

Return of Assets and Liabilities for the year
(Under Sec.44 of the Lokpal and Lokayuktas Act, 2013)

1. Name of the Public servant in full
(In block letters)
2. (a) Present public position held
(Designation, name and address
of organization)
(b) Service to which belongs
(If applicable)

Declaration:

I hereby declare that the return enclosed namely, Forms I to IV are complete, true and correct to the best of my knowledge and belief, in respect of information due to be furnished by me under the provisions of section 44 of the Lokpal and Lokayuktas Act, 2013.

Date

Signature_____

- **In case of first appointment please indicate date of appointment.**

Note1: This return shall contain particulars of all assets and liabilities of the public servant either in his/her own name or in the name of any other person. The return should include details in respect of assets/ liabilities of spouse and dependent children as provided in Section 44(2) of the Lokpal and Lokayuktas Act, 2013.

(Section 44(2): A public servant shall, within a period of thirty days from the date on which he makes and subscribes an oaths or affirmation to enter upon his office, furnish to the competent authority the information relating to ---

- (a) The assets of which he, his spouse and his dependent children are, jointly or severally, owners or beneficiaries;
- (b) His liabilities and that of his spouse and his dependent children.)

Note 2: If a public servant is a member of Hindu Undivided Family with co-parcenary rights in the properties of the family either as 'Karta' or as a member, he should indicate in the return in Form No. III 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.

Note 3: "dependent children" means sons and daughters who have no separate means of earning and are wholly dependent on the public servant for their livelihood. (Explanation below Section 44 (3) of Lokpal and Lokayuktas Act, 2013.

FORM No.-I

Details of Public Servant, his/her spouse and dependent children

Sl. No.		Name	Public Position held, if any	Whether return being filed by him/her, separately
1	Self			
2	Spouse			
3	Dependent-1			
4	Dependent-2			

- Add more rows, if necessary.

Date

Signature _____

FORM-II
Statement of Movable property return for the year
(Use separate sheets for self, spouse and each dependent child)

Name of public servant/spouse/dependent child:

Sl. No.	Description	Remarks, if any
(i)	Cash and Bank balance :	
(ii)	Insurance (premium paid) :	
	Fixed/Recurring Deposit (s) :	
	Shares/Bonds :	
	Mutual Fund(s) :	
	Pension Scheme/Provident Fund :	
	Other investments, if any :	
(iii)	Personal loans/advance given to any person or enti including firm, company, trust, etc., and other receivabl from debtors and amount (exceeding two months bas : Pay or rupees one lakh, As the case may be)	
(iv)	Motor Vehicles (Details of make, registration : Year of purchase and : Amount paid :	
(v)	Jewellery [give approximate weight] (plus or minus in case of gold and precious stones; : plus or minus 100 grams in case of silver)	
	Gold :	
	Silver :	
	Precious metals and Precious stones :	
	Composite items (indicate approximate value) :	
(iv)	Any other assets (a) Furniture (b) Fixtures (c) Antiques (d) Paintings (e) Others : [Indicate details of an asset only if total current value of asset in any particular category (e.g., furniture, fixtures and electronic equipments, etc.) exceeds two months basic pay or rupees one lakh as the case may be]	

Date: _____

Signature: _____

FORM No.III

Statement of Immovable property return for the year

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

[Held by Public Servant his/her spouse and dependent children]

Sl. No.	Description of Property (Land/House/Flat/Shop/Industrial etc.)	Precise location (Name of District, Division, Taluk and Village in which the property is situated and also in distinctive number, etc.)	Area of land (In case of land and buildings)	Nature of land in case of landed property)	Extent of Interest	If not in name of public servant, State in whose name held and his/her relationship, if any to the public servant	Date of acquisition	How acquired (whether by purchase, mortgage, lease, Inheritance, gift or otherwise) and name with details of person/parsons from whom acquired (address and connection of the Government servant, If any, with the person/persons concerned) (Please see Note 1 below) and cost of acquisition.	Present value of the property (If exact value not known, approx value may be indicated)	Total annual income from the Property	Remarks
1	2	3	4	5	6	7	8	9	10	11	12
1											
2											
3											

Date : _____

Signature _____

Note 1: Fore 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 dealing 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.

FORM-IV

Statement of Debts and Other Liabilities for the year

Sl. No.	Debtor (Self/ Spouse or dependent children)	Name and address of Creditor	Date of incurring Liability and mount	Remarks
1	2	3	4	5
1				
2				

Date

Signature:

Note 1: Individual items of loans not exceeding two months basic pay (where applicable) and Rs. 1.00 lakh in other cases need not be included.

Note 2: The statement should also include various loans and advances (exceeding the value in Note 1) available from the employer like advance for purchase of conveyance, house building advance, etc. (other than advances of pay and traveling allowance), advance from the GP Fund and loans on Life Insurance Policies and fixed deposits.