



DOW UNIVERSITY OF HEALTH SCIENCES

HUMAN RESOURCE DIRECTORATE

Baba-e-Urdu Road, Karachi-74200 Pakistan.

Ref. No. DUHS/Dir.H.R./2025/ 2443

Dated: June 14th, 2025

CIRCULAR

1. All employees of Dow University of Health Sciences (DUHS), Karachi, are hereby reminded of Section 03 of Conduct Statutes, DUHS 2007, which strictly prohibit holding any additional employment without prior approval of the appointing authority. Accordingly, all staff must comply with the instructions below and submit the required affidavit or disclosure form.

2. **Legal Basis for Restriction on Dual Employment**

- Section 03 of Conduct Statutes, DUHS 2007 states:

"No employee shall, except with the previous sanction or general permission of the appointing authority, engage in any employment other than his official duties:

Provided that he may, without such sanction, undertake honorary work of a religious, social or charitable nature or occasional work of a literary or artistic character, subject to the conditions that his official duties do not thereby suffer and that the occupation or undertaking does not conflict or is not inconsistent with his position or obligations as an employee, but he shall not undertake or shall discontinue such work if so directed by the Authority.

Provided further that an employee below B-16 may, without such sanction, undertake a small enterprise which absorbs family labour and where he does so shall file details of the enterprise along with the declaration of assets."

Any employee currently holding a second government appointment (paid) must cease that employment immediately unless a valid No-Objection Certificate (NOC) has already been issued both by DUHS and by the parent Ministry/Department of the secondary appointment.

3. **Affidavit Requirement (for Employees with No Other Government Job)**

Every employee who is not engaged in any other government service must submit a signed affidavit attesting that they have no other government employment. The affidavit template is appended as **Annexure-A**.

4. **Disclosure Form Requirement (for Employees Holding Dual Government Jobs)**

Any employee who does hold another government appointment—paid, honorary, full time, part time or even any additional charge —must complete and submit the DUHS Dual Employment Disclosure Form (appended as Annexure-B). This form requires full details of the secondary position (Department/Ministry, BPS scale, nature of role, and NOC status). Failure to disclose will be treated as a willful breach of Section 03 of Conduct Statutes, DUHS 2007.





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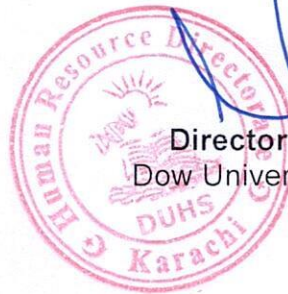
Baba-e-Urdu Road, Karachi-74200 Pakistan.

5. Submission Deadline

- Affidavits (Annexure-A) and Disclosure Forms (Annexure-B) must be submitted to the Human Resource Department by Friday, July 18, 2025.
- Any employee failing to submit the appropriate form(s) by this deadline will be considered in non-compliance and will face disciplinary action under DUHS rules.

6. Supervisors and Heads of Departments are directed to ensure their teams are immediately informed, to collect all affidavits / disclosure forms, and forward them to Human Resources Directorate before the deadline. Non-compliance will be viewed as a serious breach of DUHS Statutes.

7. This has been issued by the approval of the Vice Chancellor.


Director – Human Resource
Dow University of Health Sciences,
Karachi.

Copy to:

1. All Heads of Constituent Institutions of DUHS.
2. Office Record File.