

ESTA CODE
Section relevant to Media

**Advertisement of Federal Government
Posts in the Regional/Province Press**

St. No. 88:

The Prime Minister has been pleased to direct that advertisement for recruitment to Federal Government posts should be published in the Regional/Province news papers also in addition to the national press.

2. All Ministries/Divisions are. Therefore, requested to take necessary action accordingly and also to issue instructions to the organisations under their control for taking similar steps in this regard.

Authorised communication of social documents or information Sl. No. 40

The Rules of Business contain a provision to the effect that no information acquired directly or indirectly from official document or relating to official matters shall be communicated by a government servant to the Press, to non-officials or even officials belonging to other Government offices, unless he has been generally or specially empowered to do so. It has been brought to the notice of the Cabinet Division that the implications of the above rule are not fully appreciated by Government servants with the result that information contained in official documents finds its way to non-officials belonging to other Governments offices and through them to outsiders. Ministry of Finance, etc, are requested kindly to bring the matter to the notice of all government servants under their administrative control and warn them that they should not talk about or discuss official matters coming to their knowledge directly or indirectly with outsiders or even with officials belonging to other Government offices.

2. It may further be brought to the notice of the Government servants that a provision to the same effect as in the Rules of Business is made in rule 18 of the Government Servant Conduct Rules and an infringement therefore can be the subject of departmental proceedings. It is also an offence under Section 5 of the Official Secrets Act, 1923.

Authority. –Cabinet Division O.M.No.Cord. (1)-8/97/58, dated the 28th November, 1958 with necessary adaptations.

Premature leakage of information to the Press

Instances have come to the notice of the Government where information regarding its policies and other activities was communicated to the Press before these policies etc, had been finalised, by sourced which were not competent to release or

indicate that information. The premature leakage of such information places the government in an embarrassing position.

2. Communication to the Press of any statement of fact or opinion or other information by a Government servant which is likely to embarrass the Government is prohibited under rule 22 of the Government Servants (Conduct) Rules, 1964, and any infringement of that rule is cognizable under the Government Servants (Efficiency and Discipline) Rule.

3. In the light of the above provisions, Government servants should abstain from communication to the Press any information even verbally or through discussion relating to official matters or Government policy or which is of a classified nature till such time it has been officially released by appropriate authorities.

Authority – O.M.No. 3/10/66D. II, dated the 23rd August, 1966.

Press Statements and Conference

Sl. No. 42:

A press Conference should be held only by a Secretary/Joint Secretary in charge of a Ministry/Division, who alone, besides the Minister, is the spokesman of the Government. The Heads of Departments other than Secretaries/Joint Secretaries may issue Press Departments Statements as envisaged in Cabinet Division D. O. Letter No. Cord. (1)-8/79/58, dated the 18th March, 1959(Annexure). This should however, be done after obtaining the approval of the Secretaries/Joint Secretary concerned. Such prior approval may not be necessary in respect of Press Statements of an information nature e.g., a railway accident, calling upon displaced persons to file returns/forms, etc.

[Authority. –cabinet division office memorandum no. Cord. (1)-8/79/58, dated the 3rd August, 1959.]

ANNEXURE

Copy of Cabinet division letter No. Cord (1)/8/79/58, dated the 18th March, 1959.

It has been decided to withdraw the restriction imposed on the issue of Press Statements by Secretaries, etc. except with prior approval of the Secretary General and Secretaries/Joint Secretaries in-Charge of Ministries/Divisions and Heads of Departments under the Central Government may issue Press Statements as and when necessary.

Of this rule coming to notice will be severely dealt with.

(Authority.—O.M. No. 4/1/72-D.IV, dated the 3rd February. 1972.)

Letters to Editor

The Ministries/Divisions are aware that most of the people explain their difficulties through the “Letters to Editor” columns of newspapers with the intention of seeking redress of their grievances from concerned Government Departments/Agencies.

