

THE SCHEDULE

[See Rule 18(1)]

Return of Assets and Liabilities on First Appointment on _____

1. Name of the Govt. Servant in full
(in block letters) _____

2. Service to which he/she belongs _____
3. Total length of service upto date
 - (i) In non-gazetted rank. _____
 - (ii) In gazette 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, 2018 _____
6. Declaration:

I hereby declare that the return enclosed namely, Forms I to V 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 (1) of Rule 18 of the Central Services (Conduct) Rules, 1964.

Date: _____

Signature: _____

Name: _____

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 person.
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 the value of his share, it's approximate value. Suitable explanatory notes may be added wherever necessary.

FORM NO.I

Statement of Immovable Property on first appointment (as on date of appointment i.e. _____)
(e.g. Lands, House, Shops, Other buildings, etc.)

Sl. No.	Description of Property	Precise Location (Name of District, Division, Taluka and Village in which the property is situated and also its 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 own name, state in whose name held and his/her relationship, if any to the Government Servant	Date of Acquisition	How acquired (Whether by purchase mortgage, lease, inheritance, gift or otherwise) and name with details of person/persons from whom acquired (address and connection of the Government Servant, if any, with the person/persons 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

Date: _____

Signature: _____

Name: _____

NOTE: 1 For purpose of Column 9, the term “lease” would mean a lease of immovable property from year to year or for any term exceeding one year or reserve 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 and the periodicity of the payment of rent.

NOTE: 2 In Column 10 should be shown
 (a) Where the property has been acquired by purchase, mortgage or lease, the price or 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.II

Statement of liquid assets on first appointment (as on date of appointment i.e. _____)

- (1) Cash and Bank balance exceeding 3 months' emoluments.
- (2) Deposits, loan and advances and investments (such as shares, securities debentures etc.)

Sl. No.	Description	Name and address of Company, Bank etc.	Amount	IF not in own name, name and address of person in whose name held and his/her relationship with the Government Servant	Annual income derived.	Remarks
1	2	3	4	5	6	7

Date: _____

Signature: _____

Name: _____

Note: 1. In Column 7, particulars regarding sanctions obtained or report made in respect of the various transactions may be given.

Note: 2. The term, "emoluments" means the pay and allowances received by the Government Servant.

FORM NO.III

Statement of movable property on first appointment (as on date of appointment i.e. _____)

Sl. No.	Description of Items	Price or value at the time of acquisition and/or the total payments made up to the date of return, as the case may be in case of articles purchased on hire purchase or installment basis.	IF not in own name, name and address of person in whose name held and his/her relationship with the Government Servant	How acquired with approximate date of acquisition.	Remarks
1	2	3	4	5	7

Date: _____

Signature: _____

Name: _____

NOTE: 1 In this Form, information may be given regarding items like (a) jewellery owned by him (total value); (b) silver and other precious metals and precious stones owned by him not forming part of jewellery (total value); (c) (i) Motor Cars,(ii) Scooters/Motor Cycles, (iii) refrigerators/air conditioners, (iv) radios/radiograms/television sets and any other articles, value of which individually exceeds Rs.1,000/-;(d) value of items movable property individually worth less than Rs.1,000/- other than articles of daily use such as clothes, utensils, books, crockery etc., added together as lumpsum.

NOTE: 2 In Column 5, may be indicated whether the property was acquired by purchase, inheritance, and gift or otherwise.

NOTE: 3 In Column 6, particulars regarding sanction obtained or report made in respect of various transactions may be given.

FORM NO.IV

Statement of Provident Fund and Life Insurance Policy on First Appointment (as on date of appointment i.e. _____)

Sl. No.	<u>Insurance Policies</u>				<u>Provident Funds</u>			Total	Remarks (if there is dispute regarding closing balance, the figures according to the Government Servant should also be mentioned in this column.)
	Police No. and date of policy	Name of Insurance Company	Sum insured of date of maturity	Amount of Annual Premium	Type of Provident Funds/GPF/CPF, Insurance Policies account No.	Closing balance as last reported by the Audit/Accounts Officer along with date of such balance	Contribution made subsequently		
1	2	3	4	5	6	7	8	9	10

Date: _____

Signature: _____

Name: _____

NOTE: 1 For purpose of Column 9, the term “lease” would mean a lease of immovable property from year to year or for any term exceeding one year or reserve 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 and the periodicity of the payment of rent.

NOTE: 2 In Column 10 should be shown
 (a) Where the property has been acquired by purchase, mortgage or lease, the price or premium paid for such acquisition.

FORM NO.V

Statement of Debts and Other Liabilities on First Appointment (as on date of appointment i.e. _____)

Sl. No.	Amount	Name and address of Creditor	Date of Incurring Liability	Details of Transaction	Remarks
1	2	3	4	5	6

Date: _____

Signature: _____

Name: _____

- NOTE: 1** Individual items of loans not exceeding three months emoluments or Rs.1,000 whichever is less, need not be included.
- NOTE: 2** In Column 6, information regarding permission, if any, obtained from or report made to the competent authority may also be given.
- NOTE: 3** The term "emoluments" means pay and allowances received by the Government Servant.
- NOTE: 4** The statement should also include various loans and advances available to Government servants like advance for purchase of conveyance, house building advance, etc. (other than advances of pay and travelling allowance, advances from the GP Fund and loans on Life Insurance Policies and fixed deposits).