

**KHYBER PAKHTUNKHWA GOVERNMENT  
SERVENTS ( EFFICIENCY AND DISCIPLINE)  
RULES , 2011**

By:

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# **Introduction of Trainer and Trainee**

# Exceptions

- (i) Exceptions of the Trainer from the Trainee.
- (ii) Exceptions of the Trainee from the Trainer.

# Objectives of the Training

- (i) Sensitization about job responsibilities.
- (ii) Capacity building.
- (iii) Public confidence.

# **Rule 1: Short title, application and commencement**

- These rules may be called the Khyber Pakhtunkhwa Government Servants (Efficiency and Discipline) Rules, 2011 and have been framed by government of Khyber Pakhtunkhwa under section 26 of the Civil Servants Act, 1973.

## Rule 2: Definitions

- a) “accused” means a person in Government service against whom action is initiated under these rules;
- b) “appellate authority” means the authority next above the competent authority.
- c) “appointing authority” means an authority declared or notified as such by an order of Government under the Khyber Pakhtunkhwa Civil servants Act, 1973, and the rules made there under an authority as notified under the specific laws/rules of Government.

# Cont...

- d) “ charges” means allegations framed against the accused pertaining to acts of omission or commission cognizable under these rules.
- e) “Chief Minister” means the Chief Minister of the Khyber Pakhtunkhwa;
- f) ” competent authority” means
  - (i) The respective appointing authority.
  - (ii) In relation to a Government servant of a tribunal or court functioning under Government , the appointing authority or the Chairman or presiding officer of such tribunal or court, as the case may be, authorized by the appointing to exercise the powers of the competent authority under these rules:

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- g) “corruption” means
- i) accepting or obtaining or offering any gratification or valuable thing, directly or indirectly , other than legal remuneration, as a reward for doing or for bearing to do any official act: or
- ii) dishonesty or fraudulently misappropriating or indulging in embezzlement or misusing Government property or resources; or
- iii) entering into plea bargain under any law for the time being in force and returning the assets or gains acquired through corruption or corrupt practices voluntarily; or

# Cont...

- iv) possession of pecuniary sources or property by a Government servant or any of his dependents or any other person, through his or on his behalf, which cannot be accounted for and which are disproportionate to his known sources of income; or
- v) maintaining a standard of living beyond known sources of income; or
- vi) having a reputation of being corrupt:

# Cont...

- h) “Governor” means the Governor of Khyber Pakhtunkhwa
- i) “inefficiency” means failure to efficiently perform functions assigned to a Government servant in the discharge of his duties;
- j) “inquiry committee” means a committee of two or more officer, headed by a convener, as may be appointed by the competent authority under these rules;

# Cont...

- k) “inquiry officer” means an officer appointed by the competent authority under these rules;
- l) “misconduct” includes: -
  - (i) conduct prejudicial to good order or service discipline; or
  - (ii) conduct contrary to the Khyber Pakhtunkhwa Province Government Servants (Conduct) Rules, 1987, for the time being in force; or
  - (iii) Conduct unbecoming of Government servant and a gentleman; or

# Cont...

(iii) Involvement or participation for gains, directly or indirectly, in industry, trade, or speculative transactions by abuse or misuse of official position to gain undue advantage or assumption of such financial or other obligations in relation to private institutions or persons as may compromise the performance of official duties or functions; or

# Cont...

- (v) any act to bring or attempt to bring outside influence, directly or indirectly, to bear on the Governor, the Chief Minister, a Minister or any other Government officer in respect of any matter relating to the appointment, promotion, transfer or other condition or service; or
- (vi) making appointment or promotion or having been appointed or promoted on extraneous grounds in violation of any law or rules; or

## Cont...

- (vii) conviction for a moral offence by a court of law.
- (2) Words and expressions used but not defined in these rules shall have the same meanings as are assigned to them in the Khyber Pakhtunkhwa Province Civil Servants Act, 1973 (Khyber Pakhtunkhwa Act No. XVIII of 1973) or any other statutory order or rules of Government for the time being in force.