2. This Ministry holds the view that if the position clarified by the Government Departments/Agencies by addressing letters to the editors of newspapers in which letters concerning them are published, it will not only clarify their position but also ensure removal of genuine public grievances.

3. Ministries/Divisions are therefore, requested to kindly consider the above view-point, and, where practicable take action in accordance with the procedure laid down in para 1 of Establishment Division's Office Memorandum No. 4/1/72-D. IV, dated the 3rd February, 1972 (Sl. No. 47).

4. The clipping from the "Letters to the Editors" columns will, as usual, supplied to the concerned Government Departments/Agencies by the Press Information Department.

[Authority.—Information and Broadcasting Division O.M No. 1(18)/72-P, III, dated the 16th May 1972.]

Measures to check the Government servants from ventilation their grievances through Members of the Legislature

Sl. No. 45:

Cases have come to the notice of the Government of Pakistan in which members of the Secretariat Establishment must have approached members of the Legislature with a view to having their individual Sl.No.48-B:- In order to curb the general tendency among the civil/government servants to use extraneous influence in contravention of rules 19 and 29 of the Government Servants (Conduct). Rules, 1964, the present Government has decided to take effective steps on the subject. This includes to take effective steps on the subject. This includes suspension of any civil/government servant accused of the said contravention followed by expeditious E&D proceedings.

2. It is accordingly requested that, henceforth, all cases of contravention of the said rules must be dealt with by placing the defaulter under suspension, in the first instance, with by placing the defaulter under suspension, in the first instance, with the approval of the concerned competent authority. It may be ensured that this action is taken without loss of time.

3. It is further requested that copies of suspension orders and, in due course, the final orders in such E&D proceedings, may also be forwarded to Establishment Division.

4. These instructions may be brought to the notice of all federal Civil/Government servants working in various Ministries /Divisions/Departments/Provincial Governments.

[Authority- Estt. Division d.o. letter No. 5/4/82-D.I, dated 7-11-1996.]

Evidence before Committee of the National Assembly

Sl. No. 49:- Under rules 114 and 179 of the Rules of Procedure of the National Assembly of Pakistan, the Committees of the Assembly have the power, inter alias, to summon and examine any Government servant and to require the production of any official record. As the Government servant who may be thus summoned or directed by a Committee would, in the matter of giving evidence before the Committees, be also subjected to the restraints provided for in Rule 23 of the Government Servants (Conduct) Rules, 1964, a question has arisen as to whether a Government servant can, in the course of his examination by any such Committee, decline to disclose any information or to produce any document which he thinks it would not be in the interest of the defense, the security or the external relations of Pakistan or in the public interest generally to disclose or produce. The matter has been considered carefully and it has been decided that in such cases the Government servant concerned should claim privilege and politely decline to disclose such information or produce such document on grounds of public interest.

[Authority.- O.M. No.1/1/64-F.I/D.II, dated the 14th January, 1965]

Radio Broadcasts

Sl. No. 50.

Several Government servants have been invited to give and had given talks from the Radio Pakistan, both on subjects connected with their work and other subjects. In order that a uniform procedure may be observed. With reference to such broadcasts, it is requested that the following principles should be borne in mind.

2. There is no objection to officers giving such talks, but it must be pointed out:-
 - (a) That broadcast talks by Government servants are “public utterances” within the meaning of *Rule 20 of the Government Servants. Conduct Rules; and
 - (b) That talks differ from newspaper articles, in that it is the policy of the Government of Pakistan that their broadcasting service shall not be used for the purpose of political propaganda.
3. In order to ensure that the Government Servants Conduct Rules are observed and that the services are kept free of political propaganda, the Government of Pakistan have decided to impose the following safeguards:
 - (a) A broadcast talk:
 - (i) shall contain nothing in the nature of political propaganda or discussion of Political views.
 - (ii) Shall contain nothing that is likely to offend the feelings of any community or class of persons.
 - (iii) Shall contain nothing which is capable of embarrassing the relations between the Government and the people of Pakistan or any

section thereof, or any foreign country or the ruler of any State in Pakistan.

