

**BENAZIR INCOME SUPPORT PROGRAMME EMPLOYEES' (CONDUCT)
REGULATIONS – 2019**

In exercise of the powers conferred by Section 23 of the Benazir Income Support Programme Act, 2010 (XVIII of 2010), the Board of the Programme is pleased to make the following regulations namely: -

PART I - GENERAL

1. Short title, commencement and application. - (1) These regulations may be called the “Benazir Income Support Programme Employees’ (Conduct) Regulations, 2019”.

(2) They shall come into force at once and shall apply to all the employees of the Programme, as defined in these regulations.

(3) Any matter not expressly provided for in these Regulations, shall be governed by the rules or instructions applicable upon the Civil Servants.

2. Definitions.- (1) In these regulations, unless the context otherwise requires,-

- i. "Authority" means the Appointing Authority as prescribed under BISP Employees’ Service Regulations 2018;
- ii. “Board” means the Board of Benazir Income Support Programme established under Section 5 of BISP Act 2010;
- iii. "Employee” means a regular and contract employee of the Programme against the sanctioned post;
- iv. "Programme" means the Benazir Income Support Programme;
- v. “BISP Management” means the Secretary, administrative and technical staff of the Programme;
- vi. “Secretary” means the Secretary of the Programme;
- vii. "Member of an employee’s family" includes-
 - a. his wife, child or step-child, whether residing with the employee or not; and
 - b. any other relative of the employee or his wife, when residing with and wholly dependent upon the employee, but does not include a wife legally separated from the employee, or a child or stepchild who is no longer in any way dependent upon him, or of whose custody the employee has been deprived by law.
- viii. “Service Regulations” means the Benazir Income Support Programme Employees’ Service Regulations, 2018;

(2) Reference to a wife in clause (a) of sub-regulations (1)-iv shall be construed as references to a husband where the employee is a woman.

Explanation: Any term or expression not defined herein shall deemed to be as defined in the BISP Act 2010 and BISP Employees’ Service Regulations 2018.

PART II - CONDUCT

3. Gifts and Entertainment.-(1) Save as otherwise provided in this regulation, no employee shall, except with the previous sanction of the Authority, 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 shall, under intimation to the Admin Wing, be kept for official use in the Programme.

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

(3) If any gift is offered by the head or representative of a foreign State, the employee 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 Authority for orders as to its disposal.

(4) The employees 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. If, however, due to very exceptional reasons, a gift cannot be refused, it should invariably be deposited in the Admin Wing.

(5) Employee, 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 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.

(6) The responsibility for reporting the receipt of a gift shall devolve on the individual recipient. All gifts received by an employee, irrespective of their prices, must be reported to the Admin Wing. However, the responsibility for reporting receipt of gifts to the Admin Wing, including the names of recipients, from foreign dignitaries or delegations who come to Pakistan or when any employee or delegation of Programme goes abroad, shall lie with the employee or head of such delegation or Chief of protocol or his representative 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 recipient(s) shall be responsible to supply the details of gifts, if received, and the detail of gifts received to the Admin Wing.

(7) The value of gifts shall be assessed by the Admin Wing 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 over Rs 1000 to be deposited with the Admn Wing.

(8) Gifts received from Local / domestic delegations/ visitors will be dealt the same way.

(9) In case of perishable gifts, the recipient may retain the gift under information to the Admn wing.

(10) Admn Wing shall arrange for disposal of all the gifts thus received through an SOP to be approved by the Secretary.

(11) Entertainment by service providers to BISP or BISP beneficiaries is strongly discouraged. Should it be unavoidable it should be promptly disclosed to Admin. Entertainment covers lavish dinners, pleasure trips, tickets to musical, cultural or sports events etc.

4. Acceptance of foreign awards.- No employee shall, except with the prior approval of the Secretary, accept a foreign award or title or decoration.

Explanation.- For the purposes of this rule, the expression "approval of the Secretary" means prior approval of the Secretary in all cases.

5. Public demonstrations in honour of employees.- No employee shall encourage meetings to be held in his/her honour or presentation of address of which the main purpose is to praise him/her.

6. Raising of subscriptions.- No employee shall, except with the previous sanction of the Board, ask for or accept or in any way participate in the raising of any funds, subscriptions or other pecuniary assistance in pursuance of any object whatsoever.

7. Lending and borrowing.- (1) No employee shall lend money to, or borrow money from, or place himself under any pecuniary obligation, to any person within the limits of his office or any person with whom he has any official dealings.

