



4th September 2014

HAL/HR/19(2)/PR/2014

Sub: The Lokpal and Lokayuktas Act, 2013 – Submission of Declaration of Assets & Liabilities by Public Servants for each year and placing the same in the Public Domain on the Websites

* * * * *

The Government of India have notified the Public Servants (Furnishing of Information and Annual Returns of Assets & Liabilities and the limits for Exemption of Assets in Filing Returns) Rules, 2014, under the Lokpal and Lokayuktas Act, 2013, on 14.07.2014 (copy enclosed).

2. Salient aspects in this regard are as follows:

- a) Every Public Servant shall make a declaration of his Assets & Liabilities in the prescribed Format as mentioned below, as on 31st day of March every year, to the Competent Authority, on or before 31st day of July of that year:
 - i) Declaration of Assets & Liabilities on first appointment or as on 31st March in Appendix - I;
 - ii) Details of the Public Servant, his/her spouse and dependent children in Appendix - II, Form No. I;
 - iii) Statement of Movable Property on first appointment or as on the 31st March in Appendix - II, Form No. II;
 - iv) Statement of Immovable Property (eg. Land, House, Shops, Other Buildings, etc.) on first appointment or as on the 31st March in Appendix - II, Form No. III;
 - v) Statement of Debts and other Liabilities on first Appointment or as on 31st March in Appendix - II, Form No. IV.
- b) As per Chapter I of the Lokpal and Lokayuktas Act, 2013, "Public Servant" means a person referred to in Clauses (a) to (h) of Sub-section (1) of Section 14. As per Section 14(1)(f) of the Act, employees working in PSEs are also categorized as Public Servants. The term Public Servants cover all Group A, B & C employees.
- c) Public Servants who have already filed Declarations, Information and Annual Return of Property shall file the revised Declaration, Information

and Annual Return as on 1st August 2014 to the Competent Authority, on or before 15th September 2014.

- d) As per Section 44(6) of the Act, the Competent Authority needs to ensure all such statements are published in the Website.

3. In line with the provisions of the Act and the Rules referred above, it is decided to implement the following in the Company, with immediate effect:

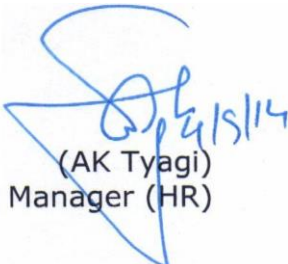
- a) Provisions of the Notification dated 14.07.2014 will be applicable to all Officers; and Workmen in Scale 3 to SS (Grade II & higher – Group A; Grade I– Group B; and Workmen in Scales 3 to SS - Group C);
- b) All Officers need to file the revised Declaration, Information and Annual Return in the Formats enclosed as Annexures A to E, as on 1st August 2014, to the Competent Authority, on or before 15th September 2014;
- c) All Workmen in Scales 3 to SS need to file the Declaration, Information and Annual Return in the Formats enclosed as Annexures A to E as on 1st August 2014, to the Competent Authority, on or before 15th September 2014;
- d) Thereafter, all Officers and Workmen (Scales 3 to SS) need to file the said Returns every year as on 31st March, to the Competent Authority;
- e) Officers/Workmen are required to file the information in respect of any asset, if the value of any such asset exceeds two months Basic Pay or Rupees One Lakh, whichever is higher;
- f) The Competent Authority may, at any time, by general or special order require any Officer/Workman to submit within a period specified in the order a full and complete statement of such movable or immovable property held or acquired by him on his behalf or by any member of his family as may be specified in the order. Such statement shall, if so required by the Competent Authority, include details of the means by which or the source from which such property was acquired;
- g) Consequent to introduction of the new system of declaration of the Assets & Liabilities under the Public Servants (Furnishing of Information and Annual Returns of Assets & Liabilities and the limits for Exemption of Assets in Filing Returns) Rules, 2014 under the Lokpal and Lokayuktas Act, 2013, the existing system of submission of Annual Property Returns in respect of Officers stands discontinued. However, Divisions / Offices are advised to preserve the Returns (both hard & soft copy) filed by the Officers for the past periods, as per the existing practice;
- h) The details of Counter Signing Officer, Competent Authority and the Authority for retention of the Annual Returns of Assets & Liabilities under the revised system are as follows:

| Sl. No. | Scale / Grade | To be Counter Signed by (Through Proper Channel) | To whom it is to be submitted (Competent Authority) | To be retained by |
|---------|------------------------|--|---|---|
| i | Scale 3 to SS | Sectional / Departmental Head in the Division / Office | HR Head in the Division / Office | HR Head in the Division / Office |
| ii | Gr. I to IV | Departmental Head in the Division / Office | Concerned ED / GM / Divisional Head | Concerned ED / GM / Divisional Head or Officer specifically authorized by him |
| iii | Gr. V & VI | Concerned ED / GM / Divisional Head | Concerned MD / Director / FD | Concerned ED / GM / Divisional Head or Officer specifically authorized by him |
| iv | Gr. VII & VIII | Concerned ED / GM / Divisional Head | Concerned MD / Director / FD | GM (HR), CO |
| v | Gr. IX & X | Concerned MD / Director / FD | CH | D(HR), CO |
| vi | Board level Incumbents | - | CH | Ministry |