(iv) Shall contain nothing which would amount to

*Corresponds to Rule 22 of the Government Servants (Conduct Rules, 1964).

Disparagement of the policy or the decisions of Government.

- (b) Any Government servant who has been asked to deliver a broadcast talk must report the subject on which he proposes to talk, whether it is connected with his official work or not, to the competent authority under whom he is employed.
 - (c) If he talk is on a subject not connected with his official work, the competent authority may, in his discretion, call for the text of the talk in order to scrutinize it.
4. It has been reported that the Heads of Offices, empowered to grant permission to Government servants employed under their administrative control and invited to give broadcast talks, on subject connected with their official work, occasionally approve the scripts at the eleventh hour when it is too late for the talks to go on the air. Such delays, apart from keeping the Station Director concerned in suspense, result in considerable embarrassment to the service and in dislocation of broadcasting programmes. The authorities who are competent to grant permission to broadcast should treat the cases of scrutiny of broadcast talks and the grant of permission to broadcast to Government servants as IMMEDIATE.
 5. The power of granting permission to broadcast should be exercised by Heads of Ministries and Divisions, the Heads of Offices attached thereto, other officers declared to be Heads of Offices under S.R. 2(10) and specified in Appendix 14 of the Compilation of the F. and S. Rules, Volume II, and all Heads of Subordinate Offices. The cases of officers who exercise these powers should be submitted to the next higher authority, or the Government of Pakistan, as the case may be.
 6. Governors, Ministers, Deputy Ministers, Judges of the Federal Court and of High Courts and the Auditor General are not governed by the Government Servants' Conduct Rules and are, therefore, to be treated as sanctioning authorities in respect of their own broadcast, talks. In the case of Secretaries to Government, however, the permission of the Minister concerned would be necessary. The Chairman of the Federal Public Service Commission shall be the sanctioning authority in respect of broadcast talks by himself or any member of the Federal Public Service Commission.
 7. The musical items broadcast from the Stations of the Radio Pakistan come within the term talk, for the purpose of these

instructions, but the sanctioning authority may, at his discretion, give general permission to a particular Government servant to broadcast musical items, provided he is satisfied that there is no risk involved in giving such permission. The cases of Government servants employed under a Provincial Government will be decided by that Government in its discretion.

8. It is, therefore, requested that the instructions contained in the above paras may be brought to the notice of all Government servants.

(Authority.--- Information and Broadcasting Division O.M.No. 18/(1)/48-B, dated the 15th December,1950.)

Note,---- In the context of above instructions please see also Rule 21 of the Government Servants (Conduct) Rules, 1974.

Sl. No. 51:

A reference is invited to the Ministry of Communication O.M. No KP-2(20)/61, dated the 20th March, 1962(Annexure) and it is stated that the instructions contained in this Division's O.M. No.18(1)/48-B, dated the 15th December, 1950 apply to all persons in the civil service of Pakistan, whether for the time being on foreign service or not, to whom the Government Servants Conduct Rules also apply.

2. It has been held by the Cabinet Secretariat (Establishment Division) in consultation with the Ministry of Law that the employees of autonomous and semi-autonomous bodies, like the Port Trust, P.I.D.C, Pakistan Council of Scientific and Industrial Research etc. except the Government servants who may be on deputation to those bodies- cannot be regarded to be in the civil service of Pakistan, and, therefore, they do not come under the purview of the Government Servants Conduct Rules.
3. In view of the above position the Heads of autonomous and semi-autonomous bodies do not come within the fold of the orders contained in this Division's OM referred to above.

(Authority, -- Ministry of I&B.O.M. No 1(18)/62, dated the 10th July, 1962.)

ANNEXURE

Copy of Ministry of Communication O.M. No., KP-2(20)/61, dated the 20th March, 1962.

