

Annual Property Return as on 31st December _____

1. Statement of immovable property acquired during the calendar year _____
(e.g., Lands, House, Shops, Other Buildings, etc.)

SL. No.		
1.	Description of property	(i) (ii)
2.	Precise location (Name of District, Division, Taluk and Village in which the property is situated and also its distinctive number, etc.)	
3.	Area of land (in case of land and building)	
4.	Nature of land in case of landed property	
5.	Extent of interest	
6.	If not in own name, state in whose name held and his/her relationship, if any to the Government servant	
7.	Date of acquisition	
8.	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 on page 2	
9.	Value of the property (See Note 2 on page 2)	
10.	Particulars of sanction of prescribed authority, if any	
11.	Total Annual income from the property	
12.	Remarks	

2. Statement of movable property acquired during the year _____
(e.g., Lands, House, Shops, Other Buildings, etc.)

3.

SL. No.		
1.	Description of items	(i) (ii)
2.	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 instalment basis	
3.	If not in own name, name and address of the person in whose name and his/her relationship with the Government servant	
4.	How acquired with approximate date of acquisition	
5.	Remarks	

Note 1.- For purpose of SL. No. 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.

Note 2.- In SL. No. 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; and
- (c) Where the acquisition is by inheritance, gift or exchange, the approximate value of the property so acquired.

Note 3.- In Form No.2, 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.10,000; (d) value of items of movable property individually worth less than Rs. 10,000 other than articles of daily use such as clothes, utensils, books, crockery, etc., added together as lumpsum.

Date: _____

Place: _____

(Signature)

(Name of the Govt. Servant
is full, in Block Letters)

(Designation)

(official Address)

(Residential address)