

**ANNEXURE-I**  
(See Rule 18(4) (i))  
**RETURN OF ASSETS AND LIABILITIES ON FIRST APPOINTMENT/ 1<sup>ST</sup> JANUARY, 19**

1. Name of the employee in full (in block letters) \_\_\_\_\_
2. Total length of service upto date \_\_\_\_\_
- (a) In P.E.C. \_\_\_\_\_
- (b) Prior to joining PEC \_\_\_\_\_
3. Present post held and place of posting \_\_\_\_\_
4. Total Annual income from all sources during the Calendar year immediately preceding the date of joining /1<sup>st</sup> day of Jan. 19 \_\_\_\_\_

5. Declaration

I hereby declare that the return enclosed namely, Forms I to V, are complete, true and correct as on \_\_\_\_\_ to the best of my knowledge and belief, in respect of information due to be furnished by me under the provisions of sub-rule(4) of Rule 18 of the P.E.C. of India Ltd. Employees' (Conduct, Discipline & Appeal) Rules 1975.

Date \_\_\_\_\_ Signature \_\_\_\_\_

**Note:**

1. This return shall contain particulars of all assets and liabilities of the employee either in his own name or in the name of any other person.
2. If an employee is a member of Hindu Undivided Family with coparcenaries rights in the properties of the family either as a "karta" or as a member, he should indicate in the relevant return the value of his share in such property and where it is not possible to indicate the exact value of such share, its approximate value. Suitable explanatory notes may be added, wherever necessary.

**ANNEXURE-I**

**FORM NO. I**

**STATEMENT OF IMMOVABLE PROPERTY ON FIRST APPOINTMENT AS ON 1<sup>ST</sup> JANUARY 19.....  
(e.g. FARMS, PLOTS, HOUSES, SHOPS, OTHER BUILDING ETC.)**

Sl. No.	Description of property	Precise location (Name of District, Division, Taluk, & Village in which the property is situated and also its distinctive number etc.	Area of land (in case of land & buildings)	Nature of land (in case of landed property)	Extent of Interest	If not in own name, State in whose name held & his/her relationship, if any, to the employee	Date of acquisition	How acquired (whether by purchase, mortgage, lease, inheritance, gift or otherwise and name with details of person/persons from whom acquired (address & connection of employee, if any, with the person/persons concerned) (Please see Note 1 overleaf)	Value of the property (see Note 2 overleaf)	Particulars of sanction of prescribed authority, if any.	Total annual income from the property, if any.	remarks
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.	13.

Date \_\_\_\_\_

Signature \_\_\_\_\_

- 1) For purpose of column 9, the term "lease" would mean a lease of immovable property from year to year or for any term exceeding on 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 terms of the lease, whether it is short term or long term and the periodicity of the payment of rent.
- 2) In Column 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.

## ANNEXURE-I

FORM NO. II

STATEMENT OF LIQUID ASSETS ON FIRST APPOINTMENT/AS ON 1<sup>ST</sup> JANUARY 19.....

- 1) Cash and Bank balances exceeding 3 months 'emoluments.  
 2) Deposits, loans advanced and investments (such as shares, securities, debentures, etc.)

Sl. No.	Description	Name and address of company, bank, etc.	Amount	If not in own name, name and address of person(s) in whose name held and his/her relationship with the employee	Annual income derived.	remarks
1.	2.	3.	4.	5.	6.	7.

Date \_\_\_\_\_

Signature \_\_\_\_\_

**NOTE:**

1. In column 7, particulars regarding sanctions obtained or report made in respect of the various transactions may be given.
2. The term "emoluments" means the pay and allowances received by the employee.

## ANNEXURE-I

## FORM NO. III

STATEMENT SHOWING MOVABLE PROPERTY ON FIRST APPOINTMENT/AS ON 1<sup>ST</sup> JANUARY 19.....

Sl. No.	Description of items	Price or value at the time of acquisition and/or the total payments made upto the date of return, as the case of articles purchased on hire purchase or installment basis	If not in own name, name and address of the person in whose name and his/her relationship with the employee	How acquired with approximate date of acquisition	Remarks
1.	2.	3.	4.	5.	6.

Date \_\_\_\_\_

Signature \_\_\_\_\_

**NOTE:**

1. In this Form 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 articles, the value of which individually exceeds Rs. 1000/- other than articles or daily use such as clothes, utensils, books, crockery etc., added together as lump sum.
2. In column 5, may be indicated whether the property was acquired by purchase, inheritance, gift or otherwise.
3. In column 6 particulars regarding sanction obtained or report made in respect of various transactions may be given.

**ANNEXURE-I**

**FORM NO. IV**

**STATEMENT OF LIFE INSURANCE POLICY (IES) ON FIRST APPOINTMENT/AS ON 1<sup>ST</sup> JANUARY 19...**

Sl. No.	Policy No. & date of Policy	Name of Insurance Company	Name of the insured (whether self, any member of the family or any other person	Sum insured/date of maturity	Amount of annual premium
1.	2.	3.	4.	5.	6.

Date \_\_\_\_\_

Signature \_\_\_\_\_

**ANNEXURE-I**

FORM NO. V

**STATEMENT OF DEBTS AND OTHER LIABILITIES ON FIRST APPOINTMENT/AS ON 1<sup>ST</sup> JANUARY 19...**

SL. NO.	Amount	Name & Address of Creditor	Date of incurring liability	Details of Transaction	Remarks
1.	2.	3.	4.	5.	6.

Date \_\_\_\_\_

Signature \_\_\_\_\_

**NOTE:**

1. Individual items of loans not exceeding three months emoluments or Rs. 1000/- whichever is less, need not be included.
2. In column 6, information regarding permission, if any, obtained from or report made to the competent authority may also be given.
3. The term "emoluments" means pay and allowances received by the employee.
4. The statement should also include various loans and advances available to the employee like advance for purchase of conveyance, House Building Advance etc. (other than advances of pay and travelling allowance), advances from the C.P. fund and loans on Life Insurance Policies and fixed deposits.