

**RESTD**

General Headquarter  
IGT & E Branch  
FGEI (Cantts/Garrisons) Dte  
Sir Syed Road, Rawalpindi  
Telephone No. 5563198  
No. 0409/6/77-FGEI (NTS)  
19 Jul 2022

To: FGEI (C/G)  
All Regional Office, \_\_\_\_\_

ID: ✓ All Sec

Subj: **Suspension/ Re-Instatement in Service - Policy**

1. In recent past, an FGEI employee was arrested by the police in a criminal case and he was suspended from service under Civil Service Regulation (CSR-194) and Sub Rule (1) of Rules-5 of Civil Servants (Efficiency and Discipline) Rules, 2020 by the Competent Authority. Later on, the individual was released on bail and he rejoined his duty without reinstatement orders from the Competent Authority, which is clear violation of the rules on the subject.

2. Following policy is being circulated to be implemented in true letter and spirit with immediate effect: -

- a. In case of any occurrence, DDO concerned will forward occurrence report alongwith all connected documents (i.e. FIR etc) to concerned Regional Office alongwith information to this Dte within **24 hrs**.
  - b. In case of intentional delay, Head of Institution will be held responsible and disciplinary action will be initiated against him/ her as per rules.
  - c. FGEI (C/G) Dte will issue suspension order of the individual within **48 hrs**.
  - d. Head of institution will fwd monthly report/ progress of the case to Dte through Regional Office.
  - e. Individual will remain suspended till he/ she is released on bail/ otherwise.
  - f. In case, indl is acquitted from charges, or released on bail, he/ she will immediately report back to the institution.
  - g. On reporting back, Head of Institution will fwd report alongwith application of indl and Court orders to this Dte within **24 hrs** and the indl shall not be allowed to join duty without obtaining re-Instatement orders from the Dte.
  - h. If the employee is convicted, order from Court of Law may be fwd to Dte within **24 hrs** for our further necessary action.
3. Forwarded for strict compliance, please.
4. **For IT Cell only.** Please upload the above policy on Dte website ([www.fgei-cg.gov.pk](http://www.fgei-cg.gov.pk)).



*W. Amin Khan*  
Capt  
For DG  
(Wardha Amin Khan)

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