

No. 1)1)ERM/2011(DA)/110936-R

Islamabad the 30 July, 2011

From: Qurban Ali Khan
Secretary (Mgt. Customs)

- To:**
- 1) All Chief Commissioners, Inland Revenue (LTUs/RTOs)
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- 2) Director General, Intelligence & Investigation-FBR, Islamabad
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- 3) Directors General, Training & Research (Inland Revenue)/(Customs)
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- 4) Directors General, Inspection & Internal Audit (Inland Revenue)/(Customs)
-
- 5) Director General, PCA, FBR Building, Islamabad
-
- 6) Director General, Customs Valuation, Karachi
-
- 7) Chief Collectors (North)/(South)
-
- 8) Chief Coordinator Computerization (Inland Revenue)/(Customs)
-
- 9) All Collectors, MCCs
-
- 10) All Collectors of Customs (Appeals)
-
- 11) All Commissioners, Inland Revenue (Legal)/(Appeals)

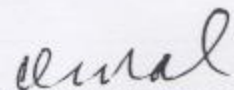
Subject: DECLARATION OF ASSETS HELD AND ACQUIRED BY GOVT. SERVANTS & CORPORATION EMPLOYEES FOR THE YEAR ENDING ON 30.06.2011

I am directed to refer to the subject noted above and to say that under Rule 12 of the Government Servants (Conduct) Rules, 1964 and administrative instructions issued by the Establishment Division from time to time, Declaration of Income, Assets and Liabilities for the year ending on 30th June, 2011 is required to be submitted by the officials/officers serving under your administrative control by the 15th August, 2011. The prescribed proforma is available on the web-site of FBR (www.fbr.gov.pk).

2. The officers who have already submitted their complete declaration of assets for the year ending 30.06.2010 and there is no change in assets over the previous year, Sr. Nos. 9, 10 & 11 of proforma may be marked 'As before'. The officials/officers who have not yet submitted their declaration of assets proforma for the years ending 30th June, 2005, 2006, 2007, 2008, 2009 & 2010 may be advised to submit the same immediately to the Board without further delay.

3. It may be brought the notice of all concerned that the completion of Declaration of Assets is pre-requisite for the entitlement of 100% Special Allowance and non-completion may result in withdrawal of the same.
4. It may also be brought to the notice of all concerned that non-compliance of the above instructions is tantamount to Misconduct in terms of the Government Servants (Conduct) Rules, 1964, and cognizable under the Government Servants (Efficiency and Discipline) Rules, 1973.
5. In view of the above, it is requested to kindly direct all officers / officials working under your control to furnish their Declaration of Income, Assets and Liabilities for the year ending 30.06.2011 on the prescribed proforma to the Board latest by 15th August, 2011.
6. A certificate to the effect that such Declaration of Assets have been obtained from all employees (BS-15 and below) under your administrative control and are placed in safe custody in your office, may also be furnished to the Board, by 15th August, 2011.

Encl: As above.


Qurban Ali Khan
Secretary (Mgt. Customs)

Copy for information:

1. SA to Secretary, Revenue Division/Chairman, FBR

Copy for necessary action:

1. All Members, FBR
2. All Chiefs, FBR
3. All officers/officials posted in FBR (HQ) with the request to furnish their Declaration of Assets for the year ending on 30.6.2011 positively by 15th August, 2011 to ERM Section, FBR
4. All officers on deputation outside the department for similar action.

Copy also forwarded to Web-master with the request to arrange for its placement on web-site of FBR.

**GOVERNMENT OF PAKISTAN
CABINET SECRETARIAT
ESTABLISHMENT DIVISION**

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

1. Name

NIC No.

N.T.N No.

2. Basic Position

 Occupational Group/Service/Dept.

Present Position Held

3. Present Residential Address

Phone(R)

 Mobile

4. Income (During the year)

 Salary Rs.

 Rental Income Rs.

 Agri. Income Rs.

Other sources (dividend, profit, prize money, gift, loan etc.)
Rs.

 Total Rs.

5. Expenses (Approx) Rs.

 Utilities (Electricity, Gas, Telephone etc.) Rs.

 Total House Hold Expenses Rs.

| | | | |
|--|---------------------------|--------------------------------|---------------------|
| 6. Private Foreign Traveling (Self, Spouse & Children) During F.Y. _____ | Country/Countries visited | Period of stay from ___ to ___ | Approx. expense 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. **Moveable Assets** (Cash in hand, Motor vehicles, Jewelry, 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 Assets(s) | Nature of Power of Attorney (Recoverable/ Irrecoverable) | Name & Address of the Legal Owner |
|----|--------------------------------------|--|-----------------------------------|
| a) | | | |
| b) | | | |
| c) | | | |

12. Assets Disposed off during year

| | Identification & nature of Asset (s) | Date of Disposal | Amount received as sale 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 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

As on 30.6 _____

Rs. _____

Net worth declared previously

As on 30.6 _____

Rs. _____

Signature _____

Name _____

Designation _____

Name of the Organization/Dept. _____

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 completed. 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 installments 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 column (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 collections (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 Rules, 1964 and any breach thereof (including concealment of assets or giving wrong information) **is punishable under RSO, 2000.**

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