APPENDIX-I

(Rule 3(1))

Return of Assets and Liabilities on First Appointment or as on 1st August, 2014 \*

(Under Sec.44 of the Lokpal and Lokayuktas Act, 2013

|  |  |  |
| --- | --- | --- |
| 1) | Name of the Public Servant in full (in block letters) |  |
| 2) | a) Present public position held  (Designation, name and address of of Organization) |  |
|  |
|  | b) Service to which belongs  (if applicable) |  |

Declaration:

I hereby declare that the return enclosed namely, Forms-1 to IV are complete, true and correct to the best of my knowledge and belief, in respect of information due to be furnished by me under the provisions of Section-44 of the Lokpal and Lokayuktas Act, 2013.

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

\*.. in case of first appointment please indicate date of appointment

Note-1:- This return shall contain particulars of all assets and liabilities of the public servant either in his/her own name or in the name of any other person. The return should include details in respect of assets/liabilities of spouse and dependent children as provided in Section-44(2) of the Lokpal and Lokayuktas Act, 2013.

Section-44(2): A public servant shall, within a period of thirty days from the date on which he makes and subscribes an oath or affirmation to enter upon his office, furnish to the competent authority the information relating to:-

1. The assets of which he, his spouse and his dependent children are, jointly or severally, owners or beneficiaries;
2. His liabilities and that of his spouse and his dependent children

Note-2:- If a public servant is a member of Hindu Undivided Family with co-parcenary rights in the properties of the family either as a ‘Karta’or as a member, he should indicate in the return in Form No.III 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.

Note-3:- ‘Dependent children’ means sons and daughters who have no separate means of earning and are wholly dependent on the public servant for their livelihood (Explanation below Section-44(3) of Lokpal and Lokayuktas Act, 2013.

Nsn/\*

APPENDIX-II

(Rule 3(1))

FORM NO.1

Details of Public Servant, his/her spouse and dependent children

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sl.  No. |  | Name | Public Position held, if any | Whether return being filed by him/her separately |
| 1 | Self |  |  |  |
| 2 | Spouse |  |  |  |
| 3 | Dependent-1 |  |  |  |
| 4 | Dependent-2 |  |  |  |
| 5\* | Dependent-3 |  |  |  |
|  |  |  |  |  |

\*..Add more rows, if necessary

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

Nsn/\*

FORM NO.II

Statement of **movable property** on first appointment or as on the 1st August, 2014

(Use separate sheets for self, spouse and each dependent child)

Name of public servant / spouse / dependent child: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| SNo. | Description |  | Remakrs,  if any |
| (i)\* | Cash and bank balance |  |  |
| (ii)\*\* | Insurance (premium paid):  Fixed / Recurring Deposit(s):  Share / Bonds:  Mutual Fund(s):  Pension scheme / Provident Fund:  Other investments, if any: |  |  |
| (iii) | Personal loans/advance given to any person or entity including Firm, Company, Trust etc., and other receivable from debtors and the amount exceeding |  |  |
| (iv) | Motor vehicles  (details of Make, Registration Number etc., year  of purchase and amount paid) |  |  |
| (v) | Jewellery  Give details of approximate weight (plus or minus 10 gms in respect of  gold and precious stones; plus or  minus 100 gms in respect of silver)  Gold :  Silver:  Precious metals and precious stones:  Composite items:  (indicate approximate value)\*\*\* |  |  |
| (vi) | Any other assets (Give details of movable assets  not covered in (i) to (v) above)   1. Furniture 2. Fixtures 3. Antiques 4. Paintings 5. Electronic equipment’s 6. Others   (Indicate the details of an asset only if the total current value of any particular asset in any particular category exceeds two months basic pay or Rs.1.00 laksh, as the case may be) |  |  |
|  |  |  |  |

Date: Signature:

\*Details of deposits in the foreign Bank(s) to be given separately

\*\* Investments above Rs.2 lakhs to be reported individually. Investments below Rs. 2 lakhs may be reported together

\*\*\* Value indicated in the first return need not be revised in subsequent returns as long as no new composite item had been acquired or existing items had been disposed of during the relevant year.

FORM NO.III

Statement of immovable property on first appointment or as on the 1st August, 2014

(e.g. Lands, House, Shops, Other Buildings etc.)

(Held by Public Servant, his/her spouse and dependent children)

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Sl.  No. | Description of property (Land/House/ Flat/Shop/ Industrial etc.) | Precise location (Name of District, Division, Taluk & Village in which the property is situated and also in 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 name of public servant, state in whose name held and his/her relationship, if any to the public servant | Date of acquisition | How acquired (whether by purchase, mortgage, gift or otherwise and name with details of person/  Persons from whom acquired (address and connection of the Govt. Servant, if any, with the persons/ persons concerned) (pl. See Note-1 below) and cost of acquisition | Present value of the property (if exact value not known approx. Value may be indicated) | Total annual income from the property | Remarks |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |

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

Note-1: For purpose of Col.9, the term ‘lease’’ would mean a lease of immovable property from year to year or for any term exceeding one year or serving 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.

Nsn/\*

**FORM NO.IV**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sl.  No. | Debtor (Self/Spouse or Dependent Chidren) | Amount | Name and Address of Creditor | Date of incurring liability | Details of Transaction | Remarks |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

Statement of Debts and Other Liabilities on first appointment or as on 1st August, 2014

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

Note-1: Individual items of loans not exceeding two months basic pay (where applicable) and Rs.1.00 Lakh in other cases need not be included.

Note-2: The statement should also include various loans and advances (exceeding the value in Note-1) available from the employer like advance for purchase of conveyance, house building advance, etc., (other than advances of pay and travelling allowances), advance from GP Fund and loans on Life Insurance Policies and fixed deposits.

Nsn/\*