

APPENDIX –I [RULE 3(1)]
Return Of Assets And Liabilities on First Appointment or as on the 31st March, 20____
(Under Rule 44 of the Lokpal and Lokayukta Act 2013)

1	Name of the public servant in full (in block letters)	
2 (a)	Present public position held (designation, name and address of the organization)	
2(b)	Service to which belongs (if applicable)	Indian Audit & Accounts Department

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 Lokayukta Act, 2013.

Date:.....

Signature:.....

In case of first appointment please indicate the date of appointment	
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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 Lokayukta 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 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 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 Lokayukta 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.....•

(Use separate sheets for self, spouse and each dependent child.)

Name of public servant/spouse/dependent child-

Sl.No	Description	Remarks if
(i) *	Cash and bank balance:	
(ii)*	Insurance (premia paid)	
	Fixed /Recurring Deposit(s) :	
	Shares/Bonds :	
	Mutual Fund(s):	
	Pension Scheme/Provident Fund -	
	Other investments, if any :	
(iii)	Personal loans/advance given to any person or entity including firm company trust etc., and other receivables from debtors and the amount (Exceeding two months basic pay or Rupees one lakh as the case may be)	
(iv)	Motor Vehicles (Details of Make, registration number, year Of purchase and amount paid): -	
(v)	Jewellery [Give details of approximate weight (plus or minus 10'gms. in respect of gold and precious stones; plus or minus 100 gms, in respect of silver).]	
	Gold:	
	Silver:	
	Precious metals and precious stones: -	
	Composite items: (indicate approximate value)***	
(vi)	Any other assets [Give details of movable assets not covered in (i) to (v) above] (a) Furniture (b) Fixtures (c) Antiques , (d) Paintings (e) Electronic equipments (f) Others (Indicate the details of an asset, only if the total Current value of any particular asset in any particular category (e.g. furniture, fixtures, electronic equipments, etc.) exceeds two months' basic pay or Rs. 1.00 lakh; as the case may be.)	

Date

Signature... :....,

*Details of deposits in the foreign Bank(s) to be given separately.

**Investments above Rs. 2 lakhs to be reported individually. Investments below Rs. 2lakhs may be reported together.

***Value indicated in the first return need not be revised in subsequent returns as long as no new composite item had been acquired or no existing items had been disposed of, during the relevant year.";

FORM NO III

Statement of immovable property on first appointment or as on _____ (e.g., lands, house, shops, other buildings etc.)
 [Held by Public servant, his/her spouse and dependent children]

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 no. etc)	Area of land (in case of land and building)	Nature of land in case of landed property	Extent of interest	If not in the name of Public Servant, state in whose name held and his/her relationship, if any to the public servant	Date of acquisition	How acquired	Present value of the property (if exact value is not known, approximate value may be indicated)	Total annual income from property	Remarks
1	2	3	4	5	6	7	8	9	10	11	12

Date:

Signature:

Note 1: For purpose of Column 9, "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 IV

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

Sl. No.	Debtor (Self/ Spouse or dependent children)	Name and address of Creditor	Nature of Debt/Liability and amount	Remarks
1	2	3	4	5

Date ...

Signature.....

Note I: 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 include various loans and advances (exceeding the value in Note 1) taken from banks, companies, financial institutions, Central/State Government and from individuals.' .

[F. No. 407112/2014-AVD-IV(B)]

JISHNU BARUA, Jt. Secy.

Note.-The principal rules were published in the Gazette of India, Extraordinary, vide notification number G.S.R.

501(E), dated the 14th July, 2014 and amended vide notification No. G.S.R. 638(E) published in the Gazette of India, Extraordinary, dated 8th September, 2014.