The undersigned is directed to refer to the Information and Broadcasting Division's Office Memorandum No., 13(1)/48-B, dated the

15th December, 1950 regarding broadcast talks by Government servants, and to state that a question has arisen whether instructions laid down therein are also applicable to the Heads of Autonomous, Semi-autonomous bodies like the Port Trust etc. and if the heads of such institutions are asked to broadcast talks, their cases should come to the Administrative Ministry concerned for grant of permission. Since mention has been made only of Government servants, it is presumed, they do not come in to the picture. However, the Ministry of National Reconstruction and information are requested to kindly clarify the above points for guidance.

Publication of Notices

in the Newspapers

Sl. No. 96-D:

It has come to the notice of the Government that the procedure of publication of notices in the press in the cases of unauthorized absence/ abscondment from duty is being frequently resorted to without taking into consideration the provisions of rule 8(b) of the Government Servants (Efficiency and Discipline) Rules, 1973, which provides for the dispensation of adopting even formal procedure in such cases. This not only results in undue delay in finalization of these disciplinary cases but also undue wastage of Government money on publication of such notices.

2. The matter has therefore, been considered in the Establishment Division in consultation with Law Division. It is clarified that under the Government Servants (Efficiency and Discipline) Rules, 1973, there is no provision making it obligatory or mandatory for the authority/ authorized officer to publish a notice in the newspaper in the cases of unauthorized absence/ abscondment from duty. The requirement of rule 5 of the Government Servants (Efficiency and discipline) Rules, 1973, is that the accused may be informed of the action proposed to be taken in regard to him and the grounds of such action and that he may be given a reasonable opportunity of showing cause against the action. This information can be conveyed to him by different means. i.e. by registered post at his last known address or by affixation of a notice at that address etc. Same is the position under rule 6(2) in respect of service of a charge. Sheet According to rule 8 of the said rules nothing in rule 5 shall apply if the authority competent to dismiss or remove a person from service, or to reduce a person in rank, is satisfied that, for reasons to be recorded in writing by that authority, it is not reasonably practicable to give the accused an opportunity of showing cause, for instance, if it is reported that the accused has

left his place of abode without leaving an address or he has gone out of the country and his whereabouts are not known. If the authority mentioned in rule 8 (b) is satisfied about the genuineness of the report it may invoke the provision contained in the said rule. The publication of a notice in newspapers may not be resorted to .

3. The publication of notice in the newspapers, in such cases should, however, be resorted to in very rare cases where the competent authority is not in a position to record reasons for its satisfaction as to the practicability of affording the accused an opportunity of showing cause. There, a lack of response to such a notice may induce that authority to be so satisfied.
4. The above instruction may please be brought to the notice of all concerned for strict compliance in future.

[Authority, -- Estt. Division's O.M. No.4/18/83-D-2, dated 12-2-1984]

Sl. No. 96-E

Information Group

Sl. No.9:

In pursuance of the Administrative Reforms, it has been decided to constitute another occupational group to be called "Information Group" which shall comprise all posts in the following Departments and Organizations and such posts in the Ministry of Information and Broadcasting as may be specifically included in the Group:-

- (i) Press Information Department and its Regional Information Officers.
- (ii) Directorate of Research and Reference.
- (iii) External Publicity Wing and its Offices in Pakistan Missions abroad.
- (iv) Border Publicity Organization and its Regional Offices.
- (v) Audit Bureau of Circulation and its Regional Offices.
- (vi) Directorate of Economic Publicity.
- (vii) Directorate of Films and Publications.

The group will be under the administrative control of the Ministry, of Information and Broadcasting and will function within the following broad framework of rules and procedure.

