

PROPERTY RETURN FORMS FOR CLASS-I & II EMPLOYEES

FORM-A

Return of assets and Liabilities and Declaration

1	a	Name of the govt. employee in full (with code no.)					
	b	Father's name					
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 with place of posting						
5	Total annual income from all sources during calendar						
	year immediately preceeding	31	_	3	_	20	10
6	Declaration :-						
	<p>I hereby declare that the return enclosed, namey, form 1 to form 5 are complete, true & correct as on 31-03-2012 to the best of my knowledge & belief, in respect of information due to be furnished by me under the provisions of sub-rule of Rule 18 of the Punjab Govt. Employees (Conduct) rules 1966.</p>						
	FILL LIGHT SHADED CELLS ONLY				Signature		
					NAME		
	Dated			Designation			
7	Strike off which ever not applicable						
	i	This return shall contain particulars of all assets & liabilities of govt. employee either on his/her name or in the name of any other person.				<input checked="" type="checkbox"/>	
	ii	If a govt. employee is a member of HUF with co-forecentry rights in the property of family either as KARTA or as a member, he/she should indicate in the return in Form 1 the value of his/her share in such proprty, where it is not possible to indicate the exact value of such share, the approximate value with explanatory note should be added wherever necessary.				<input checked="" type="checkbox"/>	

FORM 1									YEAR			
STATEMENT OF IMMOVABLE PROPERTY (E.G. LAND,HOUSE,SHOPS,OTHER BUILDINGS ETC.)												
S.No.	Description of property	Precise Location(Name of Distt.,division, village in which property is situated & its distinctive no. etc.)	Area of land(in case of land/building etc.)	Nature of land (in case of landed property)	Extent of interest	If not on own name,state in whose name held & his relation with govt. employee	Date of acquisition	How acquired(by purchase,mortgage, lease,inherited,gift otherwise name of person from whom acquired & his relation with govt. employee	Value of property	Particulars of sanction of prescribed authority if any	Total annual income from property	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13
i												
ii												
iii												
iv												
v												
<p>NOTE>> IN COLUMN 9, 'LEASE' MEANS AN IMMOVABLE PROPERTY TAKEN FOR A TERM OF MORE THAN ONE YEAR OR RESERVING AT YEARLY RENT, THIS LEASE SHOULD BE SHOWN IN THIS COLUMN IRRESPECT OF ITS TERM & PERIODICITY OF RENT PAYMENT.</p> <p>NOTE>> IN COLUMN 10,IF PROPERTY ACQUIRED BY PURCHASE,MORTGAGE OF LEASE,THE PRICE OR PREMIUM PAID FOR SUCH ACQUISITION,IF BY LEASE THEN FILL TOTAL ANNUAL RENT BUT IF IT IS BY INHERITANCE/GIFT/EXCHANGE THEN APPROX. VALUE OF PROPERTY.</p>												
									Signatures			

FORM 2

STATEMENT OF LIQUID ASSETS

YEAR

1 *Cash & bank balance exceeding 3 months emoluments (Pay & allowances) received.*

2 *Deposits, loan advance & investments such as shares, securities, debentures, mutual funds etc.*

S.No.	Description	Name & address of Company, Bank etc.	Amount (Rs.)	If not in own name, Name & address of person in whose name held & his/her relation with Govt. employee	Annual income derived	Remarks
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Signatures

FORM 3

STATEMENT OF MOVABLE PROPERTY						YEAR	
S. No.	Description	<i>Price/Value at the time of acquisition &/or total payment made upto date of acquisition, as the case may be, in case of articles purchased on hire-purchase of instalments, basis</i>	<i>If not in own name, Name & address of person in whose name held & his/her relation with Govt.</i>	How acquired	Approx. date of acquisition	Remarks	
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NOTE>>

GIVE INFORMATION OF GOLD, SILVER, PRECIOUS STONES, MOTOR CAR, BIKES, REFRIGERATOR, T.V., A.C., CLOTHES, UTENSILS, BOOKS, CROCKERY ETC.

Signatures

FORM 4

STATEMENT OF DEBITS/LIABILITIES

YEAR

S.No.	Amount	Name & address of creditor	Name of incurring liability	Details of transaction	Remarks
<i>a</i>	<i>b</i>	<i>c</i>	<i>d</i>	<i>e</i>	<i>f</i>
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NOTE>>>

STATEMENT SHOULD ALSO INCLUDE VARIOUS LOANS & ADVANCES AVAILABLE TO GOVT. EMPLOYEE E.G. LOAN FOR CONVEYANCE, HBA ETC. (OTHER THAN ADVANCES OF PAY & T.A.), ADVANCE FROM GPF & LOAN AGAINST LIC POLICIES & F.DS.

Signatures

FORM 5

STATEMENT OF LIFE INSURANCE POLICIES

YEAR

S. No.	Policy no.& date	Name of insurance company	Sum assured & date of maturity	Amount of annual premium	Type of fund e.g. GPF/PPF a/c no. & contribution made subsequently	Closing balance as last report by audit/accounts officer with date of such balance	Remarks
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					<i>Signatures</i>		