDUL BASIT)
Administrative Officer (Estb)

Distribution:

1. Chief Meteorologist, NDMC / R&D Islamabad.
2. Chief Meteorologist FFD, Lahore.
3. Chief Meteorologist Met, Complex, Karachi.
4. Director NWFC / Seismic/ NAMC / Planning / IT Islamabad.
5. Director RMC, Karachi/Lahore/Peshawar/Quetta/Gilgit.
6. Director IMG / F&C / CDPC / Maintenance Karachi.
7. SPS to Director General Met. Services Met. HQs Office, Islamabad.
8. Deputy Director (Engineering), Met. Workshop, Karachi.
9. DCAO (B) / (GA) / Met. HQs Office, Islamabad.
10. Sr. Met Coordination, Met. HQs Office, Islamabad.
11. Syed Zeeshan Haider, Programmer (BS-17). Please upload on PMD's website.

Government of Pakistan
Cabinet Secretariat
(Aviation Division)

Subject: - INSTRUCTIONS UNDER GOVERNMENT SERVANTS (CONDUCT) RULES, 1964 REGARDING PROCEDURE FOR ENGAGING IN PRIVATE BUSINESS, TRADE CONSULTANCY WORK

Kindly find enclosed herewith a copy of Establishment Division's u.o No.1/201976-D-3 dated 23rd July, 2020 on the subject cited above alongwith guidelines and dissemination of the same to the Departments / Organizations working under this Division for strict compliance, please.

Encl: As Above


(Muhammad Namaan Mustufa)
Section Officer (Admin)

All Section Officers

Deputy Secretary (DMA)

Admin Section's U.O No.5-11/2020-Admin dated 11th August, 2020

MS 12/8/20

Aviation Division
Section Officer (Admin)
12/8/2020

No. 1/20/1976-D-3
 Government of Pakistan
 Cabinet Secretariat
 Establishment Division

Islamabad, the 23rd July, 2020.

SUBJECT:- INSTRUCTIONS UNDER GOVERNMENT SERVANTS (CONDUCT) RULES, 1964 REGARDING PROCEDURE FOR ENGAGING IN PRIVATE BUSINESS, TRADE AND CONSULTANCY WORK

Aviation Division
 Section Officer (Admin)
 Diary No. 665 Date 28/07/20

Government servants in addition to their official duties are known to engage in private business, trade and consultancy work which provide them with pecuniary benefits. However, it has been observed that in many such instances, procedural requirements under the Government Servants (Conduct) Rules, 1964 are either not complied with in letter and spirit, or are in many cases, totally ignored.

JS / JS / JS
 6/8/20

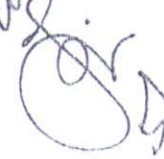
2. Under Rule 16 of the Government Servants (Conduct) Rules, 1964, government servants are not allowed to engage in private business, trade, or employment / consultancy work, *except with the previous sanctions of the government*, and provided such activity does not amount to conflict of interest in terms of the officer's position or obligations as a government servant. Further, a government servant shall not undertake or shall discontinue such work, if so directed by the Government. Also, a government servant who has any doubt about the propriety of undertaking any particular work should refer the matter for orders of the Government.

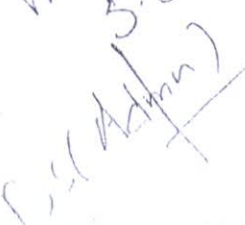
Joint Secretary
 Diary No. 1460 Date 28/7/20

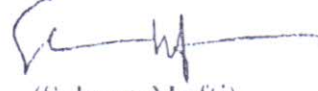
3. The above provisions of the Government Servants (Conduct) Rules, 1964 need to be complied with in letter and spirit. These may therefore be circulated to all government servants belonging to all occupational cadres falling under the Federal Government jurisdiction. Any violation of these instructions tantamounts to misconduct and is liable to be proceeded against under the Government Servants (Efficiency and Discipline) Rules, 1973.

4. All Federal Secretaries / Additional Secretaries (Incharge) / Service Cadre Administrators / Chief Secretaries are requested to ensure implementation of the above rules.

Sr. JS-I	
Sr. JS-II	
JS-III	✓

Pl. circulate to all concerned

 5/8/20

MD. 23.8.20



 (Salman Mufti)
 Joint Secretary (D)
 Phone: 051-9209215

JS-1

JS-2



1. The President's Secretariat (Public), Islamabad.
2. The Prime Minister's Office, Islamabad.
3. All Secretaries/Additional Secretaries (Incharge) of Federal Ministries/Divisions, Islamabad/Rawalpindi.
4. The Chief Secretaries, Government of the Punjab, Sindh, Khyber Pakhtunkhwa, Balochistan, Azad, Jammu & Kashmir and Gilgit-Baltistan.
5. The Secretaries (Services), Services & General Administration Department, Government of the Punjab, Sindh, Khyber Pakhtunkhwa, Balochistan, Azad, Jammu & Kashmir and Gilgit-Baltistan.
6. The Chairman NAB, Islamabad.
7. The Secretary, Wafaqi Mohtasib (Ombudsman)'s Secretariat, Islamabad.
8. The Secretary, Federal Tax Ombudsman's Secretariat, Islamabad.
9. The Auditor General of Pakistan, Islamabad.
10. The Accountant General of Pakistan Revenues, Islamabad.
11. The Secretary, Election Commission of Pakistan, Islamabad.
12. Director General, Intelligence Bureau, Islamabad.
13. DS (CP-V) with the request to publish it on the official website of the Establishment Division, Islamabad