2. The posts in Grade 17 and above included in the Information Group are detailed in the enclosed schedule (Annexure). The Ministry of Information and Broadcasting may, after consultation with the Establishment Division, add to, or remove any post from the Schedule. In addition, there will be a leave, training and deputation reserve as follows:-

- (1) Leave Reserve-----10% of the duty posts.
- (2) Training and Deputation reserve
- (3) Grade 1 to 16--- Each Department and Organization will operate these posts as hitherto fore. The existing instructions with regard to direct recruitment and promotion quotas, the composition of promotion and Selection Committees, the Appointing Authorities for various grades, etc, will continue to apply. All posts to be filled by direct recruitment will be advertised, except posts in grade 16 which will be reported to the federal Public Service Commission.
- (4) Grade 17- Seventy- five per cent posts in Grade 17 will be filled through competitive examination conducted by the Federal Public Service Commission. After completion of training at the Academy for Administrative Training, the probationer officers allocated to the Information Group will undergo on- the – job departmental training to be followed by an examination prescribed by Ministry of Information and Broadcasting.
- (5) The remaining 25% posts will be filled by promotion on the basis of selection from amongst Grade 16 Officers of the Ministry of Information and Broadcasting and the Departments and Organizations included in the group.
- (6) Grade 18 and above---The posts will be filled by promotion on the basis of selection from amongst eligible officers of the group in accordance with the procedure laid down in the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973 and other instruction issued from time to time, or if no candidate is considered suitable from within the group by horizontal movement of suitably ,qualified an experienced officers from other groups. Government instructions regarding minimum length of service for eligibility for promotion to Grades 18, 19 and 20 will be observed.

- (7) Eligibility for senior posts in the Secretariat---- Officers of this group will be eligible for Secretariat posts i.e. Deputy Secretary and Joint Secretary, by horizontal movement, as well as by lateral entry through examination etc.
- (8) Lateral entry, In order to meet shortage of officers in the group or to meet specific requirements, appointment may be made in posts in the group in any grade, by transfer from other groups or by recruitment through lateral entry of persons either in Government service or engaged in a profession or in the service of a Corporation or Private Organization, who possess such professional qualifications and experience as may be prescribed from time to time. Such appointments shall be made through Federal Public Service Commission in consultation with the Establishment Division.

Seniority

- (9) (a) Grades 1 to 16—In respect of grades 1 to 16, separate seniority. Lists would be maintained for each department and Organization included in the information Group, as hitherto fore, on the basis of continuous regular officiation in the grade.
- (b) Grade 17—All officers of Grade 17 will be borne on a combined seniority list of the “Information Group”. The inter se seniority of the direct recruits to grade 17 will be determined on the basis of the order of merit of the probationers determined on the conclusion of training. The inter se seniority of officers promoted to grade 17 will be determined with reference to the dates of their regular appointment in grade 17 provided that officers who are selected for promotion to that grade in one batch shall, on their promotion, retain their inter se seniority in the lower grade. As for seniority of direct recruits vis-à-vis promoted, officers, the direct recruits appointed in a particular year will, as a class, rank junior to the officers appointed by promotion on regular basis in that year.
- (c) Grade 18 and above--- Seniority will be determined in each grade from the date of regular appointment to the grade; provided that officers who are selected for promotion to higher grade in one batch shall, on their

promotion to a higher grade, retain their inter se seniority in the lower grade. Those appointed by direct recruitment, if more than one person is selected in one batch, shall be assigned seniority in accordance with the order of merit determined at the time of selection provided the selected persons join within the prescribed time.

Note—The seniority as already determined in various grades under the rule in force before the promulgation of the Civil Servants Ordinance, 1973 i.e. before 15-8-1973 shall be determined on the basis of the date of regular appointment to the grade, provided that the persons who are selected for promotion to a higher grade in one batch shall, on their promotion to the higher grade, retain their inter se seniority in the lower grade.

10. Provision for accelerated promotion to posts in Grade 17- To enable bright young persons who have failed to secure through competitive examination conducted by F.P.S.C. direct entry to grade 17 posts, or to get accelerated promotion within the Department, the following two provisions are made;---

- (a) Those of age up to 30 years can appear in the competitive examination conducted by the F.P.S.C. provided they have put in at least 2 years service.
- (b) There will also be a departmental examination under which departmental candidates will be considered for promotion to posts in grade 17. All officials having a minimum of 5 years service in Grade 11 and above in the Ministry of Information and Broadcasting and the Departments and Organizations, which are included in the Information Group, will be eligible to appear in this examination, provided they fulfill the prescribed conditions. The upper age limit for this examination will be 45 years for the first examination, 40 years for the next examination and 35 years for all subsequent examinations.

