

## NOTIFICATION

**No.SO(G)/Food/REG(5)-SFA/2023.** In exercise of the powers conferred by section 61 of the Sindh Food Authority Act 2016, the Government of Sindh are pleased to make the following regulations, namely:

**1. Short title, extent and commencement:** (1) These regulations may be called the Sindh Food Authority (Conduct) Regulations, 2023.

(2) They shall come into force at once.

(3) These regulations shall apply to all persons, whether on duty or on leave serving in the Authority wherever they may be.

**2. Definitions:** (1) In these regulations, unless there is anything repugnant in the subject or context-

(a) "Authority" means Sindh Food Authority.

(b) "Employee" means a person to whom these regulations apply:

(c) "Member of an employee's family" includes-

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

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

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 whose custody the employee has been deprived by law.

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

**3. Gifts.-** (1) Save as otherwise provided in this regulation, no employee shall, except with the previous sanction of Authority accept, or permit any member of this family to accept from any person any gift the receipt of which will place him under any form of official obligation to the donor.

(2) If the offer of a gift cannot be refused without giving undue offer, it may be accepted and delivered to Authority for decision as to its disposal.

(3) If any question arises whether receipt of a gift places an employee under any form of official obligation to the donor. The decision of Authority thereon shall be final.

(4) 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 can do so without giving offence and if he cannot do so he shall accept the gift and shall report its receipt to Authority for orders as to its disposal.

(5) Employee 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) Employee 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 Secretary Food Department; provided that the gift shall first be offered for sale to the person who received it from a foreign dignitary.

**4. Acceptance of foreign award:** No employee shall, except with the approval of the Authority accept a foreign award, title or decoration.

**Explanation:** For the purposes of this regulation, the expression "approval of the Authority" means prior approval in ordinary cases and ex-post facto approval in special cases where sufficient time is not available for obtaining prior approval.

**5. Employee not to become member of a foreign cultural association:** No employee shall, without the prior permission of the Authority in writing, become a member or office bearer of any foreign cultural association.

**Explanation:** For the purpose of this regulation, "Foreign cultural association" means an association, by whatever name called having as its object the promotion of cultural and friendly relations between Pakistan and a foreign country and includes a branch of such association.

**6. Public demonstration in honour of Employee:** No employee shall encourage meetings to be held in his honour of presentation of addresses of which the main purpose is to praise him.

**7. Gift to Medical Officer:** Subject to the Authority's regulation 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.

**8. Subscriptions:** No Employee shall, except with the previous sanction of Authority, 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.

**9. 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 local limits of his authority or any person with whom he has any official dealings;

Provided that an employee 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 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 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 employee shall forthwith



declare the circumstances, when he is a Gazetted Officer, to the head of his office.

(3) This regulation, 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 an employee shall be subject to any general or special restrictions or relaxations made or permitted by Government.

**10. Declaration of property:** (1) Every employee shall, at time of entering in service, make a declaration to Authority at prescribed form (Appendix-A), through the usual channel, of all immovable and movable properties including shares, certificates securities, insurance policies cash, jewellery 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; and
- (c) Give such further information as Government may, by general or special order, require.

(2) Every employee shall submit to the Authority, through usual channel an annual declaration of income, assets of the property as shown in the declaration under sub-regulation (1) or the last annual return, as the case may be.

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

**11. Declaration of assets, immovable, movable and liquid.**-An employee as and when he is so required by Authority 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 jewelry.

**12. Speculation and investment:** (1) No employee shall speculate of investments. For the purpose of this sub-regulation, the habitual purchase and sale of securities of notoriously fluctuating value shall be deemed to be speculation in investments.

(2) 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.

(3) No employee 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 any of the foregoing sub-regulation, the decision of the Authority shall be final.

**13. Promotion and management of companies:** No employee shall except with the previous sanction of Authority, take part in the promotion registration or management of any bank or company:

Provided that an employee 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.



**14. Private trade, employment or work:** (1) No employee shall except with the previous sanction of Authority, 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 an employee: but he shall not undertake or shall discontinue such work if so directed by Authority. An employee who has any doubt about the propriety of undertaking any particular work should refer the matter for the orders of Authority.

Provided further that a non-Gazetted employee 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-regulation (1), no employee shall associate himself with any private trust, foundation or similar other institutions which is not sponsored by Government.

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

**15. Employee not to live beyond his means:** No employee shall live beyond his means or Indulge in ostentation occasions of marriage or other ceremonies.

**16. Insolvency and habitual indebtedness:** (1) An employee shall avoid habitual indebtedness. If an employee is adjudged or declared insolvent or if the whole or 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 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.

(2) An employee who applies to be or is adjudged or declared insolvent shall forth with report his insolvency to the Head of the office or Director General or to the secretary of the Administrative Department, as the case may be in which he is employed.

**17. Unauthorized communication of official documents or information:** No employee 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 an employee not authorized to receive it, or to a non-official person, or to the press.

**18. Approach to members of the assemblies:** No employee 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.

**19. Management of newspapers of periodicals:** No employee shall except the previous sanction of Authority, own wholly or in part, or conduct or participate in the editing or management of any newspaper or other periodical publication.

**20. Radio Broadcast, Television programme and Communications to the press:** No employee shall except with the previous sanction of Authority 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 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 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.

**21. Publication and information, public speeches and television programmes of embarrassing government:** (1) No employee 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 of embarrassing the Central or any Provincial Government.

(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.

**22. Evidence before committee:** (1) No employee shall give evidence before a public committee except with the previous sanction of Authority.

