

GOVERNMENT OF PAKISTAN  
CABINET SECRETARIAT  
ESTABLISHMENT DIVISION

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No. 2/1/2013-D-4

Islamabad, the 19<sup>th</sup> June, 2023

OFFICE MEMORANDUM

**Subject:- DECLARATION OF ASSETS HELD AND ACQUIRED BY GOVERNMENT SERVANTS FOR THE YEAR ENDING 30<sup>TH</sup> JUNE, 2023.**


The undersigned is directed to refer to Rule 12 of the Government Servants (Conduct) Rules, 1964 and administrative instructions issued by the Establishment Division from time to time, on the subject cited above. It is requested to obtain Declaration of Assets and Liabilities for the financial year ending 30<sup>th</sup> June 2023, from the officers/officials serving under you by 15<sup>th</sup> July, 2023 belonging to occupational cadres serving under you, on the prescribed proforma (copy attached), which is also available on website of the Establishment Division that can be accessed at "<http://www.establishment.gov.pk>".

2. Establishment Division maintains the record of Declaration of Assets and Liabilities of the officers belonging to Pakistan Administrative Service (PAS), Police Service of Pakistan (PSP), Secretariat Group (SG) and Office Management Group(OMG), Therefore, Declaration of the officers belonging to these Services/Groups should be forwarded to this Division latest by 15<sup>th</sup> July, 2023. Officers belonging to these Service/Groups and serving under the Provincial Governments may send an advance copy of their Declaration to this Division, to avoid delay. The Declarations of Assets and Liabilities in respect of all other Service Groups/Cadres will be maintained by their respective Ministries/Divisions/Departments.

3. It is pertinent to mention that non-compliance of the Rules & instructions issued thereof from time to time, tantamounts to "misconduct" within the meaning of Rule 2(k) of the Civil Servants (Efficiency and Discipline) Rules, 2020. Further, in light of Rule 7 (j) of Civil Servants Promotion (BS-18 to BS-21) Rules, 2019, a civil servant who has not submitted his/her annual declaration of assets Liabilities forms for the last five years" will be deferred from promotion in the respective promotion boards.

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4. A certificate to the effect that such Declaration of Assets and Liabilities have been obtained from all employees other than those under administrative Control of Establishment Division should be forwarded to the Establishment Division by 15<sup>th</sup> September, 2023, positively.

  
(Iftikhar Hussain Naqvi)  
Joint Secretary (Discipline)  
Phone: 051-9209215

1. The President's Secretariat (Public), Islamabad.
2. The Prime Minister's Office, Islamabad.
3. All Secretaries/Additional Secretaries (In charge) of Federal Ministries/Divisions, Islamabad/ Rawalpindi (F/E).
4. The Chief Secretaries, Government of the Punjab, Sindh, Khyber Pakhtunkhawa, Balochistan, Azad, Jammu & Kashmir and Gilgit- Baltistan.
5. The Secretaries (Services), Services & General Administration Department, Government of the Punjab, Sindh, Khyber Pakhtunkhawa, Balochistan, Azad, Jammu & Kashmir and Gilgit- Baltistan.
6. The Chairman NAB, Islamabad.
7. The Secretary, Wafaqi Mohtasib (Ombudsman)'s Secretariat, Islamabad.
8. The Secretary, Federal Tax Ombudsman's Secretariat, Islamabad.
9. The Auditor General of Pakistan, Islamabad.
10. The Accountant General of Pakistan Revenues, Islamabad.
11. The Secretary, Election Commission of Pakistan, Islamabad.
12. Director General, Intelligence Bureau, Islamabad.
13. DS (CP-V) with the request to publish it on the official website of the Establishment Division, Islamabad.



