

YEAR-2018-2019

RETURN OF ASSETS AND LIABILITIES

- 1 (a) Name of the Government employee :
In full (in block letters)
- (b) Father's Name :
- 2 Service to which he/she belongs :
- 3 Total length of service up to date :
(i) in Non-Gazetted rank :
(ii) in Gazetted rank :
- 4 Present post held and place posting :
- 5 Total annual income from all sources :
During the calendar year immediately
Preceding the 31st March, 2019
- 6 Declaration :- I hereby declare that the return enclosed namely, form 1 is complete, true and correct as on 31 March, 2019, 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 Punjab Government Employees (Conduct), Rules, 1966.

Dated

Signature _____

Designation: _____

* Strike off whichever is not applicable

Note 1 The return shall contain particulars of all assets and liabilities of the Government employee, either in his own name or in the name of any other dependent person.

Note 2 If a Government 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/she should indicate in the return in Form No. 1 the value of his/her 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, whenever necessary.

Certified that there is no movable property in my name and as well as in the name of my wife.

Form 1

Year 2018-2019

STATEMENT OF IMMOVABLE PROPERTY (e.g. Lands, House, Shops, Other Buildings etc)

Sr. No	Description of property	Precise Location (Name of District Division, Taluk and Village, Town, City in which the property is situated and also its distinctive number etc).	Area of land (in case of land & 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 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 & connection of the Govt. employee, if any with the person/persons concerned) Please see Note 1 below)	Value of the Property See not-2 below)	Particulars of sanction of prescribed authority, If any	Total annual income from the property	Remarks
1.												
2.												
3.												
4.												
5.												

Date:

Signature

- Note (1) For purpose of Column 9 the term "lease" would mean a lease of immovable property from year to years 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 Govt. employee, 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 shows:-
- (d) Where the property has been acquired by purchase, mortgagee or lease, the price or premium paid for such acquisition.
 - (e) Where it has been acquired by lease, the total annual rent thereof also, and
 - (f) Where the acquisition is by inheritance, gift or exchange, the approximate value of the property so acquired.

FORM 11
STATEMENT OF LIQUID ASSETS

Sr No.	Description	Name & Address of Company, Bank etc	Amount	If not in own name, name and address o person in whose name held and his/her relationship with the Government employee	Annual Income derived	Remarks
1	2	3	4	5	6	7
1.						
2.						
3.						
4.						

Signature

Date: _____

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

2. The term " emoluments" means the pay and allowances received by the Government employee.

FORM 111
STATEMENT OF MOVABLE PROPERTY

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

Signature

Date:

- Notes: 1. In this Form information may be given regarding items like (a) jewellery owned by him/her (total value), (b) silver and other precious metals and precious stones owned by him/her not forming, part of jewelery (total value) (c) (i) Motor Cars, (ii) Scooters/ Motor cycle, (iii) Refrigerator/Air conditioners, (iv) Radios/ radiograms/ television sets and any other articles, if the actual cost of such transaction exceeds one month's gross salary of such employees (d) value of items of movable property individually articles of daily use such as clothes, utensils, books, crockery etc added together as lump sum.
2. In column 5 may be indicated whether the property was acquired by purchase, inheritance, gift or otherwise.

3. In column 6 particulars regarding sanction obtained or report made in respect of various transactions may be given.

FORM 1V

Statement of provident fund and life insurance policy

Insurance Policy					Provident Funds				
Sr 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 Account No	Closing balance as reported by the Audit/Accounts officer along with date of such balance	Contributions made subsequently	Total	Remarks (if there is dispute regarding closing balance the figures according to the Government employees should also be mentioned in this column)
1	2	3	4	5	6	7	8	9	10
1									
2									
3									

Date:

Signature

FORM V

STATEMENT OF DEBTS AND OTHER LIABILITIES

Sr No.	Amount	Name and Address of Creditor	Date of incurring Liabilities	Detail of Transaction	Remarks
1	2	3	4	5	6

Date:

Signature

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