Provided that this regulation shall not apply to dealings in the ordinary course of business with a joint stock company, bank or a firm of standing.

(2) When an employee 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 other wise 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, he shall forthwith declare the circumstances to the Government through the usual channel.

(3) Non-gazetted employees shall make the declaration referred to in sub-rule (2) to the head of their office.

(4) This regulation, in so far as it may be construed to relate to loans given to or taken from co-operative societies registered under the Cooperative Societies Act, 1912 (II of 1912), or under any law for the time being in force relating to the registration of Cooperative Societies, by the employees, shall be subject to any general or special restrictions or relaxations made or permitted by the BISP Management.

8. Insolvency and habitual indebtedness.- An employee shall avoid habitual indebtedness. If an employee 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 regulation 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. An employee who applies to be or is

adjudged or declared insolvent shall forthwith report his insolvency to the Director General (HR) who will maintain this fact in the employee's personal dossier.

9. Declaration of Assets.- (1) Every employee shall, at the time of entering the service of the Programme, make a declaration to Programme, through the usual channel, of all immovable and movable assets including shares, certificates, securities, insurance policies and jewellery etc. 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.

(2) An employee shall, as and when he is so required by the Programme through a general or special order, furnish information as to his income, assets and expenses during any period specified by such order in the format specified therein.

(3) The declaration of assets shall be submitted till 30th September of each year.

(4) An employee shall, as and when he is so required by the Programme through a general or special order, furnish information as to his income, assets and expenses during any period specified by such order in the format specified therein.

10. Employee not to live beyond his means, etc.- No employee shall live beyond his means or indulge in ostentation on occasions of marriage or other ceremonies.

11. Speculation and investment.- (1) No employee 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.

(2) No employee 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.

(3) 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 the Secretary thereon shall be final.

12. Promotion and Management of companies, etc.- No employee shall, except with the previous sanction of the Secretary, take part in the promotion, registration or management of any bank or company:

Provided that an employee may, subject to the provisions of any general or special order of the Secretary, take part in the promotion, registration or management of a Co-operative Society registered under the Cooperative Societies Act, 1912 (II of 1912), or under any similar law.

13. Private trade, business, employment or work.-(1) No employee shall, except with the previous sanction of the Management, engage in any trade or business 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 artistic-character, subject to the conditions 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 obligations as an employee but he shall not undertake or shall discontinue such work if so directed by the Authority. An employee who has

any doubt about the propriety of undertaking any particular work should refer the matter for the orders of the Authority.

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

(3) Non-gazetted employee may, without such sanction, undertake a small enterprise which absorbs family labour and where he does so shall file details of the enterprise alongwith the declaration of assets.

(4) This regulation also does not apply to the sports activities and membership of recreation clubs.

(5) The employees shall discourage their spouses to seek employment in Foreign Diplomatic Missions in Pakistan. In every case where the spouse of an employee is an employee or gets employment with a foreign diplomatic mission or a donor agency or an international non-government organization the fact will be immediately reported to Director General (HR) who will maintain this record in the register of interests.

(6) All employees, whose dependent family members intend to undertake some private job or business or trade, shall render a certificate to the Management that the profession, trade or business in which his or her dependent family member will engage would in no way under his/her official influence.

14. Intimation of involvement and conviction in a criminal case.- If an employee is involved as an accused in a criminal case, he shall bring the fact of such involvement or arrest or conviction, as the case may be, to the notice of the Authority immediately or if he is arrested and released on bail, soon after such release.

15. Unauthorized communication of official documents or information.- No employee shall, except in accordance with any special or general order of the Secretary or any law, communicate directly or indirectly any official document or information to any government servant or BISP employee unauthorized to receive it, or to a non-official person, or to the press.

16. Use of political or other influence etc.- No employee shall bring or attempt to bring political or any other influence outside or inside, through official or non-official persons, directly or indirectly, to bear on the Programme or any employee in support of any claim arising in connection with his employment as such.

17. Participation in media.- (1) No employee shall, except with the previous sanction of the Management, own wholly or partly, or conduct or participate in the editing or management of, any newspaper or other periodical publication.

(2) No employee shall, except with the previous sanction of the Management, 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 the name of any other person to any newspaper or periodical.

Provided that such sanction shall generally be granted if such broadcast or television programme or such contribution or letter is not, or may not be considered likely to jeopardize any aspect of the Programme, the integrity of the employee, 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 television telecast or such contribution or letter is of a purely literary, artistic or scientific character.

