

## RETURN OF ASSETS AND LIABILITIES AS ON 31<sup>ST</sup> DECEMBER, 20

1. Name of the Government Servant in full (In block letters):-
2. Service to which he/she belongs:-
3. Total length of service as on date:-
  - (i) In Non GAZETTED rank:-
  - (ii) In GAZETTED rank:-
4. Present post and place of posting:-
5. Total annual income from all sources during the Calendar year immediately proceedings the 1<sup>st</sup> January, 20

### **DECLARATION:**

I hereby declare that the particulars from FORM I to V are complete, true and correct as on 31<sup>st</sup> December, 20\_\_\_, 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 Service (Conduct) Rule, 1964.

**Date:-**

**Signature:**

**Name :**

- 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.
1. If a Government servant is a member of Hindu undivided Family with coparcener rights in the properties of the family either as a “Karta” of as a member, he should indicate in the return in item No. I the value of such share in such property and where it is not possible to indicate the exact value of such share its appropriate value suitable explanatory notes may be added wherever necessary.

**FORM NO.: I**  
**STATEMENT OF THE IMMOVABLE PROPERTY RETURN AS ON 31<sup>ST</sup> DECEMBER, 20**  
**(i.e. LANDS, HOUSE, SHOPS and OTHER BUILDING etc.**

Sl. No.	Description of Property	Precise location (Name of Districts, Division, Taluk and village in which the property is situated and also its distinctive No. etc.	Area of land ( in case of land and building	Nature of land in case of landed property	Extent of interest	If not own name, state in whose name held and his/her relation-ship, 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 and connection of the Government servant, if any, with the person/person concerned) please see Note-1 below.	Value of the property (see note 2 below)	Particulars of sanction of prescribed authority if any	Total annual income from the property
1	2	3	4	5	6	7	8	9	10	11	12

**Date:-**

**Signature:** \_\_\_\_\_

**Name :**

**Note:- 1.**

For purpose of column 9. The term (Lease would on 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 Govt. servant, such a lease should be shown in this column in respective of the term of the Lease, whether it is short term or long term and periodicity of the payment of the rent.

**2.**

In Column 10 should be shown.

(a)

Where the property has been acquired by purchase, mortgage or lease, the price of 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, gifts of exchange the approximate value of property so acquired.

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**FORM NO.: II**  
**STATEMENT OF LIQUID ASSETS AS ON 31<sup>st</sup> DEMEMBER, 20 \_\_\_\_**

- 1) Cash & Bank balance exceeding 3 months emoluments
- 2) Deposits, loan & advances and investments (Such as shares, securities, debentures).

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

**Date:-**

**Signature:** \_\_\_\_\_

**Name :**

- 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 servants.

**FORM NO.:-III**

**STATEMENT OF MOVABLE PROPERTY RETURN AS ON 31<sup>ST</sup> DECEMBER, 20**

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

**Date:-**

**Signature:** \_\_\_\_\_  
**Name :**

Note:-

1. In this form information may be given regarding items (a) Jewelry owned by him (total value) (b) silver and other precious metals and precious stones owned by him not forming part or Jewelry (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. 1000/- (d) value of items of movable property individually worth less than Rs. 1000/- other than articles of daily use such as cloths utensils, books crockery etc. added together as lump sum.
2. In column 5 may be indicated whether the property was acquired by purchase, inheritance gift or otherwise.
3. In column 6 particulars regarding sanctions/obtained or report made in respect of various transactions may be given.

**FORM NO.: -IV**

**STATEMENT OF PROVIDENT FUND AND LIFE INSURANCE POLICY AS ON 31<sup>ST</sup> DECEMBER, 20**

Sl. No.	Insurance Policy No. & Date of Policy	Name of Insurance Company	Sum Insured/ date of Maturity	Amount of Annual Premium	Provident Fund				
					Type of Provident Funds CPF/GPF A/c No.	Closing Balance at 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 figure according to the Govt. servant should also be mentioned in this column)
1	2	3	4	5	6	7	8	9	10

**Date:-**

**Signature:**\_\_\_\_\_

**Name :**

**FORM NO.: -V**  
**STATEMENT OF DEBTS AND OTHER LIABILITIES AS ON 31<sup>ST</sup> DECEMBER, 20**

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

**Date:-**

**Signature:** \_\_\_\_\_

**Name :**

**Note:-**

1. Individual, items of loans not exceeding three months emoluments of Rs. 1000/- whichever is less need 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 the Govt. servant.
4. The statement should also include various loans and advances available to Govt. servant like advance for purchase of conveyances, House Building Advance etc. (other than advances of pay & travelling allowances) advances from the G.P. Fund and loans on Life Insurance Policies and deposits.