## ASSETS & LIABILITIES

**9. Immovable Assets** (Agri & Non-Agri lands, House properties, Commercial & Industrial properties, Open plots of all types)

	<u>Identification &amp; nature of Asset(s)</u>	<u>Mode of acquisition/year</u>	<u>Cost of acquisition</u>
a)			
b)			
c)			
d)			
e)			
f)			
g)			
h)			
i)			
j)			
k)			
l)			
m)			

**10. Movable Assets** (Cash in hand, Motor vehicles, Jewellery, Household items, Equipment, Business capital etc.)

	<u>Identification &amp; nature of Asset(s)</u>	<u>Mode of acquisition/year</u>	<u>Cost of acquisition</u>
a)			
b)			
c)			
d)			
e)			
f)			
g)			
h)			
i)			
j)			
k)			
l)			
m)			

**11. Assets held as Attorney**

	<u>Identification &amp; nature of Asset(s)</u>	<u>Nature of Power of Attorney (Revocable/Irrevocable)</u>	<u>Nature &amp; Address of the Legal Owner</u>
a)			
b)			

12. **Assets disposed off during the year**

	<u>Identification &amp; nature of Asset(s)</u>	<u>Date of disposal</u>	<u>Amount received as Sales proceed (Rs.)</u>
a)			
b)			
c)			
d)			

13. **Investments (Bonds, Shares, Certificates, deposits/Advances, Loans granted etc.)**

	<u>Details of Bonds held</u>		<u>Investments</u>	
	<u>Bond No.(s)</u>	<u>Denomination Rs.</u>		<u>Rs.</u>
a)				<u>Rs.</u>
b)				<u>Rs.</u>
c)				<u>Rs.</u>
d)				<u>Rs.</u>

14. **Bank Accounts (Current, Saving, Deposit A/c & F.C. A/cs)**

	<u>A/c No. &amp; Bank Branch</u>	<u>Year of Opening</u>	<u>Main source of deposits</u>	<u>Balance as on 30.6 (Rs.)</u>
a)				
b)				
c)				
d)				

15. **Total Assets (9-14)** Rs. \_\_\_\_\_

16. **Liabilities (Departmental/Bank loans, Over drafts, Mortgages secured, private loans etc.)**

	<u>Outstanding liabilities (A)</u>		<u>Liabilities paid off during the year (B)</u>	
		<u>Rs.</u>		<u>Rs.</u>
a)				<u>Rs.</u>
b)				<u>Rs.</u>
c)				<u>Rs.</u>
d)				<u>Rs.</u>

15-16 (A) **Net worth** Rs. \_\_\_\_\_

As on 30.6. \_\_\_\_\_

Net worth declared previously Rs. \_\_\_\_\_

As on 30.6. \_\_\_\_\_

Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Name of the Organization/Deptt. \_\_\_\_\_

Place \_\_\_\_\_

Date \_\_\_\_\_

## INSTRUCTIONS

1. If the space provided in the form is found inadequate or some explanation is required, a separate page may be attached/annexed.
2. All assets should be valued at cost and in the cases of assets acquired through gift name, address of the donor and donees relationship with him is to be declared.
3. Income declared at Serial 4 must include income earned by the spouse & children as well.
4. Information requested must be complete. No column should be left blank. Columns which are not applicable should be crossed.
5. All assets owned by the officer & his family members (Family as defined in Rule 3(1)(c) of Conduct Rules 1964) should be declared. Assets acquired by major children dependents & others where funds have been provided by the officer are also to be declared.
6. Assets owned partly or acquired on "Hire purchase Agreement" or installment should also be declared.
7. If any exact figure cannot be inserted an estimated/approx figure may be given.
8. Sale proceeds of assets disposed off during the relevant financial year must be declared under the head "other sources" (Serial 4).
9. If there is no change in Assets over the previous year (for which the declaration had been filed) relevant columns (Serial 9, 10. & 11) may be marked "**As Before**".
10. At Serial 11 assets held by others as attorney on behalf of declarant, his spouse or dependent children are also to be declared.
11. Expenses against utilities (Serial 5) should include bills paid against all meters (Gas & Electricity installed on the residence) and telephone connections (including Mobile) in use of the officer, spouse & dependent children.
12. Notwithstanding the applicability of any other law for the time being in- force, this declaration is being filed under Conduct Rule 1964 and any breach thereof (including concealment of assets or giving wrong information) is punishable under RSO 2000.