



# Personal Finances, Assets & Liabilities

## Establishment-I

### Indian Institute of Technology Delhi

Form v. 0.2(July 2014)

**Purpose of this form:** To record details of your personal finances, assets and liabilities, and to determine any conflicts of interest that may arise thereof.  
**Typical use of this form:** Used during the joining process, and subsequently annually.

#### Please give us some feedback when you are done:

- Time taken to complete this form (minutes):
- Was this form repetitive? If so, which parts of this form could be removed to reduce paperwork?
- Was this form redundant? If so, which other form could replace or subsume this?
- Are all levels of approval specified actually needed for its processing? If not, which ones could be dispensed with?

For optimal results, please use Adobe Acrobat® Reader® when filling up this form online. Any fields that are not relevant to your situation should include "N/A" (not applicable) as your response. Designation refers to the position you were offered.

**Form Submission Chain:** You→Establishment-I

In this form, you are required to sign each section, prior to final signatures at the end. The inconvenience of repetition is regretted. It would be to your advantage to fill up this form online prior to printing it out, given the small size of some of the fields. The handling officer is advised to scrutinize for any changes in signatures, ink, and style to avoid errors.

## Immovable Property

Description	Location <sup>1</sup>	Area <sup>2</sup>	Land use <sup>3</sup>	Extent of interest	Relationship <sup>4</sup>	Date <sup>5</sup>	Mode <sup>6</sup>	Value <sup>7</sup>	Sanction	Annual income	Remarks

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<sup>1</sup>Provide full address

<sup>2</sup>In case of landed property

<sup>3</sup>Type of land.

<sup>4</sup>If the property is not registered in your name, state your relationship with the owner.

<sup>5</sup>Date of acquiring this property.

<sup>6</sup>Whether by purchase, mortgage, lease, inheritance, gift, or exchange. Provide details of person or persons from whom you acquired this property. For the purposes of this answer, a "lease" would mean a lease of immovable property from year to year, or for any term exceeding one year, or reserving a yearly rent. However, if this lease is obtained from a person having official dealings with you, this lease should be shown in this column, regardless of the terms of the lease, periodicity of rent, etc.

<sup>7</sup>In case of purchase, mortgage or lease, price or premium paid. In case of a lease, additionally the annual rent. In case of inheritance, gift or exchange, an approximate value of the property will suffice.

## Monetary Assets

Cash and Bank balance exceeding 3 months' equivalent of salary: .

## Deposits, loans advances and all investments

Description	Name of Bank or Financial Institution	Relationship <sup>8</sup>	Amount	Annual derived income	Sanction or Prior reports	Remarks

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<sup>8</sup>If the account or financial instrument is not registered in your name, state your relationship with the owner. Say "N/A" otherwise.

## Movable Property

*This section pertains to non-monetary fungible and liquid assets. Examples include: jewellery, precious metals and stones (separate from jewellery), vehicles, and any other items, that are not classifiable as items of daily personal use.*

Description	Value or current equity	Date of acquisition	Means of acquisition <sup>9</sup>	Relationship <sup>10</sup>	Sanction or Prior reports	Remarks

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<sup>9</sup>How did you buy it?

<sup>10</sup>If the item is not held in your name explicitly, state your relationship with the owner. Say "N/A" otherwise.

## Provident Fund and Life Insurance Policies

This section pertains to any prior provident funds - General / Contributory that you may hold, and any life insurance policies you own.

Type of Provident Fund <sup>11</sup>	Account Number	Closing balance and date <sup>12</sup>	Contributions made subsequently	Total amount	Remarks <sup>13</sup>

Policy Number	Date	Insurance company	Annual premium	Sum insured	Date of Maturity

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<sup>11</sup>General Provident Fund (GPF) or Contributory Provident Fund (CPF). The latter is a type of a 401(k).

<sup>12</sup>As last reported by the relevant audit/accounts officer.

<sup>13</sup>If a dispute exists about the closing balance, please mention your view of what such a closing balance should be.

## Debts and other Liabilities

The statement below should include any loans and advances available for a Government employee, including but not limited to advances drawn on your GPF / Life insurance policies or other financial instruments.

Amount involved <sup>14</sup>	Name of Creditor	Creditor Address	Date of incurring liability <sup>15</sup>	Transaction detail	Remarks <sup>16</sup>

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DATE

I declare that my statements above are true to the best of my knowledge, and belief, and are made without any mental reservation, or purpose of evasion.

DATE: \_\_\_\_\_  
PLACE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_  
NAME: \_\_\_\_\_  
EMPLOYEE CODE: \_\_\_\_\_  
DESIGNATION: \_\_\_\_\_  
DEPARTMENT / CENTRE: \_\_\_\_\_

<sup>14</sup>Do not include any loans less than three months' worth of salary or ₹10,000, whichever is less.

<sup>15</sup>When did you get into this debt/liability?

<sup>16</sup>Include any sanction obtained from, or a report made to the relevant authorities.