

Government of Pakistan
Cabinet Secretariat
Establishment Division

No. 2/1/2013-D-4

Islamabad, the 19 July, 2019

OFFICE MEMORANDUM


Subject:- DECLARATION OF ASSETS HELD AND ACQUIRED BY GOVERNMENT SERVANTS FOR THE YEAR ENDING 30TH JUNE, 2019.

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 Declarations of Assets and Liabilities by August 15, 2019, for the year ending June 30, 2019, from the officers/officials serving under you, on the prescribed proforma (copy attached), which is also available on website "<http://www.establishment.gov.pk>" of the Establishment Division.

2. Establishment Division maintains the record of Declaration of Assets of PAS, PSP, Secretariat Group and OMG Officers. Therefore, Declarations of the officers belonging to these Groups should be forwarded to this Division. Officers belonging to these Groups serving under the respective Provincial Governments may send an advance copy of their Declaration to this Division, to avoid delay. The Declarations of Assets in respect of all other Service Groups/Cadres will be maintained by their respective Ministries/Divisions/Departments.
3. Non-compliance of the above instructions tantamounts to misconduct in terms of the Government Servants (Conduct) Rules, 1964 and cognizable under the Government Servants (Efficiency and Discipline) Rules, 1973. The Declarations of Assets of the officers are also required to be placed before the Promotion Boards in compliance of judgment of the Honorable Supreme Court of Pakistan.

Cont...P/2

4. A certificate to the effect that such Declarations have been obtained from all employees other than those under administrative Control of Establishment Division should be forwarded to the Establishment Division by 1st September, 2019, positively.


(Saeed Ashraf Siddiqi)
Joint Secretary (D)
Phone: 9207086

1. All Secretaries of Federal Ministries/Divisions, Islamabad/Rawalpindi.
2. The Chief Secretaries, Government of Punjab, Sindh, Khyber Pahtoon Khawa, Balochistan, Azad Kashmir and Gilgit Baltistan.
3. The Chairman NAB, Islamabad.
4. The Secretary, Wafaqi Mohtasib Secretariat, Islamabad.
5. The Secretary, Federal Tax Ombudsman's Secretariat, Islamabad.
6. The Auditor General of Pakistan, Islamabad.
7. The Secretary, Election Commission of Pakistan, Islamabad.
8. Director General, Intelligence Bureau, Islamabad.
9. The Additional Secretary I, Additional Secretary-II, Sr. Joint Secretary (Admn) and Joint Secretary (T), Establishment Division.
10. DS (CP-V) with the request to publish it on the official website of the Establishment Division.

ASSETS & LIABILITIES

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

	Identification & nature of Assel(s)	Mode of acquisition/year	Cost of acquisition
a)			
b)			
c)			
d)			
e)			
f)			
g)			
h)			
i)			
j)			
k)			
l)			
m)			

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

	Identification & nature of Assel(s)	Mode of acquisition/year	Cost of acquisition
a)			
b)			
c)			
d)			
e)			
f)			
g)			
h)			
i)			
j)			
k)			
l)			
m)			

11. **Assets held as Attorney**

	Identification & nature of Assel(s)	Nature of Power of Attorney (Revocable/Irrevocable)	Name & Address of the Legal Owner
a)			
b)			

12. Assets disposed off during the year

	<u>Identification & nature of Asset(s)</u>	<u>Date of disposal</u>	<u>Amount received as sale 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. & Bank Branch</u>	<u>Year of opening</u>	<u>Main source of deposits</u>	<u>Balance 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>		<u>Rs.</u>
b)		<u>Rs.</u>		<u>Rs.</u>
c)		<u>Rs.</u>		<u>Rs.</u>
d)		<u>Rs.</u>		<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 _____