

FORM NO. 1

STATEMENT SHOWING DETAILS OF IMMOVABLE PROPERTY ON FIRST APPOINTMENT AND ALSO ON 1st JANUARY OF EACH CALENDER YEAR (e.g. Lands, House, Shops, Other Building, etc.)

NAME :

DESIG. :

EMP NO. :

ORGANISATION :

DATE OF JOINING :

(In present unit)

BASIC PAY :

PRESENT POST :

S. NO.	Details/Description Of property and its Location (see notes 1 & 5 below)House/ Building/Land no.	If not 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

Note 1. if the property is not wholly owned the extent of 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 of lease, the price or premium paid for such acquisition.
- (b) Where it has been acquired by lease the 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 CALENDER 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	Annual Original Price	Hold in the name of & relationship	How Acquired	Annual Income derived	
1	2	3	4	5	2. Liabilities to friends & relatives.
					3. Other liabilities, if any.
					Signature:

ASSETS					LIABILITIES
B. Movable Properties :					1. Liabilities to the Bank/ Financial Institution.
Description	Annual Original Price	Hold in the name of & relationship	How Acquired	Annual Income derived	
1	2	3	4	5	2. Liabilities to friends & relatives.
					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 to be stated (1) Car (2) Scooters / Motor Cycles (3) 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

FORM NO. 3

STATEMENT OF ASSETS & LIABILITIES

DETAILED STATEMENT IN RESPECT OF SHARES / DEBENTURES PURCHASED UNDER PROMOTERS/ EMPLOYEES QUOTA AS ON 1st JANUARY OF EACH CALENDER YEAR IN OFFICERS OWN NAME AND ALSO THOSE HELD IN THE NAME OF SPOUSE AND DEPENDENT CHILDREN.

NAME :

DESIGNATION :

ORGANISATION :

DATE OF JOINING THE PSU :

BASIC SALARY :

P. F. INDEX NO.

A. SELF:

S. NO	Name of the Company	No. of Shares	Face Value	Cost of Acquisition	Whether Promoters/ Employees quota	How acquired	Position held at the time of acquisition and if the company had any borrower of other facilities at that time.
1	2	3	4	5	6	7	8

B. Spouse and Dependent Children

S. NO	Name of the Company	No. of Shares	Face Value	Cost of Acquisition	Whether Promoters/ Employees quota	How acquired	Position held at the time of acquisition and if the company had any borrower of other facilities at that time.
1	2	3	4	5	6	7	8

(2) Any addition / deduction to this statement as on 1st January _____ and the profit / loss incurred by me are given below.

Place: NEW DELHI

Date:

Signature _____

ANNEXURE

(To be submitted along with the Assets & Liabilities as on 1st January of every year)

Form for giving Information where total transactions in shares, securities, debentures and Investments in mutual fund schemes etc. exceed Rs. 25,000/- during the calendar year as on 1st January 2011

1. Name and designation
2. (a) Scale of pay and present pay
(b) P.F. Index No.
3. Details of each transactions made in shares, securities, debentures, mutual funds scheme etc. during the calendar year.
4. Particulars of the party / firm with whom transaction is made.
 - (a) Is party related to you ?
 - (b) Did you have dealings with the party in your official capacity at any time or is the applicant likely to have any dealings with you in the near future ?
5. Source or sources from which financed ?
 - (a) Personal savings :
 - (b) other sources giving details.
6. Any other relevant fact which you may like to mention.

Declaration:

I hereby declare that the particulars given above are true.

Place: NEW DELHI

Date:

Signature _____
Designation: