

## Guidelines for Filling Immovable/Movable Property Return

1.	<p style="text-align: center;"><b><u>IMMOVABLE PROPERTY RETURN</u></b></p> <ol style="list-style-type: none"><li>1) Documents against Immovable Property should include relevant pages of Registration papers, which show Name, Address of the owner and value of the property.</li><li>2) In case where it is not possible to assess the value accurately, the approximate value in relation to present conditions may be indicated.</li><li>3) Give particulars of all immovable property owned, acquired or inherited or held, on lease or mortgage.</li><li>4) For each entry please provide a supporting document e.g. Will, Lease, Mortgage papers, Land records etc.</li></ol>
2.	<p style="text-align: center;"><b><u>MOVABLE PROPERTY RETURN</u></b></p> <p>For each entry please provide a supporting document, for example;-</p> <ol style="list-style-type: none"><li>(i) For Jewellery above Rs. 1 Lakh, an affidavit with details such as Gold, Silver, specific description of item wise and weight wise, total weight, should be submitted.</li><li>(ii) For Vehicles, documents supporting ownership of vehicle like Copy of Registration Certificate.</li><li>(iii) If cash in hand is more than Rs. 50,000/-, an affidavit should be submitted.</li><li>(iv) Bank account statement for Bank Deposits (SB, FD etc)</li><li>(v) Supporting Documents for Stock/Shares held.</li></ol>
3.	<p style="text-align: center;"><b><u>GENERAL GUIDELINES</u></b></p> <p>For each entry please provide details on Source of income for funding Immovable/Movable properties e.g. inheritance, gift, will, personnel saving, etc :-</p> <ol style="list-style-type: none"><li>(i) Officers are requested to fill the Immovable/Movable form <b>in duplicate.</b></li><li>(ii) If property is gift, please state whether there exists any official dealings with gift giver, details of gift giver and relationship, Occasions on which gift was given.</li><li>(iii) If through will, supporting documents thereof.</li><li>(iv) If through personnel saving, details of previous employment, salary statement, duration of employment, IT returns, Bank details, etc.</li></ol>

## STATEMENT OF MOVABLE PROPERTY ON FIRST APPOINTMENT FOR THE YEAR \_\_\_\_\_

1. Name of Officer (in full) and service to which the officer belongs : \_\_\_\_\_

2. Present Post Held: \_\_\_\_\_ 3. Present Pay : \_\_\_\_\_

Name and details of Movable Property	* Present Value	If not in own name of the Govt. Servant, state in whose name held and his/her relationship to the Govt. Servant	How acquired whether by purchase, inheritance, gift or otherwise, with date of acquisition and name with details of persons from who acquired.	Remarks
(1)	(2)	(3)	(4)	(5)

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Note : The declaration form is required to be filled in and submitted, giving particulars of all movable property held by him either in his own or in the name of any member of his family or in the name of any other persons.

\* In cases where it is not possible to access the value accurately the approximate value in relation to present conditions may be indicated.

## STATEMENT OF IMMOVABLE PROPERTY ON FIRST APPOINTMENT FOR THE YEAR \_\_\_\_\_

1. Name of Officer (in full) and service to which the officer belongs : \_\_\_\_\_  
 2. Present Post Held: \_\_\_\_\_ 3. Present Pay \_\_\_\_\_

Name of District Sub-Division Taluk and Village in which property is situated	Name and details of property		* Present Value	If not in own name, state in whose name held and his/her relationship to the Govt. Servant	How acquired whether by purchase, lease **, mortgage, inheritance gift or otherwise, with date of acquisition and name with details of persons from whom acquired	Annual income from the Property	Remarks
	Housing and building	Lands					
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Note : The declaration form is required to be filled in and submitted by every member of Class I and Class II Service under rule 18(3) of Central Civil Service (Conduct) Rules, 1965, on first appointment to the service and thereafter at an interval of every twelve months, giving particulars of all immovable property owned, acquired or inherited by him or held by him on lease or mortgage, either in his own name or in the name of any member of his family or in the name of any other persons.

\* In cases where it is not possible to assess the value accurately, the approximate value in relation to present condition of the property may be indicated.

\*\* Inapplicable clause to be struck out.