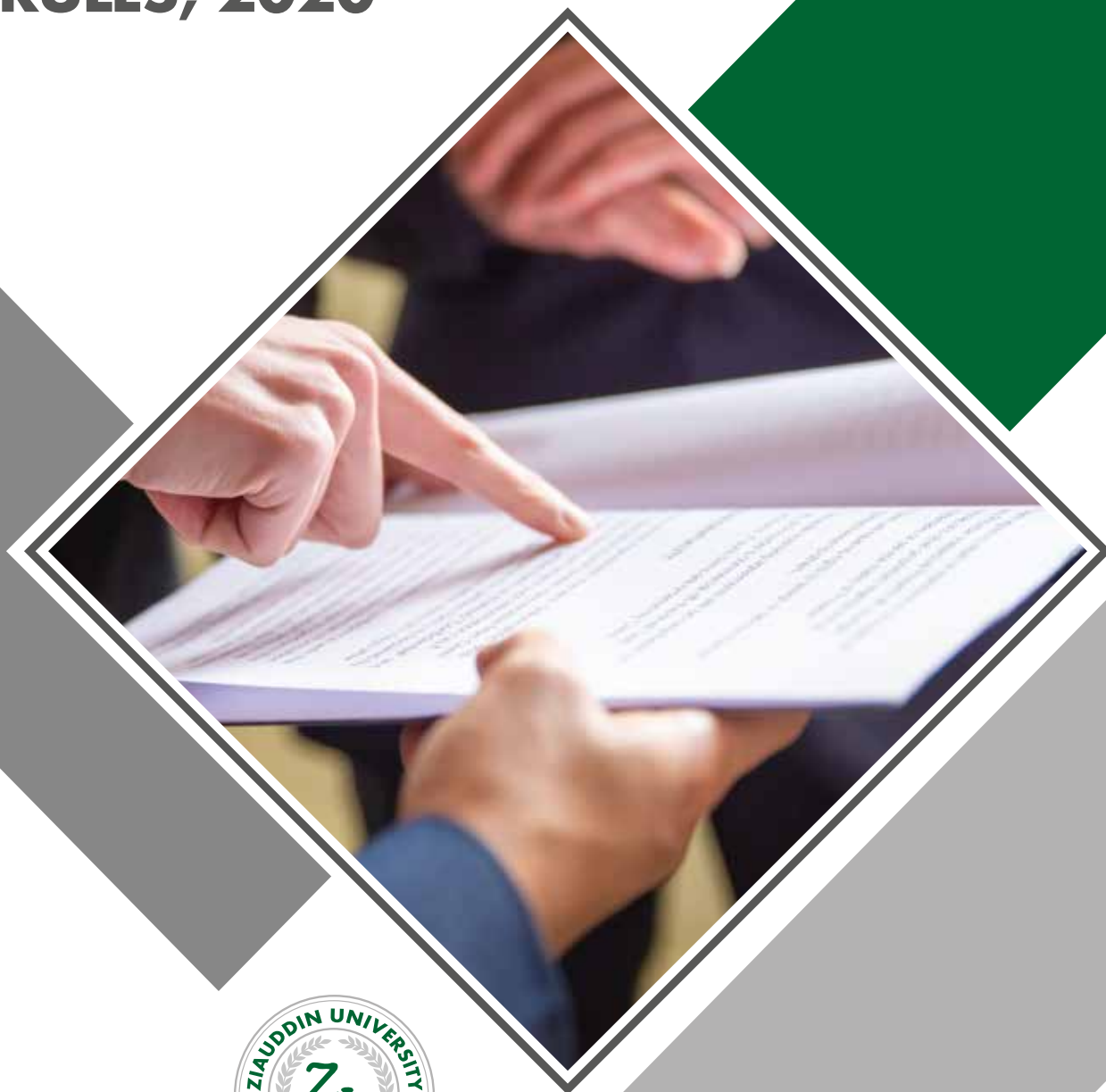


# THE ZIAUDDIN UNIVERSITY EXAMINATION BOARD EMPLOYEES (CONDUCT) RULES, 2020



**ZIAUDDIN UNIVERSITY**  
EXAMINATION BOARD





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**The purpose of these Rules is to improve performance of the Ziauddin Board employees and to maintain discipline in their working.**

ZU/ Legis /02/2020- Whereas it is expedient to regulate the service of employees of Ziauddin University Examination Board, by rules or instructions issued by the Controlling Authority, Ziauddin University, the Chancellor of Ziauddin University, in exercise of powers conferred by sub-section (h) of Section 30 of Ziauddin University Act, 1995, is pleased to make the following rules:

**1. Short title and commencement:** - (1) These rules may be called the Ziauddin University Examination Board Employees (Conduct) Rules, 2020.

