

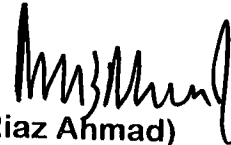
MOST IMMEDIATE

Government of Pakistan
Finance Division
Confidential Section

(HRM Wing)

Subject: **DECLARATION OF ASSETS HELD AND ACQUIRED BY
GOVERNMENT SERVANTS FOR THE YEAR ENDING 30-06-2018.**

A copy of Establishment Division's O. M. No. 2/1/2013-D-4, dated 11th July 2018 on the subject cited above is enclosed for information, necessary action and strict compliance by all concerned.



(Riaz Ahmad)

Deputy Secretary (HR)
051-9206361

All officers/officials of the Finance Division, Islamabad
Fin. Div.'s. U.O.No.06(01)-CS/2018-1541. dated 9th August, 2018

CC: Webmaster, Finance Division, Islamabad with the request to upload the above u.o. on the Finance's website.

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Government of Pakistan
Cabinet Secretariat
Establishment Division

No. 2/1/2013-D-4

Islamabad, the 11th July, 2018

OFFICE MEMORANDUM

Subject:- DECLARATION OF ASSETS HELD AND ACQUIRED BY GOVERNMENT SERVANTS FOR THE YEAR ENDING 30TH JUNE, 2018.

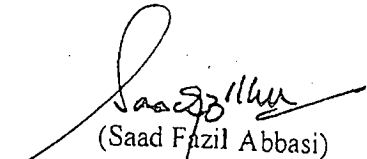
The undersigned is directed to refer to Rule 12 of the Government Servants (Conduct) Rules, 1964 and administrative instructions issued by the Establishment Division from time to time, on the subject cited above and to request to obtain Declarations of Assets and Liabilities by August 15, 2018, for the year ending on June 30, 2018, from the officers/officials serving under them, on 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, the Declarations of the officers belonging to these Groups should be forwarded to this Division. Officers of these Groups serving under Provincial Government 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 tantamount 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.

3/

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, 2018, positively.


(Saad Fazil Abbasi)
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, 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.

GOVERNMENT OF PAKISTAN
CABINET SECRETARIAT
ESTABLISHMENT DIVISION

DECLARATION OF INCOME AND ASSETS
Financial Year Ending on 30th June _____

1. Name

NIC No

N.T.No.

2. Basic Pay Scale

	Occupation Group	
	Service /Department	

Present Position Held

3. Present Residential Address

Phone (R)

 Mobile

4. Income (During the Financial year)

Salary	Rental income	Agri income
Rs. <table border="1" style="display: inline-table; width: 150px; height: 20px;"></table>	Rs. <table border="1" style="display: inline-table; width: 150px; height: 20px;"></table>	Rs. <table border="1" style="display: inline-table; width: 150px; height: 20px;"></table>
Other sources (dividend, profit, prize money, gift, loan etc) Total		
Rs. <table border="1" style="display: inline-table; width: 150px; height: 20px;"></table>	Rs. <table border="1" style="display: inline-table; width: 200px; height: 20px;"></table>	

5. Expenses (Approx.)

Utilities (Electricity, Gas, Telephone etc.)	Total Household expenses
Rs. <table border="1" style="display: inline-table; width: 150px; height: 20px;"></table>	Rs. <table border="1" style="display: inline-table; width: 200px; height: 20px;"></table>

6. Private Foreign Traveling (Self, Spouse & Children During F.Y. _____)	Country / Countries visited	Period of Stay From ___ to ___	Approx. expenses Rs.
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7. Children's Education (inland & Abroad)	Name(s) of children	Educational institutions attended during F.Y. _____
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8. Club Membership	Name of Club(s)	Membership No.
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ASSETS & LIABILITIES

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

	Identification & nature of Asset(s)	Mode of acquisition/year	Cost of acquisition
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.)

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

II. **Assets held as Attorney**

	Identification & nature of Asset(s)	Nature of Power of Attorney (Revocable/Irrevocable)	Nature & 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 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. & 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>		<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 _____

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.