

DECLARATION OF ASSETS

Declaration of Assets as they stood on

Name (in full) of Officer :

Designation & Code No:

INSTRUCTIONS FOR FILLING UP THE DECLARATION

1.(a) All Officers & above, shall submit to the Managing Director an annual re- turn of the moveable and immovable properties owned, acquired or inherited by him, or his wife or dependents or held on lease or mortgage either in his own name or in the name of any other member of his family, other dependents.

(b) This Declaration of Assets must always refer to the 1 st January of the current year. Any assets acquired between the 1 st January and the date of declaration should not ordinarily be entered in the declaration. But in case of doubt regarding the exact date of the assets in question the same may be entered for the current year and should be repeated in the declaration of the next year too. It is best to submit the Declaration of Assets as soon after new year day as possible but not later than 31 st March of the current year.

2.If there is no change of assets on the 1 st January of the previous year the declaration should never be nil. There should be a fresh Declaration of Assets in full as on the 1 st January of every year.

3.The Declaration of Assets must show the assets belonging to the employee even though they may stand in the name of his/her wife/husband, children other dependents or benarndars and/or even though they are acquired by the wife/husband or dependents in their own right.

N.B.- If any difficulty arises regarding the declaration of assets of an employee's wife/husband or dependants, the matter should be reported to the Company Secretary with full particulars and further instructions sought.

4.Any employee making a declaration discovered to be materially incomplete, misleading or false will earn for himself the penalty of immediate suspension, or other disciplinary action which may ultimately result in dismissal from Corporation's service with forfeiture of all discretionary benefits. A subsequent explanation that the failure strictly to comply with the instructions or the presence of the material defects in the declaration were by oversight or ignorance will not be accepted. Ambiguity in a declaration must be avoided as any ambiguity will be liable to be interpreted against him/her.

5. In declaring shares and stocks and other securities, jewellery, motor cars, motor cycles, refrigerators, other valuable movable articles and immovable property, the actual price paid by an officer must be mentioned, whatever the face value or depreciation might be. Movable articles costing less than RS.500 for each item need not be mentioned. In columns 8 of Part A (1) 6 of Parts A (2) and A (3), and 5 of parts B (1) and B (2) of the form of Declaration of Assets, the manner of acquisition of the property must be clearly and unambiguously given, i.e. whether the property was acquired by means of savings from the employees's salary or from income from any other source, or by loan in cash or kind, or by inheritance or by any other means to be specified. If an immovable or movable property is in the process of acquisition, for example, a piece of landed property which is being purchased in instalments or under one of the various mortgage schemes, or a car or a refrigerator or other pieces of furniture or jewellery are being paid for under a hire- purchase scheme in instalments or are mortgaged while being acquired, the full particulars of such properties should be given even though the title to the property may not yet have devolved upon the employee making the declaration. It is incumbent upon the declarant in such cases to state the amount paid up to the relevant date for the purchase of the particular property.

6. In declaring Insurance Policies , the number of policy or policies , the amount of Insurance, the name and address of the Company, the number of years during which premia have to be paid must be mentioned. Fully or partly paid-up Policies, Single or Limited Payment Policies must be described as such. Any omission in this respect will be liable to be interpreted as an attempt to conceal real assets. The names and addresses of the Banks of the declarant and his dependants together with the nature and number of the accounts should be given.

7. Every declaration must be made in the prescribed printed form and the prescribed declaration at the foot of every page must be signed.

8. If in the declaration it is not possible to give a correct statement of every asset as it stood exactly on the 1 st January, the statement should be correct to the nearest date and that date should be mentioned. (Sometimes it is difficult to get a precise statement of Bank Accounts for example, as they stood on the 1st January).

9. The categories of assets mentioned (in brackets) in the printed declaration form are merely illustrative and not meant to be exhaustive.

10. In declaring precise location in column 2 of Schedule In declaring precise location in column 2 of Schedule A- Immovable Property - (1) Lands, (2) Houses, record correct and full address including the number of municipal holding with street and lane in municipal areas and C.S. Plot numbers, C.S. Mouza number village, union, thana, subdivision and district in rural areas.

11. In column 6 of A 1 and column 4 of A2, please state the full value of ;the land and the house. If the value has not yet been determined please state how much has generally been paid. In case of a building, state the actual amount of money that has been spent up to 1 st January or as near that date as possible even if the construction may be incomplete or just started. In the case of land, please state the amount of loan, if any taken in cash, and in the case of house the amount of such loan in cash or kind including the value of materials purchased on credit.

A- Immovable Property
(1) Lands

Sl. No.	Precise Location	Area	Nature of Land	Extent of Interest	Value	In whose name (wife, children, dependent, other relation or benamder) the asset is	Date and manner of acqisition	Remarks

Signature of Declarant
Code No.

(2) Houses

Sl. No.	Precise Location	Extent of Interest	Value	In whose name (wife, child, dependent, other relation or benamder) the asset is	Date and manner of acquisition	Remarks
1.						

**Signature of Declarant
Code No.**

**Immovable Properties of Other Description
(Including mortgage and such other rights)**

Sl. No.	Brief Description	Extent of Interest	Value	In whose name (wife, child, dependent, other relation or benamder) the asset is	Date and manner of acquisition	Remarks

Signature of Declarant
Code No.

B- Movable Property

(1) Cash, Bank Balance, Credit, insurance Policies, Shares, Debentures, etc.

Sl. No.	Description of Item	Value	In whose name (wife, child, dependent, other relation or benamder) the asset is	In the case of loan the name of the person from whom the loan was taken and the relationship of the loanee with the person.	Date and manner of acquisition	Remarks

Signature of Declarant
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(2) Other Movable (Including jewellery and other valuables, motor vehicles, refrigerators and other articles or materials of Rs. 500.00 and over for each item)						
Sl. No.	Brief Description	Extent of Interest	Value	In whose name (wife, child, dependent, other relation or benamder) the asset is	Date and manner of acquisition	Remarks

I hereby declare that the Declaration made above is complete, true and correct to the best of my knowledge and belief.

Date.....

**Signature of Declarant
Code No.**