(2) No employee shall give such evidence which shall criticize the policy or decisions of the Central or a Provincial Government.

(3) This regulation 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.

**23. Taking part in politics and elections:** (1) No employee shall take part in, subscribe in aid of or assist in any way any political movement in 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 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, whether in Pakistan or else-where:

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 proposes 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 the forming of a political association or being a member of any such association or to act in the manner in which the employee himself is prohibited to act under sub-regulation (3).

(5) An employee 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-regulation (3) to have taken part in an election to such body.

(6) The provisions of sub-regulation (3) and (5) shall, so far as may apply to elections to local authorities or bodies, save in respect of employee 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 regulation, the decision of Government thereon shall be final.

**24. Propagation of sectarian creeds:** 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 employee in particular and amongst the peoples in general.

**25. Employee not to express views against ideology:** No employee shall express views detrimental to the ideology or integrity of Pakistan.

**26. Prohibition to take part or assist certain public demonstrations:** No employee 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.

**27. Nepotism, favoritism and victimization.-** No employee shall indulge in provincialism, nepotism, favoritism, victimization or wilful abuse of office.

**28. Vindication by an employee of their public acts or character:** (1) An employee 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 an employee to have recourse to a Court, Government will ordinarily bear the cost of the proceedings but may leave the employee 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 regulation limits or otherwise affects the right of an employee to vindicate his private acts or character.

**29. Membership of service association:** (1) No employee shall be a member representative or office bearer of any association representing or purporting to represent employee or any class of employee unless such association satisfies the following conditions namely:

- (a) Membership of the association shall be confined to the employee serving in one and the same "functional Unit", and if there is no such functional unit, it shall be formed by the employee born on and serving in a specific single cadre; and
- (b) Office bearers of association shall be elected form 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 employee 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 regulations or any instructions issued by Government or any law concerning conduct of the employee 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-regulation (3) before 1 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 employee 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) An employee 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.

**30. Use of political or other influence:** No employee shall bring or attempt to bring political or other outside influence directly and indirectly to bear on Authority or any employee in support of any claim arising in connection with his employment as such.

**31. Approaching foreign missions and aid-giving agencies:** No employee 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.

GOVERNMENT OF SINDH  
(FOOD DEPARTMENT)  
SINDH FOOD AUTHORITY

DECLARATION OF INCOME AND ASSETS

Financial Year Ending on 30<sup>th</sup> June \_\_\_\_\_

Name \_\_\_\_\_ NIC No \_\_\_\_\_

N.T.No. \_\_\_\_\_

Basic Pay Scale \_\_\_\_\_ Occupation Group \_\_\_\_\_  
Service /Department \_\_\_\_\_

Present Position Held \_\_\_\_\_

Present Residential Address \_\_\_\_\_

Phone (R) \_\_\_\_\_ Mobile \_\_\_\_\_

Income (During the financial year)

Salary	Rental Income	Agri Income
Rs. _____	Rs. _____	Rs. _____
Other sources (dividend, profit, prize money, gift, loan etc)		Total
Rs. _____		Rs. _____

Expenses (Approx.)

Utilities (Electricity, Gas, Telephone etc.)	Total Household expenses
Rs. _____	Rs. _____

Private Foreign Traveling (Self, Spouse & Children during F.Y. _____)	Country / Countries visited	Period of Stay From ___ to ___	Approx. expenses Rs.

Children's Education (land & Abroad)	Name(s) of children	Educational Institutions attended during F.Y. _____

Club Membership	Name of Club(s)	Membership No



## ASSETS & LIABILITIES

9. **Immovable Assets** (Agri. & Non-Agri. lands, House properties, Commercial & Industrial properties, Open plots of all types)

	Identification & Nature of Asset(S)	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 vehicles, Jewellery, Household items, Equipment, Business capital etc.)

	Identification & Nature of Asset(S)	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 Asset(S)	Mode of Acquisition / Year	Cost of Acquisition
a)			
b)			

12. **Assets disposed off during the year**

	Identification & Nature of Asset(S)	Date of Disposal	Amount Received As Sale Proceed (Rs.)
a)			
b)			
c)			
d)			

13. **Investments** (Bonds, Shares, Certificates, deposits/Advances, Loans granted etc.)

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



15. Total Assets (9-14)

Rs. \_\_\_\_\_

16. Liabilities (Departmental/Bank loans, Over drafts, Mortgages secured, private loans etc.)

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

15-16 (A) Net worth

Rs. \_\_\_\_\_

As on 30.6. \_\_\_\_\_

Net worth declared previously

Rs. \_\_\_\_\_

As on 30.6. \_\_\_\_\_

Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Name of the Organization/Deptt. \_\_\_\_\_

Place \_\_\_\_\_

Date \_\_\_\_\_

### INSTRUCTIONS

1. If the space provided in the form is found inadequate or some explanation is required, a separate page may be attached/annexed.
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 & children as well.
4. *Information requested must be complete. No column should be left blank. Columns which are not applicable should be crossed.*
5. All assets owned by the officer & his family members (Family as defined in Rule 3(1)(c) of Conduct Rules 1964) should be declared. Assets acquired by major children dependents & others where funds have been provided by the officer are also to be declared.
6. Assets owned partly or acquired on "Hire purchase Agreement" or installment 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 columns (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 & dependent children.



12. Notwithstanding the applicability of any other law for the time being in- force, this declaration is being filed under Conduct Rule 1964 and any breach thereof (including concealment of assets or giving wrong information) is punishable under RSO 2000.