

FORM NO.1

**STATEMENT OF IMMOVABLE PROPERTY ON FIRST APPOINTMENT TO SERVICE
AS ON 31ST DECEMBER, 20**

(E.g. Lands, house, Shops & Other Buildings etc.)

Sl. No.	DESCRIPTION OF PROPERTY	PRECISE LOCATION	AREA OF LAND (IN CASE OF HOME STEAD, SPECIFY THE NATURE OF DWELLING HOUSE)	NATURE OF LAND (IN CASE OF LANDED PROPERTY)	EXTENT OF INTEREST	IF NOT IN OWN NAME IN WHOSE NAME	DATE OF ACQUISITION	HOW ACQUIRED	VALUE OF THE PROPERTY	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.....

(PLEASE SEE NOTES OVERLEAF)

Signature.....

Note: -

- (1) For purpose of column 9 the terms 'Lease' would mean in lease of immovable property from year to year or for any term exceeding one year or reserving a yearly rest. Where, however, the lease of immovable property is obtained from a person having official dealing with the Government servant, such a lease should be shown in this column irrespective of the terms of the lease, whether it is short terms or long terms, and the periodicity of the payment of rent.
- (2) In column 10 should be seen, (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 annual rent thereof also and (c) Where the acquisition is by inheritance, gift or exchange, the approximate value of the property so acquired.
- (3) In column 3, name of District, Division, Mouja in which the property is situated is to be given.
- (4) In column 7, name and particulars of the person in whose name the property is held and relationship of such person with. Employee should be mentioned (in case not held in Govt. servant's own name).
- (5) In column 9 the mode of acquisition, viz by purchase, mortgage, lease, inheritance, gift or otherwise and same with details of person/persons from whom acquired (address and connection of the Govt. servant, if any with the person/persons considered) I to be furnished.
- (6) Please attach extra paper, if necessary for explanatory notes.

FORM NO.II

STATEMENT OF LIQUID ASSETS ON FIRST APPOINTMENT TO SERVICE
AS ON 31ST DECEMBER, _____

SL. NO.	DESCRIPTION	NAME & ADDRESS OF COMPANY, BANK ETC.	AMOUNT	IF NOT IN OWN NAME IN WHOSE NAME	ANNUAL INCOME DERIVED	REMARKS
1	2	3	4	5	6	7

Date.....

Signature.....

(PLEASE SEE NOTES OVERLEAF)

Note: -

- (1) In this statements particulars are to be furnished in respect of (i) Cash and Bank balances exceeding 3(three) months emoluments. (ii) Deposits loans advances and investments (such) as shares, securities debentures etc.)
- (2) In column 7, particulars regarding sanctions obtained or report made in respect of the various transactions may be give.
- (3) The term 'emoluments' means the pay and allowances received by the Government servant.
- (4) In column 5, name and particulars of the person in whose name the property has been acquired and his / her relationship with the Government employee should be given (in case not purchased in Government servant's own name)

Note:-

- (1) (i) In this form information may be given regarding item like (a) Jewellers owned by him (local Value) (b) silver and other precious stones and precious stones owned by him not forming part of jewelers (total value) (c) Motor cars (ii) Scoters Motor cycles (iii) Air conditioners and any other articles the value of which individually (Rs. 10,000.00) in case of a Govt. employee holding any Group-A or Group-B post and Rs.5,000.00 in case of a Govt. employee holding any Group-C or Group-D.
- (2) In column 5 may be indicated whether the property was acquired by purchase inheritance, gift or otherwise.
- (3) In column 6 particular regarding sanction obtained or report made in respect of various transactions may be given.
- (4) The total amount paid up to the date of return and / or the total payments made up to the date of return as the case may be, in case of articles if purchased is made on installments basis.
- (5) (4) In column 4, name and particulars of the person in whose name the property has been acquired and his / her relationship with the Government employee has to be mentioned (in case not acquired in Government servants own name).

