**Declaration of Assets and Liabilities**

**Year**

I,……………………………………………………., son/daughter/wife of …...………………………………,

aged……………………………….. years, belonging to ……………………………………..................... service and presently working as …………………………………………………................................. give herein below the details of the assets (immovable, movable, bank balance, etc.) of myself, my spouse and dependants\*:

**A. Details of movable assets**

(Assets in joint name indicating the extent of joint ownership will also have to be given)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sr. No.** | **Description** | **Self** | **Spouse**  **Name(S)** | **Dependant-1**  **Name** | **Dependant-2**  **Name** | **Dependant-3**  **Etc. Name** |
| (i) | Cash |  |  |  |  |  |
| (ii) | Deposits in Banks, Financial Institutions And Non-Banking Financial Companies |  |  |  |  |  |
| (iii) | Bonds, Debentures and Shares in companies |  |  |  |  |  |
| (iv) | Other financial institutions, NSS, Postal Savings, LIC Policies, etc |  |  |  |  |  |
| (v) | Motor Vehicles  (details of make, etc.) |  |  |  |  |  |
| (vi) | Jewellery (give details of weight and value) |  |  |  |  |  |
| (vii) | Other assets, such as values of claims / interests |  |  |  |  |  |

Note: Value of Bonds / shares / Debentures as per the latest market value in Stock Exchange in respect of listed companies and as per books in the case of non listed companies should be given.

\* Dependant here means a person substantially dependent on the income of the employee.

**B. Details of Immovable assets**

[Note: Properties in joint ownership indicating the extent of joint ownership will also have to be indicated]

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sr. No.** | **Description** | **Self** | **Spouse**  **Name(S)** | **Dependant-1**  **Name** | **Dependant-2**  **Name** | **Dependant-3**  **Etc. Name** |
| (i) | Agricultural Land  - Location(s)  - Survey number(s)  - Extent (Total measurement)  -Current market value |  |  |  |  |  |
| (ii) | Non-Agricultural Land  - Location(s)  - Survey number(s)  - Extent (Total measurement)  -Current market value |  |  |  |  |  |
| (iii) | Buildings (Commercial and residential)  Location(s)  - Survey /door number(s)  - Extent (Total measurement)  - Current market value |  |  |  |  |  |
| (iv) | Houses / Apartments, etc.  - Location(s)  - Survey /door number(s)  - Extent (Total measurement)  - Current market value |  |  |  |  |  |
| (v) | Others (such as interest in property) |  |  |  |  |  |

(2) I give herein below the details of my liabilities / overdues to public financial institutions and government dues:-

[Note : Please give separate details for each item)

|  |  |  |  |
| --- | --- | --- | --- |
| **Sr. No.** | **Description** | **Name & address of Bank / Financial Institutions(s) / Department (s)** | **Amount outstanding as on …………………..** |
| (a) | (i) Loans from Banks |  |  |
|  | (ii) Loans from financial institutions |  |  |
| (iii) Government Dues:  (a) dues to departments dealing with government accommodation |  |  |
| (b) dues to departments dealing with supply of water |  |  |
| (c) dues to departments dealing with supply of electricity |  |  |
| (d) dues to departments dealing with telephones |  |  |
| (e) dues to departments dealing with government transport (including aircraft and helicopters) |  |  |
| (f) Other dues, if any |  |  |
| (b) | (i) Income Tax including surcharge [Also indicate the assessment year upto which Income Tax Return filed. Give also Permanent Account Number (PAN)] |  |  |
| (ii) Wealth Tax [Also indicate the assessment year upto which Wealth Tax return filed.] |  |  |
| (iii) Sales Tax [Only in case of proprietary business] |  |  |
| (iv) Property Tax |  |  |

**C. Personal Detail**

|  |
| --- |
|  |

GPF/CPF/PRAN No. :-

Gender :- (M/F)

Date of Birth :-

(DD/MM/YYYY)

Class/Group :- :-

(A/B/C)

Cadre :-

(Full Name e.g. B.A.S.-Bihar Administrative Service,

B.S.S.- Bihar Secretariat Service etc.)

Home District :-

**I hereby declare that the above details are true to the best of my knowledge and belief.**

Signature ..................................................

Name of Employee: ....................................

Place:....................... Designation:............................................... Date:....................... Department:..............................................

**Note: Please sign each page of the declaration. Asset declaration form must be in A4 size white paper with computer typed (single side) in prescribed format.**