

**RETURN OF ASSETS AND LIABILITIES ON  
FIRST APPOINTMENT/AS ON THE 31ST DECEMBER 20**

1. Name of the Government servant .....s/o.....  
In full (In block letters)
2. Service to which he belongs .....
3. Total length of service up-to-date
  - (a) In Non-Gazetted Rank .....
  - (b) 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 1<sup>st</sup> day of January,20
6. Declaration :

I hereby declare that the return enclosed namely , Form I to V, are complete, true and correct as on..... To the best of my knowledge and belief, in respect of informatics due to be furnished by me under the provisions of sub rule (1) of Rule 18 of the central Civil Services (Conduct) Rules, 1964.

Dated.....

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 right 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, whether necessary.

(See Order below Rule 18)  
**STATEMENT OF IMMOVABLE PROPERTY ON FIRST APPOINTMENT/**

**Form No. I**

**AS ON THE 31<sup>ST</sup> DECEMBER, 20**

**(e.g. Lands, Houses, Shops other Building etc.)**

Serial No.	Description of property	Precise, location, (Name of District, Division, Taluk and village in which he property is situated and also its 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 own name, state, in whose name held, and his/her relationship, if any to the Govt. servant	Date of acquisition	How acquired (whether by purchase, mortgage, lease, inheritance. Gift or otherwise) & name with details of person/persons from whom acquired, address and connection of the Govt. servant, if any with the persons concerned (Please see Note I below)	Value of the property	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

**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.

Signature .....

Dated .....

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.

(See Order below Rule 18)

Form No. II

**STATEMENT OF LIQUID ASSETS ON FIRST APPOINTMENT/**

**AS ON THE 31<sup>ST</sup> DECEMBER, 20**

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

Serial No.	Description of items	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
1	2	3	4	5	6	7

**Note:** - In column 7, particulars regarding sanctions obtained or report made in respect of the various Transactions may be given.

Signature.....

Date.....

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

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

Serial 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, name and address of the persons in whose name and his/her relationship with the Government	How acquired with approximate date of acquisition	Remarks
1	2	3	4	5	6

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

Signature .....

Forming part of jewellery ( total value ) ( c ) (i) Motor cars, (ii) Scooters, Motor Cycles,

Date .....

(iii) Refrigerators/ Air-conditioners, (iv) Radios/ Radiograms/Television sets and any

Other article, the value of which individually exceeds Rs 10,000/- (in case- I &II officer

And Rs. 5,000/- of class III official) (d) value of items of movable property individually

Worth less than Rs. 10,000 other than articles of daily use such as clothes, books,

Utensils 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.

(See Order below Rule 18)

Form No. IV

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

Insurance Policies					Provident Funds				
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 G.P.F/C.P.F Account No.	Closing balance as last reported by the Audit Accounts Officer along with date of such balance	Contributions 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

Signature.....

Dated.....

(See Order below Rule 18)

Form No. V

**STATEMENT OF DEBETS AND OTHER LIABLITIES ON FIRST APPOINTMENT/  
AS ON THE 31<sup>ST</sup> DECEMBER, 20**

S.NO.	Amount	Name and address of creditor	Date of incurring liability	Details of transaction	Remarks
1	2	3	4	5	6

**Note:-1. Individual items of loans not exceeding three 'months' emoluments or Rs. 1,000, 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.**

Signature.....

**3. The term "emoluments" means pay and allowances received by the Government servants.**

Dated.....

**4. The statements 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 Allowances), advances from the G.P. Fund and loans on Life Insurance Policies and fixed deposits'.**