

AZAD GOVERNMENT OF THE STATE OF JAMMU & KASHMIR
SERVICES AND GENERAL ADMINISTRATION DEPARTMENT
(COORDINATION SECTION)



DECLARATION OF INCOME AND ASSETS

Ending 31st December _____

1 Name

NIC No.

N.T.No.

2 Basic Pay Scale

 Occupation Group/
Service/Department

Present Position Held

3 Present Residential Address

Phone (R)

 Mobile

4 **Income** Salary Rental income Agrl income
(During the Reporting (Year) Rs.

 Rs.

 Rs.

Other sources (dividend, profit, prize money, gift, loan etc.) Total
Rs.

 Rs.

5 **Expenses** Utilities (Electricity, Gas, Telephone etc.) Total Household expenses
(Approx.) Rs.

 Rs.

6 **Private Foreign Traveling** Country/Countries Period of stay Approx. expenses
(Self, Spouse & Children) visited From ___ to ___ Rs.
During Year _____

7 **Children's Education** Name(s) of children Educational institutions
(inland & abroad) _____

8 **Club Membership** Name of Club(s) Membership No.

ASSETS & LIABILITIES

9. **Immoveable Assets** (Agri & Non-Agri lands, House properties, Commercial & Industrial properties, Open plots of all types)

	<u>Identification & nature of Asset(s)</u>	<u>Mode of acquisition/year</u>	<u>Cost of acquisition</u>
a)			
b)			
c)			
d)			
e)			
f)			
g)			
h)			
i)			
j)			
k)			
l)			
m)			

10. **Moveable Assets** (Cash in hand, Motor vehicles, Jewellery, Household items, Equipment, Business capital etc.)

	<u>Identification & nature of Asset(s)</u>	<u>Mode of acquisition/year</u>	<u>Cost of acquisition</u>
a)			
b)			
c)			
d)			
e)			
f)			
g)			
h)			
i)			
j)			
k)			
l)			
m)			

11. **Assets held as Attorney**

	<u>Identification & nature of Asset(s)</u>	<u>Nature of Power of Attorney (Revocable/Irrevocable)</u>	<u>Name & Address of the Legal Owner</u>
a)			
b)			

12. **Assets disposed off during the year**

	Identification & nature of Asset(s)	Date of disposal	Amount received as sale proceed (Rs.)
a)			
b)			
c)			
d)			

13. **Investments** (Bonds, Shares, Certificates, deposits/Advances, Loans granted etc.)

	Details of Bonds held		Investments
	Bond No.(s)	Denomination Rs.	Rs.
a)			Rs.
b)			Rs.
c)			Rs.
d)			Rs.

14. **Bank Accounts** (Current, Saving, Deposit A/c & F.C. A/cs)

	A/c No. & Bank Branch	Year of opening	Main source of deposits	Balance on 31.12. (Rs.)
a)				
b)				
c)				
d)				

15. **Total Assets(9 –14)** **Rs.**_____

16. **Liabilities** (Departmental/Bank loans, Over drafts, Mortgages secured, private loans etc.)

	Outstanding liabilities (A)		Liabilities paid off during the year (B)	
a)		Rs.		Rs.
b)		Rs.		Rs.
c)		Rs.		Rs.
d)		Rs.		Rs.

(15-16(A)) **Net worth** **Rs.**_____

As on 31.12._____

Net worth declared previously **Rs.**_____

As on 31.12._____

Signature _____

Name _____

Designation _____

Name of the Organization/Deptt. _____

Place _____

Date _____

INSTRUCTIONS

1. If the space provided in the form is found inadequate or some explanation is required, a separate page may be attached/annexed.
2. All assets should be valued at cost and in the cases of assets acquired through gift name, address of the donor and donees relationship with him is to be declared.
3. Income declared at Serial 4 must include income earned by the spouse & children as well.
4. Information requested must be complete. No column should be left blank. Columns which are not applicable should be crossed.
5. All assets owned by the officer & his family members (Family as defined in Rule 3(1)(c) of Conduct Rules 1981) should be declared. Assets acquired by major children dependents & others where funds have been provided by the officer are also to be declared.
6. Assets owned partly or acquired on "Hire purchase Agreement" or installment should also be declared.
7. If any exact figure cannot be inserted an estimated/approx figure may be given.
8. Sale proceeds of assets disposed off during the relevant financial year must be declared under the head "other sources" (Serial 4).
9. If there is no change in Assets over the previous year (for which the declaration had been filed) relevant columns (Serial 9, 10, & 11) may be marked "**As Before**".
10. At Serial 11 assets held by others as attorney on behalf of declarant, his spouse or dependent children are also to be declared.
11. Expenses against utilities (Serial 5) should include bills paid against all meters (Gas & Electricity installed on the residence) and telephone connections (including Mobile) in use of the officer, spouse & dependent children.
12. Notwithstanding the applicability of any other law for the time being in force, this declaration is being filed under Conduct Rule 1981 and any breach thereof (including concealment of assets or giving wrong information) is punishable under relevant rules.
