Return of Assets and Liabilities on First Appointment on 31st December.....

1. Name of the Government Servant in full .....
   (in block letters)

2. Service to which he belongs .....

3. Total length of service upto date

   (i) in non-gazetted rank.
   (ii) in gazetted rank.

4. Present post held and place of posting.....

5. Total annual income from all sources during the Calendar year immediately preceding the 1st day of January .....

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 (1) of rule 18 of the Central 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.

Note 2. If a Government servant is a member of Hindu Undivided Family with coparcenary rights in the properties of the family either as a 'Karta' or as a member, he should indicate in the return in Form No. I 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 the 31st December, ...

(e.g. Lands, House, Shops, Other Buildings, etc.)

Sl. No.	Description of Property	Precise location (name of District, Division, Taluka & Village in which the property is situated and also its distinctive no. etc.	Area of land (in case of Land & Buildings)	Nature of Land (in case of landed property)	Extent of interest	If not, in own name, state in whose name held and his/her relationship, if any, to the institute employees	Date of acquisition	How acquired (whether by purchase, mortgage, lease, inheritance gift or otherwise) and names with details of person (s) from whom acquired, address and connections of the Institute employee, if any (with the person(s) concerned (please see note below)	Value of property (please see note below)	Particulars of sanction of prescribed authority, if any	Total annual income from the property	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13

Date .....

Signature .....

Note (1) For purpose of Column 9, the term "lease" would mean a lease of immovable property from year to year or for any term exceeding one year or reserving a yearly rent. Where, however, the lease of immovable property is obtained from a person having official dealings with the Government 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.

Note (2) In Column 10 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 by inheritance, gift or exchange, the approximate value of the property so acquired.

FORM NO. II

Statement of liquid assets on first appointment as on the 31st December, ...

1) Cash and Bank balance exceeding 3 months' emoluments.

2) Deposits, loans, advances and investments (such as shares, securities, debentures, etc.)

Sl. No	Description	Name & 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
(1)	(2)	(3)	(4)	(5)	(6)	(7)

Date.....Signature.....

Note 1. In column 7, particulars regarding sanctions obtained or report made in respect of the various transactions may be given.

Note 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 the 31st December, ...

Sl. No	Description of items	Price or value at the time of acquisition and/or the total payments made upto 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, name and address of the person in whose name and his/her relationship with the Government servant	How acquired with approximate date of acquisition	Remarks
(1)	(2)	(3)	(4)	(5)	(6)

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 articles, the value of which individually exceeds Rs. 1,000 (d) value of items of movable property individually worth less than Rs. 1,000 other than articles of daily use such as cloths, utensils, books, crockery, etc., added together as lumpsum.

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

Note 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 the 31st December, ...

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

Date.....Signature.....

FORM No. V

Statement of Debts and Other Liabilities on First Appointment as on 31st December, ...

S.No.	Amount	Name and Address of Creditor	Date of incurring Liability	Details of Transaction	Remarks
1	2	3	4	5	6

Date.....

Signature.....

Note 1. Individual items of loans not exceeding three months emoluments or Rs. 1,000 whichever is less, need not be included.

Note 2. In column 6, information regarding permission, if any, obtained from or report made to the competent authority may also be given.

Note 3. The term "emoluments" means pay and allowances received by the Government servant.

Note 4. The statement should also include various loans and advances available to Government servants like advance for purchase of conveyance, house building advance, etc. (other than advances of pay and travelling allowance), advance from the GP Fund and loans on Life Insurance Policies and fixed deposits.