

**Statement of Movable Property for the Calendar Year Ending 31<sup>st</sup> December/.....**

- 1) Name of the officer in full (Block letters) : \_\_\_\_\_ Designation : \_\_\_\_\_
- 2) Pay: Basic : ..... Total allowance : ..... Gross Pay : ..... Total deduction : ..... Net Salary : .....

## A) Cash, Bank Balance, Credit and other movable properties

Sl. No.	Description of Item.	Value	In whose name (self, wife/Husband, child, dependent, other relation of benamdar) the asset is	Date & Manner of acquisition	Remarks
1	2	3	4	5	6
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

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

Date :

(Signature of the Officer)

## B) Expenditure

G. P. F./C. P. S. Account No	Monthly Contribution	Insurance Policy		Number of those in course of education with monthly expenditure thereon	Monthly cost of maintaining family
		Annual Premium amount	Policy Nos.		
1	2	3	4	5	6

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

Date :

(Signature of the officer)

- Instruction** :
- (i) The year ending should be indicated on the top. The present post held and gross monthly emoluments with details should also be indicated as done in respect of member of All India Services.
  - (ii) Under Item "A" Movable Property, all kinds of cash income should be indicated including Cash in Hand. Mere declaration of Income to the Income Tax Authority should not be considered to be an extenuating circumstance in case of failure to reflect in the property returns of income including Cash in Hand.
  - (iii) Other movable means every transaction in respect of National Savings Certificates or such things, Share, Jewellery, Motor Vehicles, Motor Cycle, Scooter, Refrigerator, Colour T.V., Air Conditioner, Computer, Laptop, etc. if the value of such property exceeds ₹ 10,000/- in case of Govt. servant holding any Class-I post.
  - (iv) Some of the income of (iii) above may go into Bank deposit, purchase of Shares, Debentures, NSS, Mutual Funds, Fixed Deposits and other Savings Certificates / Schemes, Payment of Insurance Premium, etc. Full description of all these should be given in the property returns.

**NOTE** :

- 1) The categories of other movable property/assets noted above are only illustrative and not meant to be exhaustive.
- 2) In filling the Forms, endeavor should be made to provide Govt. with a complete picture as far as possible of the Govt. servant's assets and no assets of appreciable value should be omitted by reason of any literal interpretation of the direction given.
- 3) If no. of item is more than 10 (Ten), Photostat copy of page 1 may be used which should be numbered as page 2 and the existing page 2 should be modified as page 3.

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