## **Rule 3: Grounds for proceedings**

- A Government servant shall be liable to be proceeded against under these rules, if he is -
- a) Inefficient or has ceased to be efficient for any reason; or
  - b) guilty of misconduct; or
  - c) guilty of corruption; or
  - d) Guilty of habitually absenting himself from duty without prior approval of leave; or

## Cont...

e) engaged or is reasonably believed to be engaged in subversive activities, or is reasonably believed to be associated with others engaged in subversive activities, or is guilty of disclosure of official secrets to any un-authorized person, and his retention in service is prejudicial to national security; or

## Cont...

- f) entered into plea bargaining under any law for the time being in force and has returned the assets or gains acquired through corruption of corruption practices voluntarily.

# Rule 4: Penalties

The following are the minor and the major penalties, namely

**a) Minor Penalties;**

- i. censure;
- ii. Withholding, for a specific period, promotion or increment subject to a maximum of three years, otherwise than for unfitness for promotion or financial advancement, in accordance with the rules or orders pertaining to the service or post;

Provided that the penalty of withholding increments shall not be imposed on a Government servants who has reached the maximum of his pay scale;

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iii. recovery of the whole or any part of any pecuniary loss caused to Government by negligence or breach of order;

## **(b) Major Penalties;**

i. reduction to a lower post or pay scale or to a lower stage in a time scale for a maximum period of five years:

Provided that on restoration to original pay scale or post, the penalized Government servant will be placed below his erstwhile juniors promoted to higher posts during subsistence of the period of penalty.

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- ii. Compulsory retirement;
  - iii. Removal from service; and
  - iv. Dismissal from service.
- (2) Dismissal from service under these rules shall disqualify a Government servant from future employment under Government.
- (3) Any penalty under these rules shall not absolve a Government servant from liability to any other punishment to which the may be liable for an offence, under any other law, committed by him while in service.

## **Rule 5: Initiation of proceedings**

If on the basis of its own knowledge or information placed before it, the competent authority is of the opinion that there are sufficient grounds for initiating proceedings against a Government servant under these rules it shall either;-

- a) proceed itself against the accused by issuing a show cause notice under rule 7 and, for reasons to be recorded in writing, dispense with inquiry:

# Cont...

Provided that no opportunity of showing cause or personal hearing shall be given where –

- i. the competent authority is satisfied that in the interest of security of Pakistan or any part thereof, it is not expedient to give such an opportunity; or
- ii. a Government servant has entered into plea bargain under any law for the time being in force or has been convicted on the charges of corruption which have led to a sentence of fine or imprisonment; or
- iii. a Government servant is involved in subversive activities; or

## Cont...

- iv. it is not reasonably practicable to give such an opportunity to the accused; or
- (b) get an inquiry conducted into the charge or charges against the accused, by appointing an inquiry officer or an inquiry committee, as the case may be, under rule 11;

Provided that the competent authority shall dispense with the inquiry where-

# Cont...

- (i) a Government servant has been convicted of any offence other than corruption by a court of law under any law for time being in force; or
- (ii) a Government servant is or has been absent from duty without prior approval of leave:

Provided that the competent authority may dispense with the inquiry where it is in possession of sufficient documentary evidence against the accused or, for reasons to be recorded in writing, it is satisfied that there is no need to hold an inquiry.

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- (2) The charge sheet or statement of allegations or the show cause notice, as case may be, shall be signed by the competent authority.

## **Rule 6:           Suspension**

A Government servant against whom action is proposed to be initiated under rule 5 may be placed under suspension for a period of ninety days, if in the opinion of the competent authority, suspension is necessary or expedient, and if the period of suspension is not extended for a further period of ninety days within thirty days of the expiry of initial period of suspension, the Government servant shall be deemed to be reinstated:

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Provided that the competent authority may, in appropriate case, for reasons to be recorded in writing, instead of placing such person under suspension, require him to proceed on such leave as may be admissible to him, from such date as may be specified by the competent authority.

## **Rule 7: Procedure where inquiry is dispensed with**

If the competent authority decides that it is not necessary to hold an inquiry against the accused under rules 5, it shall –

- (a) inform the accused by an order in writing, of the grounds for proceeding against him, clearly specifying the charges therein, alongwith apportionment of responsibility and penalty or penalty or penalties proposed to be imposed upon him;

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- (b) give him a reasonable opportunity of showing cause against the proposed action, within seven days of receipt of the order or within such extended period, as the competent authority may determine;
- (c) On receipt of reply of the accused within the stipulated period or after the expiry thereof, if no reply is received, determine whether the charge or charges have been proved against the accused or not:

