

**FROM NO.1**

STATEMENT SHOWING DETAILS OF IMMOVABLE PROPERTY ON FIRST APPOINTMENT AND ALSO ON 1<sup>ST</sup> JANUARY OF EACH CALENDAR YEAR.

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

**NAME :**

**DESIGNATION :**

**ORGANISATION :**

**DATE OF JOINING :**

**BASIC PAY :**

| Sl. No. | Details / Description of property and its location (see notes 1 & 5 below)<br>House/<br>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 notes 3 below) | Total annual income from the property | Remarks |
|---------|---|---|---|---|---------------------------------------|---------|
| 1.      | 2.  | 3.  | 4.  | 5.  | 6.                                    | 7.      |
|         |   |   |   |   |                                       |         |

- 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 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.
- Note: 4** The annual return in respect of immovable property may also be submitted in this form as on 1<sup>st</sup> 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 any 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 (No.4).

Signature \_\_\_\_\_ Date \_\_\_\_\_



- 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 (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 :**

**FROM NO. 3**

DETAILED STATEMENT IN RESPECT OF SHARES/DEBENTURES PURCHASED UNDER PROMOTERS'/ EMPLOYEES QUOTA AS ON 1<sup>ST</sup> JANUARY OF EACH CALENDAR YEAR IN OFFICERS OWN NAME AND ALSO THOSE HELD IN THE NAMES OF SPOUSE AND DEPENDENT CHILDREN.

NAME :

DESIGNATION :

ORGANISATION :

DATE OF JOINING :

BASIC PAY :

P.F. INDEX NO. :

| Sl. 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 borrowing or other facilities at that time. |
|---------|---------------------|---------------|------------|---------------------|-------------------------------------|--------------|---|
| 1.      | 2.                  | 3.            | 4.         | 5.                  | 6.                                  | 7.           | 8.  |
| 1.      |                     |               |            |                     |                                     |              |   |
|         |                     |               |            |                     |                                     |              |   |
|         |                     |               |            |                     |                                     |              |   |

A. Self

B. Spouse and Dependent Children

(2) Any additions / deletions to this statement as on **1<sup>st</sup> January** ..... and the profit / loss incurred by me are given below.

Place :

Date :

Signature .....

ANNEXURE

(To be submitted along with the Assets and Liabilities Statement as on 1<sup>st</sup> January, of every year)

Form for giving information where total transactions in shares, securities, debentures and investment in mutual fund schemes etc. exceed Rs.25,000/- during the calendar year as on **1<sup>st</sup> January .....**,

- 2(i) Scale of Pay and present pay
- (ii) P.F. Index No.
- 3. Details of each transaction 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:

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

Date:

Designation :