- i) The existing system for acknowledging the submission of Annual Property Returns in respect of Officers will be continued for Officers and Workmen for submission of declaration of Assets & Liabilities under the revised system.

4. Computerized Online System for submitting Annual Property Returns by Officer was introduced in the Company as notified vide Circular No. HAL/HR/19(2)/13 dated 12.12.2013. Officers would submit the revised Returns as per this Circular also, Online. The system is being modified and the date from which the system will be ready will be notified separately. In respect of Workmen, Divisions / Offices are advised to collect hard copies of the Returns, as introduction of the Online System for them would take some more time.

5. Divisions/Offices may take necessary action accordingly, please


 (AK Tyagi)
 General Manager (HR)

Encl: As stated

Distribution:

GM IJT-LSP / F&F / Engines / Aircraft / IMGT / Overhaul / LCA Tejas IFMD /
MMRCA / Aerospace
CoP Engines / Hawk, Aircraft / Offg. CoP Engine / Head, ASC ICTP (FW) / CoMS, BC

ED(DC), Offg. ED(ARDC), GM, MCSRDC / AERDC / CDs, ARDC / CoP, ARDC
ED (HC), ED (Barrackpore), Offg. ED (Helicopter)
GM, MRO / RWRDC, CTP(RW) / CoP, Helicopter / CoP, Barrackpore
GM, CMD / CoP (LUH), Helicopter / Offg. CoP, Helicopter

GM, AMD, Nasik / AOD, Nasik / Koraput / SED, Koraput / CoP (IJT & Services), Koraput /
CoP, AMD Nasik / Offg. CoP Engines, ED Koraput / Offg. CoMS, Nasik / Offg. CoMS, Koraput
/ AGM (D), AURDC Nasik

ED, Lucknow / GM, TAD Kanpur / Korwa / ASERDC / Hyd. / CoP IJT, Kanpur
GM SLRDC, Hyd./ CoP (M), Lucknow / Offg. CoP (I&F), Lucknow

ED(HMA) / CM(HR, PR & Trg.), HMA
ED (F) (MC), Offg. ED(F) HC, GM (F) DC, AGM(F), AC / BC

Offg. GM (HR), BC
AGM(HR), AC / DC / MC / HC
AGM (HR), Aircraft / ARDC
DGM(HR), Barrackpore / Kanpur / Koraput / Hyderabad / RWR&DC / Engines /
AMD-Nasik / Helicopter / Aerospace / Korwa
CM(HR), MRO / FMD / Lucknow / AOD-Nasik / CMD / Overhaul / F&F
SM(HR), MCSRDC / M&H
M(HR), IJT-LSP / LCA Tejas / ASC
DM(HR), AERDC / IMGT

ED (Coordination), Delhi
RM Moscow / London / Delhi / Mumbai / Vizag / Chennai
DGM (CS), Delhi

Coov to:

MD (BC) / D (D&D) / MD (HC) / MD (M) / MD (A)

Internal:

ED(Co. Secy.) / ED(Pig & Proj) / Offg. ED(CS) / CVO / GM(FIN) / GM(QA) / GM (SYA) /
GM(BD) / GM(IMM) / GM(Indgn.) / GM(JVs) / GM(HR-ER) / Offg.GM(Off Sets) / AGM (Int.
Mktg) / AGM (Proj) / AGM (FA) / AGM (QA) / AGM (IT) / AGM (MS) / AGM (TD) / DGM
(Works) / DGM (HR)-V / DGM (HR)-D / DGM (HR) - R / DGM (HR) - W-RTI / DGM (D) -
CCC / DGM (F)-M / DGM (F)-C / DGM(F)SM / DGM (OL) / DGM (S&F) / CM (FOS) / CMC /
CM (Legal) / CM (HR) ISM (HR)-FM / M (HR)-IR / VDSO

Copy to:

D (HR) / D (CP&M) / DF

SO to CH

**HINDUSTAN AERONAUTICS LIMITED
(..... DIVISION/OFFICE)**

**RETURN OF ASSETS & LIABILITIES ON FIRST APPOINTMENT OR AS ON
31ST MARCH, 20...**

1. Name of the Employee in Full :
(in block letters)
2. (a) EID No. :
- Designation :
- Grade (Officer) :
- Scale (Workman) :
- (b) Department :

Declaration:

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

Counter Signature:..... Signature :

Date : Date :

- In case of First Appointment, please:
indicate the date of Appointment

Note 1: This Return shall contain particulars of all Assets & Liabilities of the employee either in his/her own name or in the name of any other person. The Return should also 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 -

- a) The assets of which he, his spouse and his dependent children are, jointly or severally, owners or beneficiaries;
- b) His liabilities and that of his spouse and his dependent children].

Note 2: If the employee 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 earnings and are wholly dependent on the Public Servant for their livelihood (Explanation below Section 44(3) of Lokpal and Lokayuktas Act, 2013).

ANNEXURE- B TO LETTER No. HAL/HR/19(2)/PR/2014 DATED 04.09.2014

APPENDIX-II

HINDUSTAN AERONAUTICS LIMITED
(.....DIVISION/OFFICE)

FORM No. I

DETAILS OF THE EMPLOYEE, HIS/ HER SPOUSE AND DEPENDENT CHILDREN

Name : EID No. :

Department : Designation :

Grade (Officer) : Date of Joining HAL:

Scale (Workman) :

| Sl. No. | Details | 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 | | | |
| | | | | |
| | | | | |

Counter Signature :

Signature ::.....

Date :

Date :

HINDUSTAN AERONAUTICS LIMITED
(..... DIVISION/OFFICE)

FORM No. II

STATEMENT OF MOVABLE PROPERTY ON FIRST APPOINTMENT OR AS ON THE
31ST MARCH,20....

Name : **EID No.** :

Department : **Designation** :

Grade (Officer) : **Date of Joining HAL** :

Scale (Workman) :

Details of the movable assets of self, spouse and dependent children:

| 51. No. | Description | Amount in Rupees | | | | |
|------------|---|---|--------|------------------|------------------|------------------|
| | | Self | Spouse | Depend -ent 1 | Depend -ent 2 | Depend -ent 3 |
| (i) | Cash in hand | | | | | |
| (ii) | Details of deposit in Bank Accounts (FDRs, Term Deposits and all other types of Deposits including Saving Accounts), Deposits with Financial Institutions, Non-Banking Financial Companies and Co-operative Societies and the amount in each such Deposit | Name of Bank/ Financial Institution & Nature of Deposit | | | | |
| | | | | | | |
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| | | | | | | |
| | | | | | | |
| (iii) | Details of Investment in Bonds, Debentures / Shares and Units in Companies/ Mutual Funds and others | Name of Company | | | | |
| | | | | | | |
| | | | | | | |
| (iv) | Details of Investment in NSS, Postal Saving, Insurance Policies and Investment in any Financial Instruments in Post Office or Insurance Company | Nature of Investment | | | | |
| | | | | | | |
| | | | | | | |
| (v) | Details of Deposits in Provident Fund / New Pension Scheme / Pension Scheme. (Company Contribution + Individual Contribution) | Nature of Investment | | | | |
| | | | | | | |
| | | | | | | |

| Sl. No | Description | Amount in Rupees | | | | | |
|---------|---|--|--------|-------------|-------------|-------------|--|
| | | Self | Spouse | Dependent 1 | Dependent 2 | Dependent 3 | |
| (vi) | Personal Loans / Advances given to any person or entity including Firm, Company, Trust etc., and other Receivables from debtors and the amount (exceeding (a) Two months Basic Pay, where applicable. (b) Rupees One Lakh in other cases) | Name of Debtor | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| (vii) | Motor Vehicles / Aircraft / Yacht / Ship (Details of Make, Registration Number etc., year of purchase and amount) | Nature of the Vehicle, Registration No. & year of purchase | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| (viii) | Jewellery, Bullion and valuable thing(s) (give details of weight) | Gold | | | | | |
| | | Silver | | | | | |
| | | Precious Stones/Precious Metals | | | | | |
| | JEWELLERY | Gold | | | | | |
| | | Silver | | | | | |
| | | Precious Stones / Precious Metals | | | | | |
| BULLION | Gold | | | | | | |
| | Silver | | | | | | |
| | Precious Stones / Precious Metals | | | | | | |
| (ix) | Any other Assets | | | | | | |

Counter Signature:

Signature:

Date :

Date :

Note 1: Assets in joint name indicating the extent of joint ownership will also have to be given.

