

**GOVERNMENT OF PAKISTAN
CABINET SECRETARIAT
ESTABLISHMENT DIVISION**

No. 2/1/2013D-4

Islamabad, the 30th Nov 2025

OFFICE MEMORANDUM

Subject:- DECLARATION OF ASSETS HELD AND ACQUIRED BY GOVERNMENT

SERVANTS FOR THE YEAR ENDING 30th DEC, 2025.

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 for the financial year ending 30th Dec 2025, from the officers belonging to occupational cadres serving in your Ministry/Division, and officials of the respective ministry/division on the prescribed proforma (copy attached), which is also available on the Establishment Division that can be from here [DOWNLOAD ASSETS DECLARATION FROM HERE.](#)

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 latest by. 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. It is pertinent to mention that non-compliance of the above Rules & Instructions issued thereof from time to time, tantamounts to "Misconduct" within the meaning of Rule 2(k) of the Civil Servants (Efficiency and Discipline) Rules, 2020. Further, in light of Rule 7 (j) of Civil Servants Promotion (BS-18 to BS-21) Rules, 2019 "the civil servant who has not submitted his/her annual declaration of assets liabilities forms for the last five years" will be deferred from promotion in the respective promotion boards.

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 no later than 30th Dec 2025.

(Nadeem Ahmad Malik)
Sr. Joint Secretary (D)
Phone:(051) 9209215

1. The President's Secretariat (Public), Islamabad.
2. The Prime Minister's Office, Islamabad.
3. All Secretaries/Additional Secretaries (Incharge) of Federal Ministries/Divisions, Islamabad/Rawalpindi.
4. The Chief Secretaries, Government of the Punjab, Sindh, Khyber Pakhtunkhawa, Balochistan, Azad, Jammu & Kashmir arid Gilgit-Baltistan.
5. The Secretaries (Services), Services & General Administration Department, Government of the Punjab, Sindh, Khyber Pakhtunkhawa, Balochistan, Azad, Jammu & Kashmir and Gilgit- Baltistan.
6. The Chairman NAB, Islamabad.
7. The Secretary, Wafaqi Mohtasib (Ombudsman)'s Secretariat, Islamabad.
8. The Secretary, Federal Tax Ombudsman's Secretariat, Islamabad.
9. The Auditor General of Pakistan, Islamabad.
10. The Accountant General of Pakistan Revenues, Islamabad.
11. The Secretary, Election Commission of Pakistan, Islamabad.
12. Director General, Intelligence Bureau, Islamabad.
13. Director (IT) with the request to publish it on the official website of the Establishment Division, Islamabad.