APPENDIX-I

[Rule 3(1)]

**Return of Assets and Liabilities on First Appointment or as on the 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 organisation)

 ..............................................................................................

 ...............................................................................................

 (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.

APPENDIX-II

[Rule 3(1)]

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 |  |  |  |

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 | Dependent1 | Dependent2 |
| (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 companies and Cooperative Societies and the amount in each such deposit | Name of Bank/ Financial institutions & Name 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 |
|  |  |  |  |  |
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|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| (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) | Name of Debtor |
|  |  |  |  |  |
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|  |  |  |  |  |
| (vii) | Motor Vehicles/ Aircrafts/Yachts/Ships (Details of Make, registration no. Etc., year of purchase and amount | Nature of investment |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| (viii) | Jewellery, bullion and valuable thing(s)(give details of weight)JEWELLERY\*\*\*Bullion | Gold |  |  |  |  |
| Silver |  |  |  |  |
| Precious stones/precious metals |  |  |  |  |
| Gold |  |  |  |  |
| Silver |  |  |  |  |
| Precious stones/precious metals |  |  |  |  |
| (ix) | Any other assets |  |  |  |  |

Date.................. Signature ................

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 which 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 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 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 the 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 .........................................