(2) They shall come into force at once.

**2. Extent of application.** - These rules apply to all persons, whether on duty or on leave, within or without board, in connection with the affairs of the Ziauddin University Examination Board or deputed to serve with any statutory body of the Ziauddin Group etc. in connection with the affairs of Ziauddin University Examination Board.

**3. Definition.** - In these rules, unless and until there is anything repugnant in the subject or context –

(a) "board" means Ziauddin University Examination Board;

(b) "controlling authority" means the Chancellor, Ziauddin Board, or the case may be;

(c) "competent authority" the Chairman of the Ziauddin University Examination Board or officer authorized by the Chancellor or as the case may be, to exercise the powers of the competent authority under the rules;

(d) "employee" means a person who is the member of service in the Ziauddin University Examination Board, on regular basis, a person appointed on tenured post or on temporary basis, but likely to be continued indefinitely. A person appointed on daily wages basis, part time employment, special assignment or consultancy shall not be treated as board employee.

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

(i) Wife / husband, children, and step-children, parents, sisters and minor brothers, residing with and wholly dependent upon the employees; and

(ii) Any other relative of the employee of 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 step-child who is no longer in any way dependent upon him, or of whose custody the employee has been deprived by law.

**4. Repeal of previous Conduct Rules.** – On the commencements of these Conduct Rules, all the previous conduct rules shall stands repealed.

**5. Gifts.** – (1) No board employee shall accept or permit any member of his / her family to accept from any person, any gift, the receipt of which will place him under any form of official obligation to the donor until and unless prior sanction / permission of the authority concerned, as the case may be is obtained. If the offer of a gift is, in appreciation on the performance of board service and cannot be refused without giving undue favour or offence, it may be accepted and delivered to the authority, as the case may be, for decision as to its disposal.

(2) If any question arises whether receipt of a gift places the board employee under any form of official obligation to the donor, the decision of the authority concerned, as the case may be, thereon shall be final.

(3) In case the gift is offered by the head of representative of a foreign State, and its acceptance may not be avoided, then on the receipt of such gift, the authority concerned should be reported, for orders as to its disposal.

(4) The board employee may accept gifts offered abroad or within Pakistan by institutions or official dignitaries of Foreign Government of comparable or higher level;

**6. Acceptance of Foreign awards.** - The board employee can accept foreign award, title or decoration, but with the prior intimation or post facto intimation in special cases, where the sufficient time is not available for intimation.

**7. The board employee cannot be ordinarily member / office bearer of Foreign Culture Association,** unless prior permission of the board or the government, as the case may be, is obtained in writing; provided that such Association shall with the objectives promotion of culture and friend relationship in between Pakistan and the Foreign country only and does not contemplate any of sort of political or religious activities or it does not come on way of official working and performance in the board.

**8. Public demonstration in honour of the board employee.** - The board employee shall discourage and decline meeting to be held in his / her honour or presentation of addresses of which the main purpose is to praise him, until and unless with the knowledge and permission of the authority concerned.

**9. Subscription.** - The board employee shall not ordinarily accept or in any way participate in the raising of any subscription or other pecuniary assistance in pursuance of any object whatsoever, until and unless the prior sanction is obtained from the authority concerned.

**10. Lending and borrowing.** – The board employee shall not lend money to, or borrow money from, or place himself / herself under any pecuniary obligation to any person within the local limits of his / her authority or any person with whom he / her has any official dealings;

Provided that the board employee may –

(i) Deal in the ordinary course of business with joint Stock Company, in connection with sale and purchase of securities, registered in Stock exchange of the country, bank or a firm of standing or the Building Financing Corporation, in respect of personal loan, automobile loan, house building loan or credit / debit card etc., but all activities shall not come in any circumstances, under official obligations.

(ii) Accept a purely temporary loan of small amount, free of interest, from a personal friend of the operation of a credit account with a bonafide tradesman.

**11. Buying and selling of movable and unmovable property.** - (1) The board employee, who intends to purchase, sale or dispose of by other means any movable or immovable property shall do without the involvement of the board in his / her private capacity, so far as financial transaction is concerned.

(2) All transaction relating to purchase, sale or disposal of property referred to in sub-rule (1) with person who is an official subordinate of the board employee, shall be reported to the next higher authority.

*Explanation: In this rule the term "property" does not include a plot or building which has been purchased first time for the resident of the board employee and his / her family exclusively, bonds, security or certificates purchased through public offer by a limited, semi-government organization or stock market etc.*

(3) The board employee shall declare / disclose the source of construction cost of building / structure while constructing the structure or building, during the service, if it sought by the authority concerned.

**12. Disclosure of assets, immovable, movable and liquid.** – The board employee shall disclose his / her liquid assets and all other properties, immovable, movable, including share, certificates, insurance policies, cash, jewelry etc., as and when the authority concerned is required generally or specifically.

**13. Speculation and investment.** - (1) The board employee shall not invest / to be allowed the habitual purchase and sale of securities of notoriously fluctuating value which shall be deemed to be speculation investments.

(2) Subsequently, the board employee shall not make or permit any member of his / her family to make any investment likely to embarrass or influence him / her in the discharge of his official duties.

(3) The board employee shall not make any investment of a value which is likely to be affected by some event of which information is available to him as the board employee and is not equally available to the general public.

(4) In case the question of security on the investment and its nature, as referred to in above sub-rules arises, the decision of the board shall be final.

**14. Promotion and management of companies** - The board employee shall not take

part in the promotion, registration or management, of any bank or company unless with the prior permission / approval of the board. Subject to the provision of general or special order of the board, the board employee may, however, take part in the promotion, registration or management of a Cooperative Society registered under the Cooperative Societies Act, 1925 (Sindh Act VII of 1925) or under similar law.

**15. Private trade, employment or work. –** The board employee, without prior permission / approval of the board shall not engage in any trade or undertake, any employment or work, other than his / her official duties:

*“Provided that the board employee without permission / approval, may under take honorary work of a religious, social or charitable nature or occasional work of a literary or artistic character, subject to the condition that these works shall not come in any circumstances, on way of the official responsibilities / duties of the board employee nor these conflicts/ inconsistency with his / her position or obligation. The board employee who has any doubt about the propriety of undertaking any particular work should refer the matter for the orders of authority concerned in board or the government, as the case may be”.*

*Provided further, the board employee in lower pay scale may, without such permission / approval, undertake as small enterprise which absorbs family labour and where he does so shall file details of the enterprise alongwith the declaration of assets.*

(2) Notwithstanding anything contained in sub-rule (1) above, the board employee shall not associate himself / herself with any private trust, foundation or similar other institution without prior permission of the authority concerned and which is not sponsored by the board or the government, as the case may be.

**16. Insolvency and habitual indebtedness. –** The board shall ordinarily not take any responsibility for the habitual indebtedness of board employee, which could have led to his / her insolvency, nor the board shall undertake to attach his / her monthly salary or the part of salary towards the discharge of his / her debt. However, if the board employee is adjudged / declared insolvent or if his / her whole salary or its part is liable to be frequently attached for debt continuously for a period of six months, or is attached for a sum which, in ordinary circumstances, cannot be paid by him / her within a period of six months, he / she shall be presumed to have contravened this rule unless he / she proves that the insolvency or indebtedness is the result of circumstances which, with the exercise of ordinary diligence, he / she could not have foreseen or over which he / she had no control and has not proceeded from extravagant or dissipated habits.

(2) The board employee who applies to be or is adjusted or declared insolvent shall forthwith report his / her insolvency to the board, as the case may be.

**17. Unauthorized communication of official documents or information. -** The board employee shall not in any circumstances, direct or indirectly share or communicate any official documents / information or the contents of the documents / information to

any person not authorized to receive it or to media / press, until / unless specifically allowed / authorized for such act by the board, as the case may be.

**18. Management etc., of News Papers or Periodical publications.** - The board employee shall not own wholly or partly or conduct or participate in the editing or management of, any newspaper or other periodical publication, except with the prior permission of the board, as the case may be.

**19. Radio Broadcast, Television Programme and Communications to the Press,** - The board employee shall not ordinarily participate in a radio broadcast or television programme or contribute any articles or write any letter either anonymously or in his name or in any other name, to any newspaper or periodical publications, except he / she empowered with prior permission / sanction of authority concerned or in the bonafide discharge of his / her duties.

*Provided that such permission / sanction shall generally granted with a condition such participation or contribution in radio broadcast, television programme or writing in press may not jeopardize the integrity of the board, government, the security of Pakistan or friendly relations with the Foreign States or to offend public order, decency or morality or to amount to contempt of court, defamation or incitement to any offence.*

*Provided further that in case the participation or contribution in radio broadcast, television or writing in press is purely for the cause of improvement in literacy, artistic or scientific character or, in respect of a member of the teaching profession, relates to his specialized discipline, then no permission / sanction of authority shall be required.*

**20. Publication of information, public speeches and television programme capable of embarrassing board.-** The board employee shall not publish any document or participate or make / deliver any statement in radio broadcast / television programme or public utterance, which is capable of embarrassing the board, Federal or any Provincial Government or any local counsel / corporation nor such expression, information or writing shall be focused on political issues or on Government policies or matters of classified nature or amount to provocation of religious sect.

*Provided that Members of the teaching profession may publish such articles, papers, letters, books and research material on the subjects related to their specialized discipline as do not offend against the provision of these rules.*

**21. Evidence before Committees.** - The board employee shall not give evidence before a public committee, except with the prior sanction of the authority concerned. The evidence shall however, not criticize the policy or decision of the board, Central or Provincial Government. This rule shall not apply to evidence given before statutory committees which have power to compel attendance and the giving answers, nor to evidence given in judicial inquiries

**22. Taking part in politics and elections.** – (1) The board employee shall not take part in, subscribe in aid of or assist in any way, any political activities / movement in Pakistan or relating to the affairs of Pakistan, contravene to the ideology of Pakistan. Nor the board employee shall be member of any political party or canvass for any political party or use his influence or take part in the election to a legislative body in anywhere in country, unless and until with assurance that such activities shall not come on the way of his / her duties / responsibilities in the board and with the knowledge or permission of board authority, as the case may be.

*Provided that the board employee may exercise his right to vote in case he / she is registered voter by Election Commission of Pakistan. He / she shall, however, not disclosed his vote to any contesting member, to whom he / she has voted.*

(2) The board employee shall also not allow any dependent member of his / her family to indulge in any political activity, including the forming of a political association or being a member of such association or to act in a manner in which the board employee is prohibited to act under sub-rule (1)

(3) The board employee who issues an address to electors or in any other manner publicly announces himself / herself or allows himself / herself to be publicly announced as a candidate or prospective candidate for election to a legislative body shall be deemed for the purpose of sub-rule (1) to have taken part in an election to such body.

(4) Any question arises, whether any movement of activity falls within the scope of this rule, the decision of the authority concerned thereon shall be final.

**23. Propagation of Sectarian creeds, etc.** - The board employee shall not propagate such sectarian creeds or take part in such sectarian controversies or indulge in such sectarian partiality and favoritism which are likely to affect his / her integrity in the discharge of official duties and to embarrass the administration or create feelings of discontent or displeasure amongst the board employees in particular and people in general.

**24. Prohibition in expression of view against ideology of Pakistan and to take part in public demonstration.** - The board employee shall not express his / her views detrimental to the ideology or integrity of Pakistan. Nor he / she shall take part or in any manner assist any public demonstration directed against the board / government decision or policy or permits any dependent member of his / her family to do so.

**25. Nepotism, favoritism and victimization, etc.-** The board employee shall not indulge and allowed in provincialism, parochialism, nepotism, favoritism, victimization or willful abuse of office.

**26. Vindication by board employees of their public acts or character.** – (1) The board employee may not have recourse to any Court or to press / media for the vindication of his public acts or character from defamatory attacks, until and unless specific sanction of the authority concerned. The board will ordinarily bear the cost

of the proceedings, in case of granted sanction to have recourse to a Court, but may leave the board employee to institute them at his own expenses, which may re-imburse by the authority concerned, to the extent of the whole or any part of the cost, in case the board employee obtains a favorable decision, benefit for the board.

(2) Nothing in this rule limits or otherwise affects the right of a board employee to vindicate his private acts or character.

**27. Use of Political or other influence.** - The board employee shall not bring or attempt to bring political or other outside influence, directly or indirectly to bear on board or any board employee in support of any matter, claim arising in connection with his service, as such.

**28. Maintenance of office decorum and punctuality.** - (1) The board employee shall observe the office decorum / maintain the discipline in attendance in office in accordance with instructions thereon by the appointing authority concerned and keep the record and furniture in tidy and neat condition.

(2) The board employee shall responsible and maintain the punctuality in attendance and leaving the office in accordance with the prescribed time schedule, late coming and late sitting in office shall not be allowed unless in exceptional cases. Continuous late comings and late sittings in office, without cogent reason, shall amounts to misconduct and be dealt with under relevant law, accordingly.

**29. Approaching Foreign Missions and Aid-giving Agencies.** - No board employee shall approach, directly or indirectly, a foreign Mission in Pakistan or any foreign aid-giving agency in Pakistan or abroad to secure for himself / herself invitation to visit a foreign country or to elicit offer or training facilities abroad, unless prior sanction of the board or Government, as the case may be.

**30. Delegation of Powers.** - The board or authority, as the case may be, through general or special order may delegate to any officer or authority subordinate to it, all or any of its powers under these rules and may by such order, prescribe the channel through which reports shall be made to the board / authority, as the case may be.

**31. Rules not to be in derogation of any law, etc.** – Nothing in these rules shall derogate from the provisions of any law, or of any order or any competent authority, for the time being in force, relating to the conduct of board employee.

