THE SCHEDULE

RETURN OF ASSETS AND LIABILITIES ON FIRST APPOINTMENT AS ON 31ST DECEMBER _____

1. Name of the Government servant in full (Block letters)
2. Service to which he belongs:
3. Total length of service upto date:

   (i) In Non-gazetted rank:
   (ii) 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 1St day of January, 2012

6. DECLARATION:

I hereby declare that the return enclosed namely Forms 1 to 4 are complete, true and correct as on _____ 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 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 persons.
2. If a Government servant is a member of Hindu undivided family with coparcenary rights in the properties of the family either as a 'Karta' or as a member, he should indicate in the return in Form No. 1 of 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.

NOTES:

1. For purpose of columned, the term "Lease" would mean a lease of immovable property from year to year or for any term exceeding one year of reserving a yearly rent. Official dealings with the Government servant, such a lease should 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.
2. In column-10 should be shown:
   (a) Where one 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, gift or exchange, the approximate value of the property so acquired.

FORM No: 1

STATEMENT OF IMMOVABLE PROPERTY ON FIRST APPOINTMENT/AS ON THE 31ST DECEMBER, ____

(e.g. Lands, House, Shops, other buildings, etc.)

Sr. No.	Description of property	Precise location (Name of Distt. Divn. Taluk & Vill. In which the property is situated and also its distinctive number etc.	Area of land (in cases of land)	Nature of land (in case of landed property)	Extent of interest	If not in own name, state whose name held & 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(s) from whom acquired (address & connection of the Govt. servant, if any with the person(s) 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.	Remarks.
1	2	3	4	5	6	7	8	9	10	11	12	13

Signature:_____

FORM-II

STATEMENT OF LIQUID ASSETS ON FIRST APPOINTMENT /AS ON THE 31ST DECEMBER, _____

1. Cash and Bank balance exceeding 3 month's emoluments:
2. Deposits, loans advance and investments (such as spares, securities, debentures etc.)

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

Date:_____ Signature:_____

Note:-

1. In Column 7, particulars regarding sanctions obtained or report made in respect of the various transaction may be given.
2. The term "emoluments" means the pay and allowances received by the Govt. servant.

FORM NO-III

STATEMENT OF MOVABLE PROPERTY OF FIRST APPOINTMENT /AS ON 31ST DECEMBER, _____

Sr. No.	Description of Item	Price or value at the time of acquisition and/or the total payments made upto 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 & address of the person in whose have and his/her relationship with the Govt. servant.	How acquired with approx. date of acquisition.	Remarks
1	2	3	4	5	6

Date:_____ Signature_____

Note:

1. In this for information may be given regarding items like :
   (a) Jewellery owned by him (total value)
   (b) Silver and other precious metals and precious stone owned by him not forming part of jewellery (total value).
   (c) Motor cars, Scooters, Motor cycles, Refrigerators/ air conditioners, Radios, Radiograms/Television sets and any other article, 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 clothes, 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 sanction obtained or report made in respect of transactions may be given.

FORM-IV

STATEMENT OF PROVIDENT FUND AND LIFE INSURANCE POLICY ON FIRST APPOINTMENT/AS ON 31ST DECEMBER ____

Regarding Insurance Policies				**Regarding Provident Funds**				
Policy No. & Date	Name of Insurance Co.	Sum Insured/ Date of maturity	Amount of annual premium	Type of Provident Fund/GPF/CPF/ A/c No.	Closing balance as last reported by the audit/ accounts officer a/w date of such balance	Contributions made subsequently	Total	Remarks if there is dispute regarding closing balance, the figures according to the Govt. servant should also be mentioned in this column.
1	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**

Date_____ Signature_____

FORM – V

STATEMENT OF DEBT AND OTHER LIABILITIES ON FIRST APPOINTMENT/AS ON 31ST DECEMBER, ____

Sr. No.	Amount	Name & address of creditor	Date of incurring liability	Details of transactions	Remarks
1	2	3	4	5	6

Date:_____ Signature_____

Note:

1. Individual items of loans not exceeding three months emoluments or Rs.1000/- whichever is less, need not be included.
2. In column 8, information regarding permission, if any, obtained from or report made to competent authority may also be given.
3. The term “emoluments” means pay and allowances received by the Government servant.
4. The statement should also include various loans and advances available in Govt. servants like advance for purchase of conveyance, House Building advance etc. (other than advance of pay and travelling allowance) advances from the GP Fund and loans on life Insurance Policies and fixed deposits.