Note 2: In case of Deposit/Investments, the details including Amount, date of Deposit, the Scheme, Name of the Bank / Institution and Branch are to be given.

Note 3: Value of Bonds / Shares / Debentures as per Current Market Value in Stock Exchange in respect of listed Companies and Book Values in case of Unlisted Firms.

Note 4: Details including Amount is to be given separately in respect of each Investment.

Note 5: Under (ix), details of Movable Assets not covered in (i) to (viii) above valuing individually over two months Basic Pay (where applicable), or Rs. 1.00 lakh may be indicated.

HINDUSTAN AERONAUTICS LIMITED
(.....DIVISION/OFFICE)

FORM No. III

STATEMENT OF IMMOVABLE PROPERTY ON FIRST APPOINTMENT OR AS ON THE 31ST MARCH, 20.....

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

[Held by the employee, his/her spouse and dependent children]

Name :

EID No. :

Department :

Designation :

Grade (Officer) :

Date of Joining HAL :

Scale (Workman) :

| Sl. No. | Description of Property (Land/House/Flat/ Shop / Industrial etc.) | Precise location (Name of District, Division, Taluk 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 the name of the employee, state in whose name held and his/her relationship, if any to the employee | 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 below) and cost of acquisition. | Present value of 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 |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |

Counter Signature:

Signature:

Date:

Date:

Note: 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 reserving 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 in this Column irrespective of the term of the Lease, whether is is Short Term or Long Term, and periodicity of the payment of rent.

**HINDUSTAN AERONAUTICS LIMITED
(..... DIVISION/OFFICE)**

FORM No. IV

**STATEMENT OF DEBTS AND OTHER LIABILITIES ON FIRST APPOINTMENT OR AS ON
31ST MARCH, 20.....**

Name : EID No. :
Department : Designation :
Grade (Officer) : Date of Joining HAL :
Scale (Workman) :

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

Counter Signature:

Signature:

Date:

Date :

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 & 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 & Travelling Allowance), Advance from the General Provident Fund / PF and Loans on Life Insurance Policies and Fixed Deposits.

[TO BE PUBLISHED IN THE GAZETTE OF INDIA, EXTRAORDINARY, PART II, SECTION 3,
SUB-SECTION (I) OF DATED THE 14TH JULY, 2014]

GOVERNMENT OF INDIA
MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES AND PENSIONS
DEPARTMENT OF PERSONNE AND TRAINING

Notification

New Delhi, the 14th July, 2014

G.S.R. _____(E).__In exercise of the powers conferred by sub-section (1) read with clause (k) and clause (1) of sub-section (2) of section 59 of the Lokpal and Lokayuktas Act, 2013 (1 of 2014), read with section 44 and section 45 of the said Act, the Central Government hereby makes the following rules to provide for furnishing of information and annual return containing declaration of assets and liabilities by public servants and to provide for minimum value of the assets which the competent authority may exempt from furnishing such information by a public servant under section 45 of the said Act, namely.-

1. **Short title and commencement.**-(1) These rules may be called the Public Servants (Furnishing of information and Annual Return of Assets and Liabilities and the Limits for Exemption of Assets in Filing Returns) Rules, 2014.

(2) They shall come into force on the date of their publication in the Official Gazette.

2. **Definitions.** - In these rules, unless the context otherwise requires, -

(a) "Act" means the Lokpal and Lokayuktas Act, 2013 (1 of 2014);

(b) "Appendix" means an Appendix to these Rules;

(c) "annual return" means the annual return to be filed by a public servant under sub-section (4) of section 44;

(d) "declaration" means the declaration of assets and liabilities made by a public servant under sub-section (1) of section 44;

(e) "Form" means a Form specified in Appendix-II;

(f) "information" means the information required to be furnished by a public servant under sub-section (3) of section 44;

(g) "section" means the section of the Act.

3. **Manner of submission of information and annual return.**-(1) Every public servant shall make a declaration of his assets and liabilities under sub-section (1) of section 44 in the format specified in Appendix-I, along with the information required under sub-section (2), or as the case may be, sub-section (3), and the annual return under sub-section (4) of section 44 in Form I to IV specified in Appendix-II.

(2) Every public servant shall file declaration, information or return, as the case may be, regarding his assets and liabilities as on the 31st day of March every year, to the competent authority as referred to in clause (c) of sub-section (1) of section 2, on or before the 31st day of July of that year:

Provided that the public servants who have filed declarations, information and annual returns of property under the provisions of the rules applicable to such public servants shall file the revised declarations, information or as the case may be, annual returns as on the 1st day of August 2014, to the competent authority on or before the 15th day of September, 2014.

