



# भारतीय प्रौद्योगिकी संस्थान गुवाहाटी

## INDIAN INSTITUTE OF TECHNOLOGY GUWAHATI

**FORM – 4 (A)**

### **STATEMENTS OF ASSETS AND LIABILITIES** **(TO BE SUBMITTED AT THE TIME OF JOINING THIS INSTITUTE)**

1.	Name of the Employee (in full)			
2.	Designation			
	Dept./Section/Centre			
3.	Details of Immovable Property			
	Name & details of property house & lands and other buildings	Precise location (Name of District, Division, Taluka and Village in which the property is situated and also its distinctive number, etc.)	Present Value & Annual Income	If not in own name, state in whose name held and his/her relationship to the official and how acquired
4.	Shares, Debentures and Cash, including bank deposits inherited by him/her or similarly acquired or held by him/her			
5.	Other movable property inherited by him/her or similarly owned acquired or held by him/her			
6.	Debts & other liabilities incurred by him/her directly or indirectly			
7.	Remarks, if any			

Date : .....

Signature of the employee

Emp\_No.: .....

**NOTE :**

- (a) The declaration form is required to be filled in and submitted by every employee of the Institute under CCS (Conduct) Rule 3 (20) on first appointment to the service giving particulars of all immovable/movable properties owned/acquired or inherited by him/her or held by him/her on lease or mortgage in his/her own name or in the name of any member or his/her family or in the name of other person.
- (b) For item no. 5, the value of items of movable property worth more than Rs. 15,000/- for Gr. A & B employees and Rs. 10,000/- for Gr. C & D employees may be added and shown as a lump sum. The value of articles of daily use such as cloths, utensils, crockery, books etc. need not be included in such returns.
- (c) In case where it is not possible to assess the value accurately the approximate value calculated in present conditions may be indicated
- (d) Please affix additional sheet if the space above is insufficient for full particulars.
- (e) For details property terms please see Intranet > Section > Administration > Rules.



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## INDIAN INSTITUTE OF TECHNOLOGY GUWAHATI

FORM – 4 (B)

### STATEMENTS OF ASSETS AND LIABILITIES ACQUIRED/HELD DURING THE PERIOD BETWEEN LAST DECLARATION AND 31<sup>ST</sup> DECEMBER 2015

[Note: Only those additionally acquired/held over the statement last declared up to December 2014 are to be stated]

1.	Name of the Employee (in full)			
2.	Designation			
	Dept./Section/Centre			
3.	Details of Immovable Property			
	Name & details of property house & lands and other buildings	Precise location (Name of District, Division, Taluka and Village in which the property is situated and also its distinctive number, etc.)	Present Value & Annual Income	If not in own name, state in whose name held and his/her relationship to the official and how acquired
4.	Shares, Debentures and Cash, including bank deposits inherited by him/her or similarly acquired or held by him/her			
5.	Other movable property inherited by him/her or similarly owned acquired or held by him/her			
6.	Debts & other liabilities incurred by him/her directly or indirectly			
7.	Remarks, if any			

Date : .....

Signature of the employee

Emp\_No.: .....

#### NOTE:

- The declaration form is required to be filled in and submitted by every employee of the Institute under CCS (Conduct) Rule 3 (20) every year ending 31<sup>st</sup> December, giving particulars of all immovable/movable properties owned/acquired or inherited by him/her or held by him/her on lease or mortgage in his/her own name or in the name of any member or his/her family or in the name of other person.
- For item no. 5, the value of items of movable property worth more than Rs. 15,000/- for Gr. A & B employees and Rs. 10,000/- for Gr. C & D employees may be added and shown as a lump sum. The value of articles of daily use such as cloths, utensils, crockery, books etc. need not be included in such returns.
- In case where it is not possible to assess the value accurately the approximate value calculated in present conditions may be indicated
- Please affix additional sheet if the space above is insufficient for full particulars.
- For details property terms please see Intranet > Section > Administration > Rules.