



E-Pak Acquisition & Disposal System (EPADS)

Head of Department Form

1. Personal Information

First Name :

Last Name :

CNIC :

2. Official Information

Ministry/Department :

Designation :

Name of Procuring Agency/Office :

Name of Supervising/Controlling Office :

3. Contact Information

Official Email :

Official Mobile no : +92

Official Landline no : +92

4. Address Information

Capital/Province :

District :

Division :

Tehsil :

Office Address :

Special Instructions:

- Please provide an **official email** address associated with your Ministry/ Department. **(no personal email address and cell phone no)**
- Ensure that the mobile number entered is your **official contact number**.
- Enter your complete and accurate office address, including all necessary details.
- **Review all information carefully before submitting the form.**

I acknowledge that the information provided above is true, complete, and accurate.

Date : _____

Signature : _____



E-Pak Acquisition & Disposal Sytem (EPADS 2.0)

Account Opening Form (Non Procuring & Procuring Agency)

! Note Submission of form of Head of the Organisation (i.e Secretary/MD/Chairman etc) is mandatory

1. Personal Information

* First Name(s) :

* Last Name :

* CNIC :

Procuring Agency Non Procuring Agency

! Note

Procuring Agency:

User who can initiate and perform procurement activities for his office.

Non Procuring Agency:

User who can view procurement activites of his subordinate procuring agencies but cannot initiate or perform procurement activites.

2. Contact Information

* Official Email :

* Mobile no : +92

Official Phone no :

! Note

Please provide an official email address. If your Ministry/Division/Department does not have an official domain, please create an email ID using services such as Google or Yahoo etc.
e.g **deputydirector.ppra@gmail.com**

3. Official Information

* Ministry/Division/Department :

* Next Higher Officer (Name & Designation) :

* Designation of the user of this account :

* Name of Office/Procuring Agency :

* Source of Funds : Government
 Self Owned

DDO Code :

! Note

DDO code is mandatory only for Procuring Agencies which receives their payments through **AGPR**.

4. Address Information

* Capital/Province :

* District :

* Division :

* Tehsil :

* Office Address :

Special Instructions:

- The fields with an asterisk (*) are mandatory fields.
- Provide complete Information on the prescribed account opening forms.
- EPADS Version 2.0 allows only one account per CNIC, official email ID, & cell phone number.
- Accounts to be opened in a hierarchical manner as per departmental hierarchy.
- Review all information carefully before submitting the form.

I acknowledge that the information provided above is true, complete, and accurate.

Date : _____

Signature : _____