4. **Minimum value of assets which competent authority may exempt from furnishing of information;**--The competent authority may, for reasons to be recorded in writing, exempt in accordance with the proviso to section 45, a public servant from filing the information in respect of any asset, if the value of such asset does not exceed four months basic pay of the public servant or rupees two lakhs, whichever is higher.

Return of Assets and Liabilities on First Appointment or as on the 31st March, 20.....*
(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 organization)
- (b) Service to which belongs
(if applicable)

Declaration:

I hereby declare that the return enclosed namely, Forms I 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_____

- (a) The assets of which he, his spouse and his dependent children are, jointly or severally, owners or beneficiaries;
(b) 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*)

FORM No. I

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.....

FORM NO.II

Statement of movable property on first appointment or as on the 31st March, 20,...

Details of the movable assets of self, spouse and dependent children:

| Sl. No. | Description | Amount in Rupees | | | | | |
|---------|--|---|--------|-------------|-------------|-------------|--|
| | | Self | Spouse | Dependent 1 | Dependent 2 | Dependent 3 | |
| (i) | Cash in hand | | | 1 | 2 | 3 | |
| (ii) | Details of deposit in Bank accounts (FDRs, Term Deposits and all other types of deposits including saving accounts), Deposits with financial Institutions, Non-Banking financial Companies and Cooperative societies and the amount in each such deposit | Name of Bank / Financial Institutions & Nature of Deposit | | | | | |
| | | | | | | | |
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| | | | | | | | |
| | | | | | | | |
| (iii) | Details of investment in Bonds, debentures / shares and units in companies / mutual funds and others | Name of company | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| (iv) | Details of investment in NSS, Postal Saving, Insurance policies and investment in any Financial instruments in Post office or Insurance Company | Nature of investment | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| (v) | Detail of deposit in Provident Fund/New Pension Scheme | Nature of Investment | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| (vi) | Personal loans/ advance given to any person or entity including firm, company, Trust etc. and other receivables from debtors and the amount (exceeding (a) two months basic pay, where applicable. (b) Rupees one lakh in other cases) | Nature of Debtor | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| (vii) | Motor Vehicles / Aircrafts / Yachts / Ships (Details of Make, registration number etc., year of purchase and amount) | Nature of vehicle, registration no. & year of purchase | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

| | | | |
|--------|--|-------------------------------------|--|
| (viii) | Jewellery, bullion and valuable thing(s) (give details of weight) | Gold | |
| | JEWELLEY | Silver | |
| | | Precious stones/ precious metals | |
| | | Gold | |
| | Bullion | Silver | |
| | | Precious stones/precious metals | |
| | | | |
| (ix) | Any other assets | | |

Date.....

Signature

Note 1 : Assets in joint name indicating the extent of joint ownership will also have to be given.

Note 2 : In case of deposits / Investments, the details including Amount, date of deposit, the scheme, Name of the Bank/Institution and Branch are to be given.

Note 3 : Value of Bonds / Share Debentures as per current market value in Stock exchange in respect of listed companies and books values in case of unlisted firms.

Note 4 : Details including amount is to be given separately in respect of each investment.

Note 5 : Under (ix) details of movable assets not covered in (i) to (viii) above valuing individually over two months basic pay (where applicable), or Rs. 1.00 lakh may be indicated.

FORM NO.III

Statement of immovable property on first appointment or as on the 31st March, 20,...
(e.g. Lands, House, Shops, Other Buildings, etc.)

| Sl. No | Description Of property (Land/House/ Flat/ Shop/Industrial etc) | Precise Location (Name of District, Division. Taluk 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 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, 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 I below) and cost of acquisition. | Present value of the property (If exact value not known, approx value may be indicated) | Total annual income form the property | Remarks |
|--------|---|--|--|---|--------------------|---|---------------------|---|---|---------------------------------------|---------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
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Date.....

Signature

Note (I) 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 reserving 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.

FORM No. IV

Statement of Debts and Other Liabilities on first appointment or as on 31st March 20,.....

| Sl. No | Debtor (Self/ Spouse or Dependent children) | 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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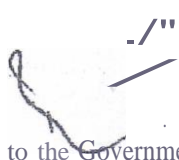
Date.....

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 I) available from the employer like advance for purchase of conveyance, house building advance, etc. (other than advances of pay and traveling allowance), advance from the GP Fund and loans on Life Insurance Policies and fixed deposits.

[F.No.407/12/2014-AVD-IV(B)]


 14/07/2014
 [P.K. DA.S]
 Joint Secretary to the Government of India