

RETURN OF ASSETS & LIABILITIES ON FIRST APPOINTMENT/ AS ON 31ST DECEMBER 20

1.	Name of the Government servant in full (in BLOCK letters)	:	
2.	Service to which he belongs	:	
3.	Total length of service up to date	:	
	(i) In Gazetted Rank	:	
	(ii) In Non-Gazetted Rank	:	
4.	Present post held and place of posting	:	
5.	Total annual income from all sources during the calendar year immediately preceding the 1 st day of January 20	:	
6.	DECLARATION:		

I hereby declare that the return enclosed namely, Forms I to V, are complete, true and correct as on _____ to the best of my knowledge and belief in respect of information due to be furnished by me under the provisions of sub-rule(I) of Rule 18 of the Central Civil Services (Conduct) Rules, 1964.

Date:

Signature:

Note: 1. This return shall contain particulars of all assets and liabilities of the Government servant, either in his own name or in the name of any other person.

2. If a Government servant is a member of Hindu undivided family with co-ownership rights in the properties of the family either as a 'Karta' or as a member, he should indicate in the return in Form No. 1 the value of his share in such property and where it is not possible to indicate the exact value of such share, its approximate value. Suitable explanatory notes may be added, wherever necessary.

FORM NO. I
STATEMENT OF IMMOVABLE PROPERTY ON FIRST APPOINTMENT / AS ON 31ST DECEMBER 20
(i.e., Lands, House, Shops, other buildings etc.)

1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.	13
Sl. No.	Description of property	Precise location (Name of Dist. Divn. TK & Village in which the property is situated & also its distinctive No. etc.)	Area of land (in case of land & building)	Nature of land (in case of landed property)	Extent of interest	If not in own name, state in whose name held & his/her relationship if any to the Govt. Servant.	Date of acquisition	How acquired (whether by purchase, mortgage, lease, inheritance, gift or otherwise) and name with details of person/ persons from whom acquired (address & connection of the Govt. servant, if any, with the person/ persons concerned (P). See Note1 below)	Value of the property	Particulars of sanction of prescribed authority, if any	Total annual income from the property	Remarks

Date:

Signature:

Note:

- (1) For purpose of Column 9, the terms 'lease' would mean a lease of immovable property from year to year or for any term exceeding one year or reserving on yearly rent. Where, however, the lease of immovable property is obtained from a person having official dealings with the Govt. servant, such a lease should be shown in this column irrespective of the term of the lease, whether it is short term or long term and the periodicity of the payment of rent.
- (2) In column 10, it should be shown:
 - (a) Where the property has been acquired by purchase, mortgage or lease, the price or premium paid for such acquisition.
 - (b) Where it has been acquired by lease, the total annual rent thereof also, and
 - (c) Where the acquisition is any inheritance, gift or exchange, the approximate value of the property so acquired.

FORM NO. II
STATEMENT OF LIQUID ASSETS ON FIRST APPOINTMENT / AS ON 31ST DECEMBER 20

1. Cash and Bank balance, exceeding 3 months emoluments.
2. Deposits, loans advanced and investments (such as shares, securities, debentures etc.)

1	2	3	4	5	6	7
Sl. No.	Description	Name and address of company, Bank etc.	Amount	If not in own name, name and address of person in whose name held and his/her relationship with the Government servant	Annual income derived	Remarks

Date:

Signature:

Note: 1. In column 7, particulars regarding sanctions obtained or report made in respect of various transactions may be given.
2. The term "emoluments" means the pay and allowances received by the Government servant.

FORM NO. III
STATEMENT OF MOVABLE PROPERTY ON FIRST APPOINTMENT / AS ON 31ST DECEMBER 20

1	2	3	4	5	6
Sl. No.	Description of items	Price or value at the time of acquisition and/ or the total payments made up to the date of return, as the case may be, in case of articles purchased on hire purchase or instalment basis	If not in own name & address of the person in whose name and his/her relationship with the Govt. servant	How acquired with approximate date of acquisition	Remarks

Date:

Signature:

Note: 1. In this Form, information may be given regarding items like (a) Jewellery owned by him (total value), (b) Silver and other precious metals and precious stones owned by him not forming part of Jewellery (total value), (c) (i) Motor Cars (ii) Scooters/ Motor Cycles, (iii) Refrigerators/ Air-Conditioners (iv) Radios, Radiograms/ Television sets and any other article, the value of which individually exceeds Rs.15,000/- (d) value of items or movable property individually worth less than Rs.15000/- other than articles of daily use such as clothes utensils, books, crockery, etc., added together as lumpsum.

2. In Column 5, may be indicated whether the property was acquired by purchase, inheritance, gift or otherwise.

3. In column 6, particulars regarding sanction obtained or report made in respect of various transactions may be given.

FORM NO. IV
STATEMENT OF PROVIDENT FUND AND LIFE INSURANCE POLICY ON FIRST APPOINTMENT / AS ON 31ST DECEMBER 20

1	2	3	4	5	6	7	8	9	10
Sl. No.	Policy No. and date of Policy	Name of Insurance Company	Sum Insurance	Amount of annual premium	Type of Provident/ GPF account No.	Closing balance as last reported by the Audit/ Accounts Officer along with date of such balance	Contribution made subsequently	Total	Remarks (if there is dispute regarding closing balance the figures according to the Govt. servant should also be mentioned in this column)

Date:

Signature:

FORM NO. V
STATEMENTS OF DEBTS AND OTHER LIABILITIES ON FIRST APPOINTMENT / AS ON 31ST DECEMBER 20

1	2	3	4	5	6
Sl. No.	Amount	Name and address of the Creditor	Date of incurring liability	Details of transaction	Remarks

Date:

Signature:

Note:

- (1) Individual items of loans not exceeding three months emoluments or Rs.15000/- whichever is less, need not be included.
- (2) In column 6, information regarding permission, if any, obtained from or report made to the competent authority may also be given.
- (3) The term 'emoluments' means Pay and Allowances received by Government servant.
- (4) The statement should also include various loans and advances available to Government servants like advance for purchase of conveyance, House Building Advances, etc. (other than advances of Pay and Travelling Allowances), advances from the G.P. Fund and loans on Life Insurance Policies and fixed deposits.