The Ministry of Information and Broadcasting will prepare a scheme for the departmental examination at (b) above and obtain the approval of Establishment Division. Subject to availability of suitable departmental candidates, promotion on accelerated basis through the above examination will be limited to a maximum of 25% of the total

1	2	3	4
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Peshawar/

Quetta).

Total: 7

2.	External Publicity wing, Islamabad.	Director General	21	1
		Minister (Information) (London/ New Delhi)	20	2
		Directors	19	4
		Press Counselors (Bonn, Cairo, Dhaka New York, Paris, Riyadh, Tehran, Washington)	19	8
		Deputy Directors	18	6
		Press Attaches (Abu Dhabi, Colombo, Canberra, Beijing, Ankara, Jeddah, Kuala-Lumpur, Kuwait, London, New Delhi, Nairobi, Ottawa, Rome, Tokyo, Hong Kong, Jakarta, Washington)	18	17
		Assistant Directors	17	7

				Total: 45
3.	Internal Publicity.	Director General	20	1
		Director	19	3
		Deputy Directors	18	2
		Assistant Directors	17	3
				Total: 9

1	2	3	4
Information	Director General	20	1
Service Academy	Directors	19	2
	Deputy Directors	18	3
			Total: 6
Press Information	Director General	21	1
Department	Dy. Directors Genl.	20	2
(Head quarters),	Directors	19	7
Islamabad.	Deputy Directors	18	12
	Assistant Directors/ Information Officers	17	32
PID (Regional	Director	19	1
Information	Deputy Directors	18	3
Office), Lahore.			
PID (Sub-Office)	Deputy Directors	18	2
Multan/ Faisalabad	Information Officers	17	2
PID (Regional	Assistant Directors/ Information Officers	17	5
Information			

Office) Lahore,			Total: 13
PID(Regional	Director	19	1
Information	Deputy Directors	18	2
Office) Karachi.			
PID (Sub-Office)	Deputy Director	18	1
Hyderabad.	Information Officers	17	1
PID(Regional	Information Officers/	17	6
Information	Assistant Directors		
Office) Karachi.			
			Total: 11

1	2	3	4
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PID(Regional	Director	19	1
Information	Deputy Directors	18	2
Office)	Research Officer	17	1
Peshawar.	Information Officer	17	2
PID(Sub-Officer)	Information Officer	17	1
D.I. Khan.			
			Total: 7
PID(Regional	Director	19	1
Information	Deputy Directors	18	2
Office (Quetta)	Information Officers	17	2
			Total: 5

	PID(Regional	Deputy Director	18	1
	Information	Information Officer	17	1
	Officer) Gilgit.			
	PID(Sub-Office)	Information Office	17	1
	Chilas			
				Total: 3
6.	Directorate of	Director General	20	1
	Films and	Directors	19	2
	Publications	Deputy Directors	18	2
	(Headquarters)			
	Islamabad.			
	DFP (Lahore	Deputy Director	18	1
	Office)	Assistant Directors	17	2
	Directorate of	Assistant Directors	17	4
	Films and			
	Publications			
	(Headquarters)			
	Islamabad.			
				Total : 24
7.	Directorate General	Director General	20	1
	(Research and	Directors	19	3
	Reference)	Deputy Directors	18	9
	Islamabad.			
				Total: 24

8.	Central Zakat Administration Finance Div., Islamabad.	Deputy Director (To be paid by Central Zakat Administration	18	1
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Grand Total: 197

(Besides there will be 10% deputation reserve and 10% leave reserve in each pay scale).

Military Lands and Cantonment Group

Sl. No. 10: