

**"SAVE TREES & PROTECT ENVIRONMENT"**



042-99212223

No.E&A(FD)11-2/2018(Vol-I)

**GOVERNMENT OF THE PUNJAB  
FINANCE DEPARTMENT**

Dated Lahore, the 07<sup>th</sup> January, 2019.

To

- The President, Bank of Punjab, Lahore.
- The Chairperson, Punjab Revenue Authority, Lahore.
- The Chairperson, Appellate Tribunal, Punjab Revenue Authority.
- All Additional Finance Secretaries, Finance Department.
- The Chief Inspectorate of Treasuries, Lahore.
- The Provincial Director, Local Fund Audit, Lahore.
- The General Manager, Punjab Pension Fund, Lahore.

Subject:- **PROCEDURE FOR THE ACCEPTANCE AND DISPOSAL OF GIFTS.**

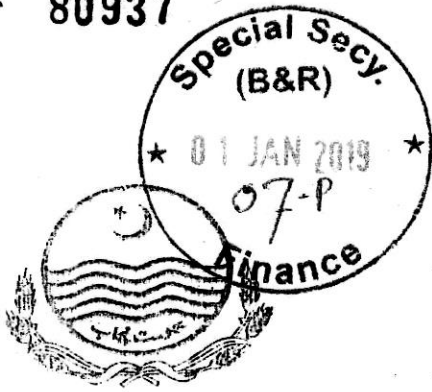
I am directed to refer to the subject cited above and to enclose herewith a copy of circular letter No.SO(FG)3-30/2017, dated 27.12.2018, alongwith enclosure (which are self-explanatory), received from the Section Officer (FG), Government of the Punjab, S&GAD, for information please.

*M. Aslam*  
SECTION OFFICER (E&A)

C.C.

System Analyst, Finance Department for uploading on official website of Finance Department.

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No.SO(FG)3-30/2017  
GOVERNMENT OF THE PUNJAB  
SERVICES & GENERAL ADMINISTRATION  
DEPARTMENT  
(I&C WING)

Dated Lahore, the 27<sup>th</sup> December, 2018

To

1. The Additional Chief Secretary, Punjab.
2. The Chairman, P&D Board.
3. The Senior Member Board of Revenue, Punjab.
4. All the Administrative Secretaries, Government of the Punjab.
5. All the Divisional Commissioners in Punjab.



Subject:- PROCEDURE FOR THE ACCEPTANCE AND DISPOSAL OF GIFTS.

I am directed to refer to the subject cited above and to enclose herewith a copy of letter No.8/5/2017-TK dated 18.12.2017 received from Government of Pakistan, Cabinet Secretariat, Cabinet Division Islamabad for information and further necessary action please.

FS

*[Signature]*  
27.12.18  
SECTION OFFICER (FG)

C.C

1. The Additional Secretary (G)/Staff Officer to the Chief Secretary, Punjab.
2. The Deputy Secretary (Coord), Government of Pakistan, Cabinet Secretariat, Cabinet Division, Islamabad. w.r.t. letter No.8/5/2017-TK dated 18.12.2017.
3. PS to Secretary (I&C), S&GAD.

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SSP (G)	
SSP (B&R)	✓
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PS-P&D	
PS-III	

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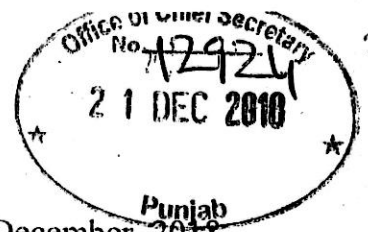
*[Handwritten notes and signatures]*  
Also to BOP, PRA, PPF etc  
PI circulate to all AFS & on FD website  
21/1/19  
AFS (OB)  
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03/1/19  
SEGN

GOVERNMENT OF PAKISTAN  
CABINET SECRETARIAT  
CABINET DIVISION

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No.8/5/2017-TK

Islamabad, the 18<sup>th</sup> December, 2018

**OFFICE MEMORANDUM**

Subject:- **PROCEDURE FOR THE ACCEPTANCE AND DISPOSAL OF GIFTS.**

In supersession of this Division's O.M.No.9/8/2004-TK, dated 13<sup>th</sup> October, 2017 and all other instructions issued on the subject from time to time, the undersigned is directed to state that the Government of Pakistan has made the following procedure for acceptance and disposal of gifts received by Government/Public functionaries.

- (1) The responsibility rest with the individual recipient to report receipt of the gift(s) to Cabinet Division. All gifts received by the Government/Public functionaries irrespective of their prices, must be reported and deposited immediately in Toshakhana of 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 the 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 and/or Head of the Pakistan mission in the country concerned to report the receipt of the gifts, together with the name of the recipients, to the Cabinet Division through the Ministry of Foreign Affairs.
- (3) Government/Public functionaries, 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 and copy of Treasury Challan shall be provided to the Toshakhana Incharge, Cabinet Division.

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Chief Secretary (BS-19)	
Date	14.18 26-12-18
REG. (BS-1)	
SEC. (BS-2)	
SEC. (BS-3)	

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supdt.

- (4) Government/Public functionaries, except the President and the Head of the Government, are prohibited from receiving gifts of any kind for their person or for members of their families from diplomats, 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) (i) Cabinet Division will get the value of the gifts assessed from Government Sector experts in FBR. Cabinet Division will also get the value of gifts assessed by the private appraisers borne on its approved panel.
- (ii) If the difference in value of gifts assessed by two categories of appraisers is less than 25% the high value will be accepted. However, if the difference in value is 25% or more, a Committee to be constituted by the Cabinet Secretary shall decide the final value.
- (iii) Private Appraisers borne on the approved panel of the Cabinet Division will be paid 2% of the evaluation cost of each gift or Rs.2000/-, whichever is less.
- (6) The monetary limits upto which the gifts can be retained by the recipients are as follows:-
- (i) Gifts upto a value of Rs. 30,000/-(Rupees thirty thousand only) may be retained free of cost by the recipient.
- (ii) Gifts valued above Rs.30,000/- may be allowed to be retained by the recipient on payment of 50% of the value exceeding the basic exemption of Rs.30,000/-. This exemption shall however not be available in case of antiques and gifts of intrinsic historical value. All such gifts shall be properly catalogued and displayed at the prominent buildings owned by the Government. Different gift articles given by a single dignitary to a functionary at one occasion will be treated as single gift for the purpose of valuation.
- (7) The recipient should collect the gifts after payment of retention price within four months failing which it will become the property of the Toshakhana and will be disposed off as per Toshakhana Rules. The Head of Account of Toshakhana in which the amounts are to be deposited is "1300000- Others (NES)Misc. Receipt of Darbar Presents (Central)".

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- (8) Gifts deposited in the Toshakhana which are fit for display, shall be properly catalogued and then displayed in the prominent buildings/institutions owned by Government or in the official residences of the Head of the State or the Head of the Government. Such articles shall be properly entered in the Toshakhana register and in the stock registers of the respective offices/institutions.
- (9) An annual physical verification shall be carried out in respect of such articles by an authorized officer of the Cabinet Division in the first quarter of each calendar year.
- (10) Gifts which are not fit to be retained or displayed shall be disposed off 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. The articles not purchased in two consecutive auctions by the Government servants should be disposed of to the public through sealed bids.
- (11) Antique items and vehicles shall not be allowed to be purchased by the recipients. Antiques shall be placed in the museums or displayed in official building owned by the Government. Vehicles shall be given to the Central Pool of Cars of the Cabinet Division.
- (12) Gifts, other than those 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 (10)-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.
- (13) The procedure shall apply to the President/Head of the Government and their family members, Chairman Senate, Speaker National Assembly, Chief Justice of the Supreme Court, Governors of the Provinces, Members of the Federal Cabinet, Attorney General for Pakistan, Ministers of State, Deputy Chairman Senate, Deputy Speaker National Assembly, Dignitaries holding ministerial status, Members of Provincial Cabinets, Judges of Supreme Court, Chief Justice/Judges of the High Courts, Parliamentarians and other elected representatives, all Government servants (Civil and Military) as well as employees of the Government controlled corporations, autonomous and semi-autonomous bodies and their spouse/dependents, members of the Provincial Governments, other members of public visiting abroad as members of official delegation.

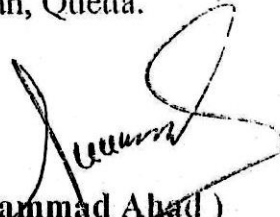
  
( Fazal Hakeem )  
Joint Secretary (Admn)

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



Copy to:-

- 1) Secretary to the President, President's Secretariat, Islamabad.
- 2) Secretary to the Prime Minister, Prime Minister's Office, Islamabad.
- 3) Secretary, Senate Secretariat, Islamabad.
- 4) Secretary, National Assembly Secretariat, Islamabad.
- 5) Registrar, Supreme Court of Pakistan, Islamabad.
- 6) Chief Secretary, Government of Punjab, Lahore.
- 7) Chief Secretary, Government of Sindh, Karachi.
- 8) Chief Secretary, Government of KPK, Peshawar.
- 9) Chief Secretary, Government of Balochistan, Quetta.

  
(Muhammad Ahal)  
Deputy Secretary (Coord)

18/12/18