



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
SECTOR-16C, DWARKA, NEW DELHI-110075

Statement of immovable property on first appointment as on the 31st December, 20.... (e.g., Lands, House, Shops, Other Buildings, etc.).

S. N.	Description of Property	Precise location (Name of District, Division, Taluk and Village in which the property is situated and also its distinctive number, etc.)	Area of land (in 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
1.	2.	3.	4.	5.	6.	7.

Date of acquisition	How acquired (whether by purchase, mortgage, lease, inheritance, gift or otherwise) and name with details of person/persons 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 2 below)	Particulars of sanction of prescribed authority, if any	Total Annual income from the property	Remarks
8.	9.	10.	11.	12.	13.

Date :

Signature : _____

Name of employee : _____

Designation & Employee Code: _____

Branch/School : _____

Mobile No. : _____

E-mail : _____

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 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.
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 ;
 - (c) Where the acquisition is by inheritance, gift or exchange, the approximate value of the property so acquired.



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Statement of liquid assets on first appointment as on the 31st December, 20....

1. Cash and Bank balance exceeding 3 months' emoluments.
2. Deposits, loans advances and investments (such as shares, securities, debentures etc.).

S. N.	Description	Name and address of Company, Bank, etc.	Amount	If not in own name, name and address of person in whose name held and his/her relationship with the Government servant	Annual Income derived	Remarks
1.	2.	3.	4.	5.	6.	7.

Date : _____

Signature : _____

Name of employee : _____

Designation & Employee Code: _____

Branch/School : _____

Mobile No. : _____

E-mail : _____

NOTE : -

1. In column 7, particulars regarding sanctions obtained or report made in respect of various transactions may be given.
2. The term, "emoluments" means the pay and allowances received by the Government servant.



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Statement of movable property on first appointment as on the 31st December, 20....

S. N.	Description of items	Price or value at the time of acquisition and/or the total payments made up to the date of return, as the case may be in case of articles purchased on hire purchase or installment basis	If not in own name, name and address of the person in whose name and his/her relationship with the Government servant	How acquired with approximate date or acquisition	Remarks
1.	2.	3.	4.	5.	6.

Date : _____

Signature : _____

Name of employee : _____

Designation & Employee Code: _____

Branch/School : _____

Mobile No. : _____

E-mail : _____

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/radiograms/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 clothes, utensils, books, crockery, etc., added together as lumpsum.
2. In column 5, may be indicated whether the property was acquired by purchase, inheritance, gift or otherwise.
3. In column 6, particulars regarding sanction obtained or report made in respect of various transactions may be given.



**GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
SECTOR-16C, DWARKA, NEW DELHI-110075**

Statement of Provident Fund and Life Insurance Policy on first appointment as on the 31st December, 20....

Insurance Policies				
S. N.	Policy No. and date of policy	Name of Insurance Company	Sum insured/date of maturity	Amount of annual premium
1.	2.	3.	4.	5.

Provident Funds				
Type of Provident Funds/GPF/CPF Account No.	Closing balance as last reported by the Audit/Accounts Officer along with date of such balance	Contribution made subsequently	Total	Remarks (if there is dispute regarding closing balance, the figures according to the Government servant should also be mentioned in this column)
6.	7.	8.	9.	10.

Date : _____

Signature : _____

Name of employee : _____

Designation & Employee Code: _____

Branch/School : _____

Mobile No. : _____

E-mail : _____



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
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Statement of Debts and other Liabilities on first appointment as on the 31st December, 20....

S. N. 1.	Amount 2.	Name and address of Creditor 3.	Date of incurring Liability 4.	Details of transaction 5.	Remarks 6.

Date : _____

Signature : _____

Name of employee : _____

Designation & Employee Code: _____

Branch/School : _____

Mobile No. : _____

E-mail : _____

NOTE : -

1. Individual items of loans not exceeding three months emoluments or Rs.1,000 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 term "emoluments" means pay and allowances received by the Government servant.
4. The statement should also include various loans and advances available to Government servants like advance for purchase of conveyances, house building advance, etc. (other than advances of pay and traveling allowance, advances from the GP Fund and loans on Life Insurance Policies and fixed deposits).

Pending a further review of the question of submission of return of Assets and Liabilities by Government servants prescribed in the Department's Order No. 25/7/65-Ests. (A), dated the 6th January, 1973 [published as S.O. 144 in the Gazette of India, Part-II, Section 3 (ii), dated the 20th January, 1973] the Central Government, in exercise of the powers conferred by sub-rule (1) of Rule 18 of the Central Civil Services (Conduct) Rules, 1964, and all other powers enabling it in this behalf, directs that action in pursuance of the aforesaid order be held in abeyance until further orders.