

The Central Civil Services (Conduct) Rules, 1964

RULE 18. MOVABLE, IMMOVABLE AND VALUABLE PROPERTY:

THE SCHEDULE

[See Rule 18 (1)]

Return of Assets and Liabilities on First Appointment on the 31st December, 19

1. Name of the Government servant in full (in block letters) *Mrs. Manita Awasthi*
2. Service to which he belongs *clerk*
3. Total length of service (in years)
 - (i) in non-gazetted rank *4 years*
 - (ii) in gazetted rank
4. Present post held and place of posting *clerk D.C. office Shimla*
5. Total annual income from all sources during the calendar year immediately preceding the 1st day of 19
6. Declaration

I hereby declare that the return enclosed namely, Forms I to V are complete, true and correct as far as the best of my knowledge and belief, in respect of information due to be furnished to me under the provision rule (1) of rule 18 of the Central Services (Conduct) Rules, 1964.

Date *3-10-2011*

Manita
Signature

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.

Note 2. If a Government servant is a member of Hindu Undivided Family with coparcenary right properties of the family either as a 'Karta' or as a member, he should indicate in the return in Form I value of his share in such property and where it is not possible to indicate the exact value of such share, approximate value. Suitable explanatory notes may be added wherever necessary.

FORM NO. 1

Statement of immovable property on first appointment as on the 31st December, 19

(1) Land (House, Shop, Other Buildings, etc.)

(2)

Sl. No.	Description of property	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	Latent interest	If no name in relation of an Government servant
1	2	3	4	5	6	
	Nil					

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 collection 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
8	9	10	11	12	
	Nil				

Date 3-10-2011

Mantg
Signature

Note (1) For purpose of Column 9, the term "lease" would mean a lease of immovable property for year or for any term exceeding one year or reserving a yearly rent. Where, however, the lease of property is obtained from a person having official dealings with the Government servant, such a lease shown in this Column irrespective of the term of the lease, whether it is short term or long term

Periodicity of the payment of rent *nil*

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 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

FORM NO. II

Statement of liquid assets on first appointment as on the 31st December, 19

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

Sl. No.	Description	Name & 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	
<i>Nil</i>	<i>—</i>	<i>—</i>	<i>—</i>	<i>—</i>	<i>—</i>	

Date *3-10-2011*

Mantg
Signature

Note 1: In column 7, particulars regarding sanctions obtained or report made in respect of the 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 the 31st December, 19

Sl. No.	Description of	Price or value at	If not in own	How acquired	Remarks
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Items	the time of acquisition and/or the total payments made upto the date of return, as the case may be, in case of articles purchased on hire purchase or instalment basis	name, name and address of the person in whose name and his/her relationship with the Government servant	with approximate date of acquisition		
1	2	3	4	5	6

Date 3-10-2011

Mamta
Signature

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

Note 2: In column 5, may be indicated whether the property was acquired by purchase, inheritance otherwise.

Note 3: In column 6, particulars regarding sanction obtained or report made in respect of various items may be given.

FORM NO. IV

Statement of Provident Fund and Life Insurance Policy on First Appointment as on the 31 December, 19 .

Sl. No.	Policy No. and date of policy	Name of Insurance Company	Sum insured 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	Total	Rema there dispa regar closir balan figur at or the Gove serva shoul be

									ment in column
1	2	3	4	5	6	7	8	9	

Date

Signature

FORM NO. V

Statement of Debts and Other Liabilities on First Appointment as on 31st December, 19

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

Date

Signature

Note 1. Individual items of loans not exceeding three months emoluments or Rs. 1,000 whichever is less, are not to be included.

Note 2. In column 6, information regarding permission, if any, obtained from or report made to the 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 servant, advance for purchase of conveyance, house building advance, etc. (other than advances of pay and allowance), advance from the GP Fund and loans on Life Insurance Policies and fixed deposits.

[Cab. Sectt. DPSAR O.M. No. 25/1965-Ests. (A) dated 6th January, 1973]