

FORM NO.1

STATEMENT SHOWING DETAILS OF IMMOVABLE PROPERTY ON FIRST APPOINTMENT AND ON 1ST JANUARY OF EACH CALENDAR YEAR (e.g. Land, House, Shop, other Buildings etc.)

NAME :

DESIGNATION :

ORGANISATION :

DATE OF JOINING :

BASIC PAY :

Sl. No.	Details/Description of property and its location (see notes 1 & 5 below) House/Building/Land No.	If not in own name, state in whose name held and his/her relationship, if any to the employee	How and when acquired (see notes 2 & 6 below)	Value of the Property (see note 3 below)	Total annual income from the property	Remarks
1	2	3	4	5	6	7

N.B: Additional sheets may be attached where necessary

: 2 :

- Note: 1** If the property is not wholly owned, the extent of the share may also be indicated.
- Note: 2** For the purpose of Col.4 the term 'lease' would mean a lease of immovable property from year to year or for any term exceeding one year of reserve yearly rent. When, however, the lease of immovable property is obtained from a person having official dealings with the employee, such a lease should 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 : 3** In Col.5 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.
- Note: 4** The annual return in respect of immovable property may also be submitted in this form as on 1st January.
- Note: 5** Name of District, Division, Taluka & Village in which the property is situated and also its distinctive number etc. will be given in Col.2.
- Note: 6** Whether by purchase, mortgage, lease, inheritance, gift or otherwise & name with details of person/persons from whom acquired. Address & connection, if any with the person/persons concerned are also to be given in Column.

Signature _____ Date _____

FORM NO: 2

STATEMENT SHOWING DETAILS OF ASSETS (OTHER THAN IMMOVABLE PROPERTY) & LIABILITIES ON FIRST APPOINTMENT AND ALSO SUBMISSION OF RETURN ON 1st JANUARY OF EACH CALENDAR YEAR

NAME :

DESIGNATION :

DATE OF JOINING :

BASIC SALARY :

ASSETS					LIABILITIES
A. <u>Liquid Assets & Investments (including deposits & LIC Policies)</u>					1. Liabilities to the Bank/ Financial Institution
Description	Amount/ original price	Held in the name of & relationship	How acquired	Annual income derived	
1	2	3	4	5	
					2. Liabilities to friends & relatives
B. <u>Movable Properties</u>					
1	2	3	4	5	3. Other liabilities, if any.
					Date: Signature

N.B. Additional sheets may be attached where necessary

- Note: 1** In the case of share, securities, debentures etc. face value and approximate market value as on the date of statement may be mentioned.
- Note: 2** In the case of Life Insurance Policies, the date of maturity may also be stated.
- Note: 3** Under B information may be given regarding items like (a) gold/gold ornaments (approximate weight only be stated) (b) Silver including ornaments etc. (approximate weight) (c) Other precious metals, items of jewellery, precious stones forming part of jewellery etc. Approximate value be stated (i) Car (ii) Scooters/Motor Cycles (iii) Refrigerator/Air Conditioners, Radio/Radiogram/Television sets and any other articles the value of which individually is more than Rs.15,000/-.
- Note: 4** In column 4, may be indicated whether the property was acquired by purchase, gift, or otherwise.
- Note: 5** Under liabilities, brief details should be given.

Signature _____ Date _____