

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

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

Islamabad, the 9<sup>th</sup> August, 2021.

**CIRCULAR**

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

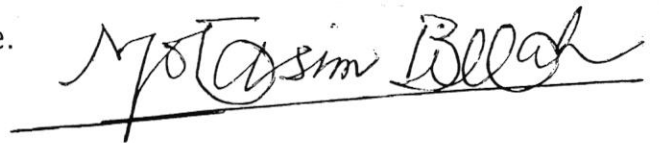
2. Establishment has requested Heads of all Ministries /Divisions to obtain Declarations of Assets and Liabilities for the Financial year ending 30<sup>th</sup> June,2021, from the officers / officials serving under them by 31<sup>st</sup> August, 2021, on the prescribed proforma (copy enclosed), which is also available on website of the Establishment Division that can be accessed at "[http: www.establishment.gov.pk](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 30<sup>th</sup> June,2021 to Establishment Division latest by 31<sup>st</sup> August,2021 -
- ii. All cadre & Ex-cadre employees of IPC shall submit their annual declarations in Admn-III Section latest by 31<sup>st</sup> August, 2021.

5. This is for strict compliance.



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

**All officers / officials of M/O IPC**



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## 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)			