

FORM NO.1

STATEMENT SHOWING DETAILS OF IMMOVABLE PROPERTY ON FIRST APPOINTMENT AND ALSO ON 1ST JANUARY OF EACH CALENDAR YEAR.

(e.g. Lands, House Shops, other Buildings, etc.)

NAME :

DESIGNATION :

ORGANISATION :

DATE OF JOINING :

BASIC PAY :

Sl. No.	Details/Description of property and its location (See notes 1 & 5 below) House/Building/Land No.	If not in own name, state in whose name held and his/her relationship, if any to the employee	How and when acquired (See Notes 2 & 6 below)	Value of the Property (See note 3 below)	Total annual income from the property	Remarks
1.	2.	3.	4.	5.	6.	7.

: 2 :

- Note: 1 If the property is not wholly owned the extent of share may also be indicated.
- Note : 2 For the purpose of Col. 4 the term 'lease' would mean a lease of immovable property from year to year or for any term exceeding one yare of reserve yearly rent. When, however, the lease of immovable property is obtained from a person having official dealings with the employee, such a lease should 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.
- Note: 3 In Col. 5 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 and
 - (c) Where the acquisition is by inheritance, gift or exchange the approximate value of the property so acquired.
- Note: 4 The annual return in respect of immovable property may also be submitted in this form as on 1st January.
- Note: 5 Name of District, Division, Taluka & Village in which the property is situated and also its distinctive number etc. will be given in Col.2.
- Note: 6 Whether by purchase, mortgage, lease, inheritance, gift or otherwise & name with details of person/persons from whom acquired Address & connection, if any with the person/persons concerned are also to be given in Column.

Signature_____ Date_____

FORM NO. 3

STATEMENT OF ASSETS & LIABILITIES

DETAILED STATEMENT IN RESPECT OF SHARES/DEBENTURES PURCHASED UNDER PROMOTERS/EMPLOYEES QUOTA AS ON 1ST JANUARY OF EACH CALENDAR YEAR IN OFFICERS OWN NAME AND ALSO THOSE HELD IN THE NAMES OF SPOUSE AND DEPENDENT CHILDREN.

NAME :

DESIGNATION :

ORGANISATION :

BASIC PAY :

EMPLOYEE NO. :

S.No	Name of the Company	No of shares	Face value	Cost of acquisition	Whether promoters'/ Employees' Quota	How acquired	Position held at the time of acquisition and if the company had any borrowing or other facilities at that time
1.	2.	3.	4.	5.	6.	7.	8.

A. Self

B. Spouse and Dependent Children

(2) Any additions/deletions to this statement as 1st January _____ and the profit/loss incurred by me are given below.

Place:

Date:

Signature_____

ANNEXURE

(To be submitted along with Assets & Liabilities Statement as on 1st January of every year)

Form for giving information where total transactions in share, securities debentures and investment in mutual fund schemes etc. exceed Rs. 25,000/- during the calendar year as on 1st January_____

1. Name and designation
2. i) Scale of pay and present pay
ii) Employee No.
3. Details of each transaction made in shares securities debentures, mutual funds scheme etc. during the calendar year.
4. Particulars of the party/firm with whom Transaction is made.
 - (a) In party related to you?
 - (b) Did you have dealings with the party in your official capacity at any time or is the applicant likely to have any dealings with you in the near future?
5. Source of source from which financed?
 - (a) Personal savings
 - (b) Other sources giving details.
6. Any other relevant fact which you may like to mention.

Declaration:

I have declared that the particulars given above are true.

Place

Signature

Date

Designation

5. **Other transactions**

i) Foreign visits by self/family members(give details)

ii) Admission of dependent children in professional institutions within country or abroad on payment seat/NRI seat(give details).

iii) Any other transaction beyond the prescribed limit(give details)

6. a). Full name, occupation and address of the party with whom the transaction has been/ is to be made.

b) Is the party related to the applicant, if so, state the relationship

c) Whether the party has official dealings with the applicant or NSC/SFCI, if yes, give details.

d) Was/is the transaction made/proposed to be made through a regular or reputed dealer. If so, full name and address of the dealer.

7. a) Total amount involved in the transaction

b) Source of finance (in case of acquisition)

c) Own savings

d) Other sources(with details)

8. Remarks, if any.

I. I am submitting this for grant of prior sanction to acquire/dispose off the property under Rule 26(2) & 4 of NSC Employees (CDA) Rules.

II. I am submitting this for prior intimation under Rule 26(3) of NSC employees (CDA) Rules.

III. I am submitting this for information under Rule of NSC Employees (CDA) Rules(To be submitted within a period of 30 days of transaction).

Employees Signature with date

Controlling Officer's Signature
Name of Controlling Officer

Forwarded to Vigilance Division, H.Q.