

THE SCHEDULE-II

ANNUAL RETURN ON IMMOVABLE PROPERTY
AS ON 31ST DECEMBER, _____

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

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

02. SERVICE TO WHICH BELONGS :

03. TOTAL LENGTH OF SERVICE :

04. PRESENT POST HELD :

05. PLACE OF POSTING :

06. TOTAL ANNUAL INCOME FROM ALL :
SOURCES DURING THE CALENDER YEAR
IMMEDIATELY PROCEEDING 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.

SIGNATURE OF THE INCUMBENT

Dated.....

FORM NO.I

STATEMENT OF IMMOBILE 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 PROPOERTY)	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.....

Signature.....

(PLEASE SEE NOTES OVERLEAF)

Note:-

1. For purpose of column 9 the terms ' Lease' would mean in lease 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 rent.
2. In column 10 should be seen, (a) Where the property has been acquired by purchase, mortgage or lease, the periodicity or premium paid for such acquisition. (b) Where it has been acquired by lease, the annual rent thereof also are (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 sanction with details of person/persons from whom acquired (address and connection of the Govt. servant, if any with the person/ persons considered) is to be furnished.
6. Please attach extra paper, if necessary for explanatory notes.

THE SCHEDULE-I

RETURN OF ASSETS AND LIABILITES ON FIRST APPOINTMENT TO SERVICE

AS ON 31ST DECEMBER, _____

(See Rules-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 CALENDER YEAR
IMMEDIATELY PROCEEDING THE 1ST DAY
OF JANUARY, _____ TO 31.12. ____

07. **DECLARATION** ::

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

SIGNATURE OF THE INCUMBENT

Dated.....

FORM NO.II

STATEMENT OF LIQUID ASSETS ON FIRST APPOINTMENT TO SERVICE
AS ON 31ST DECEMBER, 20_____

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)

FORM NO.III

STATEMENT OF MOVABLE PROPERTY ON FIRST APPOINTMENT TO SERVICE
AS ON 31ST DECEMBER, 20_____

SL. NO.	DESCRIPTION OF ITEMS	PRICE OR VALUE AT THE TIME OF ACQUISITION	IF NOT IN OWN NAME IN WHOSE NAME	HOW ACQUIRED WITH APPROXIMATE DATE OF ACQUISITION	REMARKS
1	2	3	4	5	6

Date.....

Signature.....

(PLEASE SEE NOTES OVERLEAF)

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:

1. If there is dispute regarding closing balance of P.F., the figures according to the Government servant should also be mentioned in column 11.

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 Statements 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) advance from the G.P. Fund and loans on life insurance policies and fixed deposits.