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Provided that after receipt of reply to the show cause notice from the accused, the competent authority, except where the Chief Minister himself is the competent authority, shall decide the case within a period of ninety days, excluding the time during which the post held by the competent authority remained vacant due to certain reasons;

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provided further that if the case is not decided by the competent authority within the prescribed period of ninety days, the accused may file an application before the appellate authority for early decision of his case, which may direct the competent authority to decide the case within a specified period:

- (d) afford an opportunity of personal hearing before passing any order of penalty under clause (f), if it is determined that the charge or charges have been proved against him;

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- (e) exonerate the accused, by an order in writing, if it is determined that the charge or charges have not been proved against him; and
- (f) impose any one or more penalties mentioned in rule 4, by an order in writing, if the charge or charges are proved against the accused:

Provided that where charge or charges of grave corruption are proved against an accused, the penalty of dismissal from service shall be imposed, in addition to the penalty of recovery, if any.

## **Rule 8: Action in case of conviction or plea bargain under any law**

Where a Government servant is convicted by a court of law on charges of corruption or moral turpitude or has entered into plea bargain and has returned the assets or gains acquired through corruption or corrupt practices, or has been acquitted by a court of law as a result of compounding of an offence involving moral turpitude under any law for the time being in force, the competent authority, after examining facts of the case, shall-

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- (a) dismiss the government servant where he has been convicted on charges of corruption or moral turpitude or has entered into plea bargain and has returned the assets or gains acquired through corruption or corrupt practices voluntarily:

Provided that dismissal in these cases shall be with effect from the date of conviction by a court of law; and

## Cont...

(b) Proceed against the Government servant under rule 5, where he has been convicted of charges other than corruption or moral turpitude.

## **Rule: 9 Procedure in case of willful absence**

Notwithstanding anything to the contrary contained in these rules, in case of willful absence from duty by a Government servant for seven or more days, a notice shall be issued by the competent authority through registered acknowledgment on his home address directing him to resume duty within fifteen days of issuance of the notice. If the same is received back as undelivered or no response is received from the absentee within stipulated time, a notice shall be published in at-least two leading

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newspapers directing him to resume duty within fifteen days of the publication of that notice, failing which an ex-parte decision shall be taken against the absentee. On expiry of the stipulated period given in the notice, major penalty of removal from service may be imposed upon such Government servant.

**Rule: 10** Procedure to be followed by competent authority where inquiry is necessary.

If the competent authority decides that it is necessary to hold an inquiry against the accused under rule 5, it shall pass an order of inquiry in writing, which shall include –

- (a) appointment of an inquiry officer or an inquiry committee, provided that the inquiry officer or the inquiry committee, as the case may be, shall be of a rank senior to the accused and where two or more accused are proceeded against jointly, the inquiry officer or the convener of the inquiry committee shall be of a rank senior to the senior most accused;

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- (b) the grounds for proceeding, clearly specifying the charges along with apportionment of responsibility;
- (c) appointment of the department representative by designation; and
- (d) direction to the accused to submit written defense to the inquiry officer or the inquiry committee, as the case may be, within reasonable time which shall not be less than seven days and more than fifteen days of the date of receipt of orders.

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- (2) The record of the case and the list of witnesses, if any, shall be communicated to the inquiry officer or the inquiry committee, as the case may be, along with the orders of inquiry.
- (3) In a case where preliminary or fact finding inquiry was conducted, and the competent authority decides to hold formal inquiry, the inquiry officer or the inquiry committee for the purpose of conducting formal inquiry shall be different from the inquiry officer or the inquiry committee which conducted the preliminary inquiry.

# **Rule 11: Procedure to be followed by inquiry officer or inquiry committee**

On receipt of reply of the accused or on expiry of the stipulated period, if no reply is received from the accused, the inquiry officer or the inquiry committee, as the case may be, shall inquire into the charges and may examine such oral or documentary evidence in support of the charges or in defense of the accused as may be considered necessary and where any witness is produced by one party, the other party shall be entitled to cross-examine such witness.

- (2) If the accused fails to furnish his reply within the stipulated period, the inquiry officer or the inquiry committee, as the case may be, shall proceed with the inquiry ex-parte.

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- (3) The inquiry officer or the inquiry committee, as the case may be, shall hear the case on day to day and no adjournment shall be given except for reasons to be recorded in writing, in which case it shall not be of more than seven days.
- (4) Statements of witnesses and departmental representative(s), if possible, will be recorded in the presence of accused and vice versa.

