



HIGHER EDUCATION COMMISSION

“Human Resource Development Initiative MS Leading to PHD Program of Faculty Development for Universities of Engineering Science and Technology (Phase-1)”

Execution of Deed of Undertaking & Declaration of Assets

General Instructions:

1- Deed of Undertaking:-

- a) The Scholar is required to execute the Deed of Undertaking on the non-judicial stamp paper of worth Rs. 20/- (each page).
- b) The non-judicial paper must be ***registered**.
- c) The Deed of undertaking must be signed by the scholar, guarantor and witnesses.
- d) The Deed of Undertaking must be registered by Joint/Sub Registrar; and
- e) The copies of valid CNICs (not expired) of scholar, guarantor and witnesses duly attested by Gazetted Officer must be annexed.

2- Declaration of Assets:-

- a) The Scholar is required to execute the Declaration of Assets on the non-judicial stamp paper of worth Rs. 50/- (each page).
- b) The non-judicial paper must be ***registered**.
- c) The Declaration of Assets must be signed by the guarantor and witnesses.
- d) The Deed of Undertaking must be signed by the Oath Commissioner and countersigned by Joint/Sub Registrar.
- e) The copies of valid CNICs (not expired) of Guarantor & witnesses duly attested by Gazetted Officer must be annexed.
- f) The Declaration of Assets must be declared at least Rs.6,000,000/- (Six Million Rupees Only).
- g) The certificate of ownership & valuation (in original) issued by concern District Revenue Officer or relevant authority must be annexed; and
- h) The documents of immovable property (Copies) duly attested by concern District Revenue Officer or relevant authority must be annexed.

3- Authorization:

- a) The Scholar is required to execute the Authorization on the non-judicial stamp paper (registered*) of worth Rs. 50/- (each page).
- b) The non-judicial paper must be ***registered**.
- c) The Authorization must be signed by the scholar and witnesses.
- d) The Authorization must be attested by the Notary Public.

- e) The copies of valid CNICs (not expired) of scholar & witnesses duly attested by Gazetted Officer must be annexed.
- 4- To prepare/draft the “Deed of Undertaking, Declaration of Assets & Authorization” the candidate/scholar/guarantor must follow the below instructions:
- The specimen provided for the above mentioned documents must be followed and Paragraph/word added, deleted, altered or omitted from the given specimen shall not be accepted.
 - Documents with cuttings, over writing or corrections with fluid shall not be accepted.
 - The legal documents on plain/white (colour) paper shall not be accepted.
 - The documents must be printed. No handwritten document will be accepted (except at blank space).
 - Print must be on one side (front) of judicial paper.
 - Visible Print should be taken with care and caution on proper area with proper measuring the margins. Over print or misprint shall not be accepted.
 - All documents must be signed (thumb impression where required) by Candidate/Scholar, Guarantor/Surety, Registrar/Sub-Registrar, Oath Commissioner, Notary Public, Gazetted Officer & witnesses at relevant space.
 - Signatures of Candidate/Scholar, Guarantor/Surety & witnesses must be matched with the signatures on CNIC of the same.
 - Official seals of Stamp Paper Vendor, Oath Commissioner, Notary Public, Gazetted Officer & Joint Registrar and other should be offered where possible.
 - Valid CNIC of all witnesses, guarantor/surety and the scholar (duly attested by Gazetted officer) should be attached on respective pages.
 - CNICs attested by Notary Public will not be accepted.
 - All the fields should be filled in properly with care & caution. Documents unfilled or incompletely will not be accepted.

*** Registered Stamp Paper: -**

Registered Stamp Paper means that:

Each Stamp Paper must be registered i.e. signed & stamped by Vendor by mentioning the registration number on each Stamp Paper and each Stamp Paper of must be signed by purchaser and contained the following (on back or front):

“Dated: ___/___/___, No._____, Book No:_____, Worth Rs._____,
Name:_____, Father/husband Name:_____,
CNIC#_____ Resident of:_____, For on
behalf of:_____, For the purpose of:_____.
To: Higher Education Commission, Pakistan, Signature & Thumb Impression:_____”.