(3) No employee shall, in any document published, or in any communication made to the press, over his own name, or in any public utterance or television telecast or in any radio broadcast delivered by him, make any statement of fact or opinion which is capable of embarrassing the Programme or the Government.

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

(4) Where an employee submits the draft of a literary, artistic or scientific article or book for obtaining previous sanction for its publication, he shall be informed within three months of his doing so whether he has or has not such sanction and, if no communication is issued to him within that period, he shall be entitled to presume that the sanction asked for has been granted.

(5) No employee shall take part in, or in any manner assist, any public demonstration directed against a Programme decision or government decision or policy or permit any member of his family dependent on him to do so.

18. Evidence before committees.- (1) No employee shall give evidence before a public committee except with the previous sanction of the *Secretary*.

(2) No employee giving such evidence shall criticize the policy or decisions of the Programme or Federal or a 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, not to evidence given in judicial inquiries.

19. Taking part in politics and elections.- (1) No employee shall take part in or subscribe in aid of or assist in any way, any political movement in Pakistan or relating to the affairs of Pakistan.

(2) No employee 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 employee shall canvass or otherwise interfere or use his influence in connection with or take part in any election to a legislative body or a local government body, whether in Pakistan or elsewhere.

Provided that an employee 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 propose to vote or has voted.

(4) No employee shall allow any member of his family dependent on him to indulge in any political activity, including forming a political association and being its member, or to act in a manner in which he himself is not permitted by sub-regulation (3) to act.

(5) An employee 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 or a local government body shall be deemed for the purpose of sub-regulation (3) to take part in an election to such body.

(6) If any question arises whether any movement or activity falls within the scope of this regulation, the decision of the Secretary thereon shall be final.

20. Propagation of sectarian creeds etc.- No employee shall propagate such sectarian creeds or take part in such sectarian controversies or indulge in such sectarian partiality and favoritism 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 employees in particular and amongst the people in general.

21. Employees not to express views, against ideology of Pakistan.- No employee shall express views detrimental to the ideology or integrity of Pakistan.

22. Any employee not to take part in or assist, any public demonstration against the Programme of Government decisions, etc.- No employee shall take part in, or in any manner assist, any public demonstration directed against a Programme or government decision or policy or permit any member of his family dependent on him to do so].

23. Nepotism, favoritism and victimization, etc.- No employee shall indulge in favoritism, victimization and willful abuse of office.

24. Provincialism and Parochialism, etc.- No employee shall indulge in provincialism and parochialism.

25. Vindication by employees of their public acts or character.- An employee may not, without the previous sanction of the Secretary, have recourse to any court or to the press for the vindication of his public acts or character from defamatory attacks. In case such sanction is granted, the Programme will ordinarily bear the cost of the proceedings and in other cases leave the employee to institute them at his own expense. In the latter case, if he obtains a decision in his favour, the Programme may reimburse him to the extent of the whole or any part of the cost. Nothing in this regulation limits or otherwise affects the right of an employee to vindicate his private acts or character.

26. Membership of service associations. No employee shall be a member, representative or office bearer of any association representing or purporting to represent, employees or any class of employees, 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 employees and shall be open to all employees of that class.

(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).

- (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 the Management;
 - (ii) except with the previous sanction of the Secretary, published 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 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;
 - (ii) pay, or contribute towards, the expenses of any trade union which has constituted a fund under section 16 of the Trade Union Act, 1926 (XVI of 1926).

27. Membership of non-political associations.- No employee shall accept membership of any non-political association or organization whose aims and objects, nature of activities and membership are not publicly known.

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

29. Marriage with Foreign Nationals; No employee, without prior permission of the Secretary, shall marry or promise to marry a foreign national of any country recognized by Federal Government.

30. Delegation of power.- The Board and the Secretary may, by general or special order, delegate to any officer or authority all or any of their powers under these rules and may, by such order, prescribe the channel through which reports shall be made to the Board and the Secretary and the officers receipt by whom of such reports shall be regarded as receipt of the reports by the Board and the Secretary within the meaning of these rules.

31. Powers to make Standard Operating Procedures: The BISP Management may issue Standard Operating Procedures, where deemed appropriate, for effective implementation of these Regulations.

32. Conflict of Interest.- Every employee is bound to follow BISP’s Policy on Conflict of Interest, as notified by the Management with the approval of the BISP Board from time to time. Any violation of this policy would deem to be a “Misconduct” in the meanings of BISP Employees Service Regulations 2018.
