

No.25/7/65-Ests(A)  
Government of India.  
Cabinet Secretariat  
Department of Personnel

New Delhi, the 6<sup>th</sup> January, 1973.

O R D E R

S.O..... In pursuance of sub-rule (1) of rule 18 of the Central Civil Services (Conduct) Rules, 1964, read with Note III thereto, the Central Government hereby -

(a) prescribes the forms specified in the Schedule to this Order, as the forms in which the return referred to in the said rule shall be submitted by -

(i) every Government servant, on his first appointment after the date of issue of this Order to any service or post, and

(ii) every Government servant who is in service on the date of issue of this order;

(b) directs that -

(i) the first return in respect of a Government servant on his first appointment to any service or post shall be as on the date of such appointment and shall be submitted within three months from that date and every such return, after the first, shall be submitted as on, and by, the date specified in clause (c) in respect of returns after the first return, provided that if the interval between the date of submission of the first return and the date on which a subsequent return is due is less than six months, the latter return need not be submitted;

(ii) the first return in respect of every Government servant who is in service on the date of issue of this order, shall be as on the 31st December, 1972 and specifies the 31st day of March, 1973, as the date on or before which such return shall be submitted;

(c) further directs that every Government servant shall submit such returns, after the first, at an interval of five years, on or before the 31st day of March of the year immediately following the year

/of the year

to which the return relates and every such return shall be as on the 31st day of December/immediately preceding the said 31st day of March; and

- (d) also directs that every such return shall be handled as secret document and the provisions of rule 11 of the Central Civil Services (Conduct) Rules, 1964, shall, as far as may be, apply thereto.

  
(P.S. Venkateswaran)

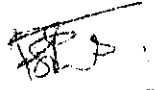
Under Secretary to the Government of India

No.25/7/65-Ests(A)

Dated the 6<sup>th</sup> January, 1973.

Copy forwarded for information and necessary action to :-

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6. All Union Territory Administrations.
7. All Attached and Subordinate Offices of the Department of Personnel and the Ministry of Home Affairs.
8. All Officers and Sections in the Department of Personnel and the Ministry of Home Affairs.

  
(P.S. Venkateswaran)

Under Secretary to the Government of India.

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FORM No. I

STATEMENT OF IMMOVABLE PROPERTY ON FIRST APPOINTMENT/AS ON THE 31ST DECEMBER 19 .  
(e.g. Lands, House, Shops, Other Buildings, etc.)

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)	Extent of Interest	If not in own name, in whose name held, and his/her relationship, if any, to the Govt. 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 Govt. 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 \_\_\_\_\_

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 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.

(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.
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FORM No. III

STATEMENT OF MOVABLE PROPERTY ON FIRST APPOINTMENT/AS ON THE 31ST DECEMBER,

S.No.	Description of items	Price or value at 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.	If not in own name, name and address of the person in whose name and his/her relationship with the Government servant	How acquired with approximate date of acquisition.	Remarks
1.	2.	3.	4.	5.	6.

Date \_\_\_\_\_

Signature \_\_\_\_\_

- 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, the value of which individually exceeds Rs.1000/-; (d) value of items of 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, 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. II

STATEMENT OF LIQUID ASSETS ON FIRST APPOINTMENT/AS ON THE 31ST DECEMBER, 19 .

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

S.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 \_\_\_\_\_

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. IV

STATEMENT OF PROVIDENT FUND AND LIFE INSURANCE POLICY ON FIRST APPOINTMENT/AS ON THE  
31ST DECEMBER, 19 .

S.NO.	Insurance Policies				Provident Funds		Remarks (if there is dispute regarding closing balance the figures according to the Government servant should also be mentioned in this column.)		
	Policy No. and date of policy	Name of Insurance Company	Sum insured/ date of maturity	Amount of annual premium	Type of Funds/ G.P.F./ C.P.F. account No.	Closing balance as last reported by the Audit/Accounts Officer along with date of such balance		Contribu- Total tions made subsequently	
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.

Date \_\_\_\_\_

Signature \_\_\_\_\_

FORM No.V

STATEMENT OF DEBTS AND OTHER LIABILITIES ON FIRST APPOINTMENT/AS ON THE 31ST DECEMBER, 19 .

<u>S.No.</u>	<u>Amount</u>	<u>Name and Address of Creditor</u>	<u>Date of incurring Liability</u>	<u>Details of Transaction</u>	<u>Remarks</u>
<u>1.</u>	<u>2.</u>	<u>3.</u>	<u>4.</u>	<u>5.</u>	<u>6.</u>

Date -----

Signature \_\_\_\_\_

- Note 1. Individual items of loans not exceeding three months emoluments or Rs.1000/- 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 G.P. Fund, and loans on Life Insurance Policies and fixed deposits.

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The Schedule

See Rule 18(1)

RETURN OF ASSETS AND LIABILITIES ON FIRST APPOINTMENT/AS ON THE 31ST DECEMBER, 19 .

1. Name of the Government servant in full (in block letters) \_\_\_\_\_
2. Service to which he belongs \_\_\_\_\_
3. Total length of service upto date \_\_\_\_\_  
(i) in Non-gazetted rank \_\_\_\_\_  
(ii) in Gazetted 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, 19 . \_\_\_\_\_

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 Civil Services (Conduct) Rules, 1964.

Date \_\_\_\_\_

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 rights in the properties of the family either as a 'Karta' or as a member, he should indicate in the return in Form No. I 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.