

(5) 1101

GOVERNMENT OF PAKISTAN  
CABINET SECRETARIAT  
CABINET DIVISION

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No.9/4/97-TK

Islamabad, the 21<sup>st</sup> August, 2001

OFFICE MEMORANDUM.

Subject:- RULES FOR THE ACCEPTANCE AND DISPOSAL OF GIFTS BY GOVERNMENT SERVANTS.

In suppression of this Division's O.M.No.9/4/97-TK, dated 21<sup>st</sup> August, 2000 and all other instructions issued on the subject from time to time, the undersigned is directed to state that Government of Pakistan has made the following rules for acceptance and disposal of gifts received by Government servants:-

- (1) The responsibility for reporting the receipt of the gifts shall devolve on the individual recipient. All gifts received by a Government servant, irrespective of their prices, must be reported to the Toshakhana in the Cabinet Division, Government of Pakistan. If it is found, on checking, that an individual has not reported the receipt of a gift, appropriate action will be taken against him under the relevant rules.
- (2) If the Chief of Protocol, Ministry of Foreign Affairs, or his representative has been attached to a visiting dignitary or a foreign delegation, it shall be his responsibility to supply a list of the gifts received, together with the names of the recipients, to the Cabinet Division. In the case of other delegations or visiting dignitaries with whom the Chief of Protocol or his representative is not associated, the Ministry sponsoring the visit shall be responsible to supply the details of gifts received and the list of recipients to the Cabinet Division. In the case of outgoing delegations or visits abroad of our dignitaries, it shall be the responsibility of the Ambassador of Pakistan in the country concerned to report the receipt of the gifts, together with the name of the recipient, to the Cabinet Division through the Ministry of Foreign Affairs.
- (3) Government officials, except those in BPS 1 to BPS 4, are prohibited from receiving cash awards offered by the visiting foreign dignitaries. Such gifts may be politely refused. In case, however, it becomes impossible to refuse without causing offence to the visiting dignitary, the amount shall be immediately deposited in the Government treasury.

- (4) Government officials, except the President and the Head of the Government, are prohibited from receiving gifts of any kind for their persons or for members of their families from diplomatic, consular and other foreign government representatives who are stationed in Pakistan or from any public organization or private individual and firm within the country. However, if due to very exceptional reasons the gift cannot be declined, it shall invariably be deposited in the Toshakhana. These instructions do not apply to gifts and donations made to institutions.
- (5) The Cabinet Division shall get the value of the gifts assessed.
- (6) The monetary limits upto which the gifts can be retained by the recipient are as follows:-
  - (i) Gifts upto a value of Rs.10,000/-(Rupees ten thousand only) may be retained free of cost by the recipient. In case of low paid Government employees (BPS 1- BPS 10), the gift may be retained by the recipient irrespective of the value assessed and subject to provision of these rules.
  - (ii) Gifts valued above Rs.10,000/- may be allowed to be retained by the recipient on payment of 15% of the value exceeding Rs.10,000/-.
  - \*(iii) Gifts valued at Rs.400,000/- or more shall not be retained by the recipients, except President and the Head of the Government. This exemption shall, however, not be available in case of antiques and gifts of intrinsic historical value.
- (7) The Head of Account of Toshakhana in which the amounts are to be deposited is "1300000-Others (NES)Misc. Receipt of Darbar Presents (Central).
- (8) Gifts deposited in the Toshakhana which are fit for display, shall be properly catalogued and then displayed in the public rooms of the Foreign Office and in the residences of the Head of the State, the Head of the Government and the Governors. Such articles shall be properly entered in the Toshakhana register and in the stock registers of the respective offices. An annual verification shall be carried out in respect of such articles by an authorized officer of the Cabinet Division.
- (9) Gifts which are not fit to be retained or displayed shall be disposed of by periodical sales to be arranged by the Cabinet Division, Government of Pakistan. These sales shall be held once or twice a year. The list of gifts to be sold shall be circulated to all Federal Government officers and officers of the Armed Forces.

\* Ammended/Substituted vide Cabinet Division O.M of even number dated 26<sup>th</sup> September, 2001.

- (10) Antique items and cars shall not be allowed to be purchased by the recipients. Antiques shall be placed in museums or displayed in official buildings owned by the Government. Cars shall be given to the Central Pool of Cars of the Cabinet Division.
- \* (11) Gifts, other than in the nature of antiques or of intrinsic historical value, given to but not retained by the President, the Head of the Government and the Governors, will be sold in accordance with sub-para (9) above. The gifts in the nature of antiques or of intrinsic historical value shall be put on display in accordance with sub-para (8) above.
- (12) The Ministry of Foreign Affairs shall standardize gifts to be presented at various levels to foreign delegations and dignitaries. These standardized gifts can be used by other Ministries also.
- (13) These rules shall also apply to the President, Head of the Government, members of the Federal Cabinet, dignitaries holding ministerial status, Governors of Provinces, members of Provincial Cabinets and all the employees of the Government controlled corporations, autonomous and semi autonomous bodies.

Sd/-  
( ZAFAR IQBAL )  
Joint Secretary(Admin)

Secretaries/Additional Secretaries Incharge  
of Ministries/Divisions, Islamabad/Rawalpindi.

Copy to:-

- 1) Principal Secretary to the President, President's Secretariat(Personal), Islamabad.
- 2) Principal Secretary to the Chief Executive of Pakistan, CE's Secretariat, Islamabad.
- 3) Chief Secretary, Government of Punjab, Lahore.
- 4) Chief Secretary, Government of Sindh, Karachi.
- 5) Chief Secretary, Government of NWFP, Peshawar.
- 6) Chief Secretary, Government of Balochistan, Quetta.

Sd/-  
(Mrs. Naghmana Ashfaq Shaikh)  
Deputy Secretary(Admin)

\* Ammended/Substituted vide Cabinet Division O.M. of even number dated 26<sup>th</sup> September, 2001.