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- (5) Where the inquiry officer or the inquiry committee, as the case may be, is satisfied that the accused is hampering or attempting to hamper the progress of the inquiry, he or it shall administer a warning and if, thereafter, he or it is satisfied that the accused is acting in disregard to the warning, he or it shall record a finding to that effect and proceed to complete the inquiry in such manner as may be deemed expedient in the interest of justice.

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- (6) If the accused absents himself from the inquiry on medical grounds, he shall be deemed to have hampered or attempted to hamper the progress of the inquiry, unless medical leave, applied for by him, is sanctioned on the recommendations of a Medical Board; provided that the competent authority may, in its discretion, sanction medical leave up to seven days without such recommendations.

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- (7) The inquiry officer or the inquiry committee, as the case may be, shall submit his or its report, to the competent authority within thirty days of the initiation of inquiry;

Provided that the inquiry shall not be vitiated merely on the grounds of non-observance of the time schedule for completion of the inquiry.

# Rule 12: Powers of the inquiry officer or inquiry committee

For the purpose of an inquiry under these rules, the inquiry officer or the inquiry committee, as the case may be, shall have the powers of a Civil Court trying a suit under the Code of Civil Procedure, 1908 (Act No. V of 1908), in respect of the following matters, namely;

- (a) summoning and enforcing the attendance of any person and examining him on oath;
- (b) requiring the discovery and production of documents, and receiving evidence on affidavits; and

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- (c) issuing commissions for the examination of witnesses or documents.
- (2) The proceedings under these rules shall be deemed to be the judicial proceedings within the meaning of sections 193 and 228 of the Pakistan Penal Code, 1860 (Act No. XLV of 1860).

# Rule 13: Duties of the departmental representative

The departmental representative shall perform the following duties, namely;

- (a) render full assistance to the inquiry officer or the inquiry committee as the case may be, during the proceedings where he shall be personally present and fully prepared with all the relevant record relating to the case, on each date of hearing;
- (b) Cross-examine the witnesses produced by the accused, and with the permission of the inquiry officer or inquiry committee, as the case may be, may also cross-examine the prosecution witnesses; and

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- (c) Rebut the grounds of defense offered by the accused before the inquiry officer or the inquiry committee, as the case may be.

## **Rule 14:** Order to be passed on receipt of report from the inquiry officer or inquiry committee

On receipt of report from the inquiry officer or inquiry committee, as the case may be, the competent authority, shall examine the report and the relevant case material and determine whether the inquiry has been conducted in accordance with the provisions of these rules

- (2) If the competent authority is satisfied that the inquiry has been conducted in accordance with the provisions of these rules, it shall further determine whether the charge or charges have been proved against the accused or not.

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- (3) Where the charge or charges have been proved, the competent authority shall exonerate the accused by an order in writing, or it shall follow the procedure as given in sub-rule (6) of this rule.
- (4) Where the charge or charges have been proved against the accused, the competent authority shall issue a show cause notice to the accused by which it shall-
  - (a) inform him of the charges proved against him and the penalty or penalties proposed to be imposed upon him;

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- (b) Give him reasonable opportunity of showing cause against the penalty or penalty or penalties proposed to be imposed upon him and to submit as to why one or more of the penalties as provided in rule 4 may not be imposed upon him and to submit additional defense in writing, if any, within a period which shall not be less than seven days and communicated to him: provided that the accused shall, in his reply to show cause notice, indicate as to whether he wants to be heard in person or not;
- (c) Provide a copy of the inquiry report to the accused; and

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- (d) direct the departmental representative to appear, with all the relevant record, on the date of hearing.
- (5) After affording personal hearing to the accused the competent authority shall, keeping in view the findings and recommendations of the inquiry officer or inquiry committee, as the case may be, facts of the case and defense offered by the accused during personal hearing, by an order in writing –
  - (i) Exonerate the accused if charges had not been proved;  
or

# Cont...

- (ii) impose any one or more of the penalties specified in rule 4 if charges have been proved.
- (6) Where the competent authority is satisfied that the inquiry proceedings have not been conducted in accordance with the provisions of these rules or the facts and merits of the case have been ignored or there are other sufficient grounds, it may, after recording reasons in writing, either remand the inquiry to the inquiry officer or the inquiry committee, as the case may be, with such directions as the competent authority may like to give, or may order a de novo inquiry through different inquiry officer or inquiry committee subject to sub rule (7) of rule (11).

