

No. 1/20/1976-D-3  
Government of Pakistan  
Cabinet Secretariat  
Establishment Division  
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Islamabad, the 23<sup>rd</sup> July, 2020.

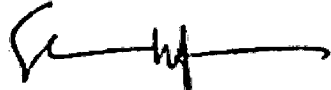
**SUBJECT:- INSTRUCTIONS UNDER GOVERNMENT SERVANTS (CONDUCT) RULES, 1964 REGARDING PROCEDURE FOR ENGAGING IN PRIVATE BUSINESS, TRADE AND CONSULTANCY WORK**

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.

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.

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.

  
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