

SCHEDULE I

(See Rule 7 (3))

Return of Assets and Liabilities held by Government Servants.

1. Name of the Government servant in full (in block letters)
2. Service to which he belongs
3. Total length of service up-to-date
 - (i) deleted
 - (ii) deleted
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 20 .
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 (3) of rule 7 of the Tamil Nadu Government Servants' Conduct Rules.1973.

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 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.1 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.

G.O.Ms.No.158, P&AR(A) Department, dated.06.11.2009.

Form No. I

Statement of immovable property held by Government Servants. (e.g. Lands, House, Shops, Other Buildings, etc.)

Serial Number	Description of property	Precise location (Name of District, Division, Taluk and Village in which property is situated and also its distinctive number, etc)	Area of land (case of land and 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 Servant.	Date of acquisition	How acquired (whether by purchase, mortgage, lease, inheritance, gift or otherwise) and name with details of persons/person from whom acquired. address and connection of the Government servant, if any, with the person/persons concerned (Please see note 1 below)	Value of the property (see Note below)	Sources of Income	Details of payments	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)	(14)	(15)

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 movable 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.

Form No.II

Statement of liquid assets held by Government Servants.

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

Serial Number	Description	Name and address of company, bank, etc.	Amount Rs.	If not in own name, name and address of person in whose name held and his/her relationship with the Government Servant	Sources of Income	Details of payments	Annual Income derived Rs.	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

Date:

Signature.

- Note (1) In column (9) particulars regarding sanctions obtained or report made in respect of the various transactions may be given.
- (2) The column "emoluments" means the pay and allowances received by the Government Servants.

Form No.III

Statement of movable property held by Government Servants.

Serial Number	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 the case of articles purchased on hire purchase or installment basis	If not, in own name, name and address of the persons in whose name and his/her relationship with the Government Servant.	Sources of Income	Details of payments	How acquired with approximate date of acquisition	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

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/radiogram/ television sets and any other articles, the value of which individually exceeds Rs.1,000; (d) value of items of movable property individually worth less than Rs.1,000 other than articles of daily use such as cloths, utensils, books, crockery etc. added together as lumpsum.

(Substituted vide G.O.Ms.No.39, Personnel and Administrative Reforms (A)
Department , dated 09.03.2010)

Note: (2) In column (5), may be indicated whether the property was acquired by purchase, inheritance, gift or otherwise.

Note: (3) In column (8), particulars regarding sanction obtained or report made in respect of various transactions may be given.

Form No.IV

Statement of Provident Fund and Life Insurance Policy held by Government Servants.

Serial Number	Policy Number and date of policy	Name of Insurance company	Sum insured/at of maturity	Amount of annual premium	Sources of income	Details of payments	Type of Provident Fund/GPF/GPF Account Number	Closing balance as last reported by the Audit/Accounts Officers along with date of such balance	Contributions made subsequently	Total	Remarks (if there is dispute regarding closing balance the figures according to the Government Servant should also be mentioned in the column.
(1)	2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)

Date:

Signature.

Form No.V

Statement of debts and other liabilities of the Government Servants.

Serial Number	Amount Rs.	Name and address of creditor	Date of incurring liability	Details of transaction	Sources of income	Details of payments	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

Date:

Signature.

Note (1) Individual items of loans not exceeding three months emoluments of Rs.1,000 whichever is less need not be included.

Note (2) In column (8) 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 General Provident Fund, and loans on Life Insurance Policies and fixed deposits).