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- (7) After receipt of reply to the show cause notice and affording opportunity of personal hearing, the competent authority shall decide the case within a period of fifteen days, excluding the time during which the post held by the competent authority remained vacant due to certain reasons.
- (8) If the case is not decided by the competent authority within the prescribed period of fifteen days, the accused may submit an application before the appellate authority for early decision of his case, which may direct the competent authority to decide the case within a specified period.

## **Rule 15:           Personal hearing**

The competent authority may, by an order in writing, call the accused and the departmental representative, alongwith relevant record of the case, to appear before him, for personal hearing on the fixed date and time.

# **Rule 16: Procedure of inquiry against Government servant lent to other governments or organizations etc**

Where the services of Government servant to whom these rules apply are transferred or lent to any other government department, corporation, corporate body, autonomous body, authority, statutory body or any other organization or institution, hereinafter referred to as the borrowing organization, the competent authority for the post against which such Government servant is posted in the borrowing organization may-

- (a) Suspend him under rule 6; and

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(b) initiate proceedings against him/her under these rules:

provided that borrowing organization shall forthwith inform the authority which has lent his services, (hereinafter referred to the lending organization) of the circumstances leading to the order of his suspension or the initiation of the proceedings, as the case may be;

provided further that the borrowing organization shall obtain prior approval of the competent authority in the lending organization before taking any action under these rules against a Government servant holding a post in basic pay scale 17 or above.

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- (2) If, in the light of findings of the proceedings take against the accused in terms of sub rule (1), the borrowing organization is of the opinion that a penalty may have to be imposed on him, it shall transmit the record of the proceedings to the lending organization, and the competent authority in the lending organization shall thereupon take action against the accused under rule 14.

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- (3) Notwithstanding anything to the contrary contained in sub-rule(1) and (2), the Chief Minister may, in respect of certain Government servant or class of Government servants to whom these rules apply, authorize any officer or authority in the borrowing organization to exercise all the powers of the competent authority under these rules.

# **Rule 17: Departmental appeal and review**

An accused who has been awarded any penalty under these rules may, within thirty days from the date of communication of the order, prefer departmental appeal to the appellate authority.

Provided that where the order has been passed by the Chief Minister, the accused may, within the aforesaid period, submit a review petition directly to the Chief Minister.

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- (2) The authority empowered under sub-rule (1) shall call for the record of the case and comments on the points raised in the appeal from the concerned department or office , and on consideration of the appeal or the review petition, as the case may be, by an order in writing-
  - (a) Uphold the order of penalty and reject the appeal or review petition; or

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- (b) Set aside the orders and exonerate the accused; or
  - (c) modify the orders or reduce the penalty.
- (3) An appeal or review petition preferred under these rules shall be made in the form of a petition, in writing, and shall set forth concisely the grounds of objection in impugned order in a proper and temperate language.

# **Rule 18: Appearance of counsel**

No party to any proceedings under these rules at any stage of the proceedings, except proceedings under rule 19, shall be represented by an advocate.

## **Rule 19: Appeal before Khyber Pakhtunkhwa Province Service Tribunal**

Notwithstanding anything contained in any other law or rules for the time being in force, by Government servant aggrieved by any final order passed under rule 17 may, within thirty days from the date of communication of the order, prefer an appeal to the Khyber Pakhtunkhwa Province Service Tribunal established under the Khyber Pakhtunkhwa Province Service Tribunals Act, 1974 (Khyber Pakhtunkhwa Act No. I of 1974).

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- (2) If a decision on a departmental appeal or review petition, as the case may be, filed under rule 17 is not communicated within a period of sixty days of filing thereof, the affected Government servant may file an appeal in the Khyber Pakhtunkhwa Province Service Tribunal within a period of thirty days of the expiry of the aforesaid period, where after, the authority with whom the departmental appeal or review petition is pending, shall not take any further action.

## **Rule 20: Exception**

Notwithstanding anything to the contrary contained in these rules, in cases where Government servants collectively strike work, willfully absent themselves from duty or abandon their official work, the competent authority in respect of the senior most accused may serve upon them, through newspapers or any other mean, such notice as may be deemed appropriate to resume duty and in the event of failure or refusal to comply with the directive contained in the notice, impose upon the defaulting Government servants any of the major penalties prescribed in these rules.