FORM NO.IV

STATEMENT OF PROVIDENT FUND AND LIFE INSURANCE POLICY AS ON FIRST APPOINTMENT OF SERVICE

AS ON 31ST DECEMBER, 20.....

INSURANCE POLICIES ::

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 ACCOUNT NO.	CLOSING BALANCE AS LAST REPORTED BY THE AUDIT.		CONTRIBUTION MADE SUBSEQUENTLY	TOTAL (COL.8,9)	REMARKS.
						DATE	AMOUNT			
1	2	3	4	5	6	7	8	9	10	11

Date

Signature

(PLEASE SEE NOTES OVERLEAF)

Note:-

If there is dispute regarding closing balance of P.F., the figures according to the Government servant should also be mentioned in column II

FORM NO.V

STATEMENT OF DEBTS AND OTHER LIABILITIES ON FIRST APPOINTMENT TO SERVICE

AS ON 31ST DECEMBER, 20.....

SL. NO.	AMOUNT	NAME OF CREDITOR	DATE OF INCURRING LIABILITY	DETAILS OF TRANSACTION	REMARKS
1	2	3	4	5	6

Date.....

Signature.....

(PLEASE SEE NOTES OVERLEAF)

Note :-

- (1) Individual items of loans outstanding three months emoluments of Rs. 100.00 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 terms 'emoluments' mean pay and allowances received by the Government Servants.
- (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 advance of pay and traveling allowance) advances from the G.P. Fund and loans on life Insurance policies and fixed deposits.

THE SCHEDULE-II

ANNUAL RETURN ON IMMOVABLE PROPERTY
AS ON 31ST DECEMBER,

(See Rule-18 of the Tripura Civil Services (Conduct) Rules, 1988)

01 NAME OF THE GOVERNMENT EMPLOYEE
IN FULL (IN BLOCK LETTERS) ::

02 SERVICE TO WHICH HE BELONGS ::

03 TOTAL LENGTH OF SERVICE ::

04 PRESENT POST HELD ::

05 PLACE OF POSTING ::

06 TOTAL ANNUAL INCOME FROM ALL
SOURCES DURING THE CALENDAR YEAR
IMMEDIATELY PRECEDING THE 1ST DAY
OF JANUARY, _____ TO 31.12. ::

07. DECLARATION ::

*I hereby declare that the return enclosed namely, form No. VI is 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 provision of
Rule-18 of the Tripura Civil Service (Conduct) Rules, 1988.*

Dated.....

SIGNATURE OF THE INCUMBENT

STATEMENT OF ANNUAL RETURN ON IMMOVABLE PROPERTY FOR THE YEAR _____ AS ON ____ / ____ / ____

1. Name of Officer (in full): _____

2. Service to which the Officer belongs: _____

3. Cadre & Batch: _____

4. Present Pay: _____

(1) Name of District, Sub-Division, Taluk & Village or City in which property is situated (full location & postal address)	(2) Name & Details of Property, Housings, Lands and Other Buildings	(3) Cost of construction/Acquirement (and year when purchased) including of land in case of house	(4) Present Value *	(5) If not in own name, state in whose name held & his/her relationship to the Govt. Servant	(6) How acquired, whether by purchase, lease **, mortgage, inheritance, gift or otherwise with date of acquisition & name with details of person(s) from whom acquired.	(7) Annual Income from property	(8) Remarks

Signature: _____
 Name: _____
 Designation: _____
 Date: _____

Note: Please read the notes overleaf before filling up the form.

NOTES:-

- 1) * In case where it is not possible to assess the value accurately, the approximate value in relation to present conditions may be indicated.
- 2) ** Includes short term leases also.
- 3) The declaration form is required to be filled in and submitted by every member of Group-A, B & C services under relevant provisions of Conduct Rules and the first appointment to the Service and thereafter, at the interval of every twelve months, giving particulars of all immovable property owned, acquired or inherited by him or held by him on lease or mortgage, either in his own name or in the name of any member of his family or in the name of any other person dependent on Government Servant.
- 4) The wording 'No Change or No Addition or As in previous year' may be avoided and all details filled up.