

F. No.2-4-2021Admn-III
MINISTRY OF INTER PROVINCIAL COORDINATION
(IPC DIVISION)

F. No.2-4-2021Admn-III

Islamabad, the 9th August, 2021.

CIRCULAR

Subject: **DECLARATION OF ASSETS HELD AND ACQUIRED BY GOVERNMENT SERVANTS FOR THE YEAR ENDING 30TH JUNE, 2021.**

The undersigned is directed to refer to Establishment Division's O.M No.2/1/2013-D-4 dated 26.07.2021 on the subject noted above and to say that as per Rule 12 (1) & (2) of the Government Servants (conduct) Rules, 1964 *"every Government servant shall make declaration to the Government through usual channel, an annual return of assets relating to moveable and immoveable properties"*.

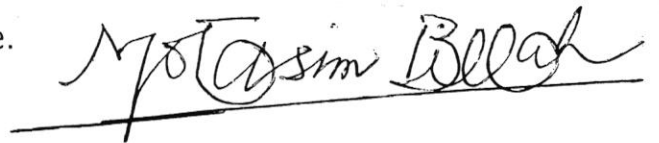
2. Establishment has requested Heads of all Ministries /Divisions to obtain Declarations of Assets and Liabilities for the Financial year ending 30th June,2021, from the officers / officials serving under them by 31st August, 2021, on the prescribed proforma (copy enclosed), which is also available on website of the Establishment Division that can be accessed at **"http: www.establishment.gov.pk"**.

3. Non-compliance of the above Rules & instructions tantamount to "Misconduct" within the meaning of Rule 2(K) of the Government Servants (Efficiency and Discipline) Rules, 2020. Further, in light of Rule 7(i) of Civil Servants Promotion (BS-18 to BS-21) Rules, 2019 "the civil servant who has not submitted his/her annual declaration of assets forms for the last years" will be deferred from promotion in the respective promotion boards.

4. In view of above:

- i. All cadre employees (BPS 17-22) shall declare annual assets, may ensure submission of their annual declaration for the financial year ending 30th June,2021 to Establishment Division latest by 31st August,2021 -
- ii. All cadre & Ex-cadre employees of IPC shall submit their annual declarations in Admn-III Section latest by 31st August, 2021.

5. This is for strict compliance.



(Muhammad Motasim Billah)
Section Officer (Admn-III)

All officers / officials of M/O IPC

GOVERNMENT OF PAKISTAN
CABINET SECRETARIAT
ESTABLISHMENT DIVISION

DECLARATION OF INCOME AND ASSETS

Financial Year Ending on 30th June _____

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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: 100%; height: 1.2em; vertical-align: middle;"></table>	Rs. <table border="1" style="display: inline-table; width: 100%; height: 1.2em; vertical-align: middle;"></table>	Rs. <table border="1" style="display: inline-table; width: 100%; height: 1.2em; vertical-align: middle;"></table>
Other sources (dividend, profit, prize money, gift, loan etc) Total		
Rs. <table border="1" style="display: inline-table; width: 100%; height: 1.2em; vertical-align: middle;"></table>	Rs. <table border="1" style="display: inline-table; width: 100%; height: 1.2em; vertical-align: middle;"></table>	

5. Expenses (Approx.)

Utilities (Electricity, Gas, Telephone etc.)	Total Household expenses
Rs. <table border="1" style="display: inline-table; width: 100%; height: 1.2em; vertical-align: middle;"></table>	Rs. <table border="1" style="display: inline-table; width: 100%; height: 1.2em; vertical-align: middle;"></table>

6. Private Foreign Travelling (Self, Spouse & Children During F.Y. _____)

Country / Countries visited	Period of Stay From ____ to ____	Approx. expenses Rs.

7. Children's Education (inland & Abroad)

Name(s) of children	Educational Institutions attended during F.Y. _____

8. Club Membership

Name of Club(s)	Membership No

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)			

11. 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

	Identification & nature of Asset(s)	Date of disposal	Amount received as Sales proceed (Rs.)
a)			
b)			
c)			
d)			

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

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

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

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

15. **Total Assets (9-14)** Rs. _____

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

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

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 _____

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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.