

## Declaration of Assets and Liabilities

Year.....

I,....., son/daughter/wife of .....,  
aged..... years, belonging to .....  
service and presently working as .....  
give herein below the details of the assets (immovable, movable, bank balance, etc.) of  
myself, my spouse and dependants\*:

### **A. Details of movable assets**

(Assets in joint name indicating the extent of joint ownership will also have to be given)

Sr. No.	Description	Self	Spouse Name(S)	Dependant-1 Name	Dependant-2 Name	Dependant-3 Etc. Name
(i)	Cash					
(ii)	Deposits in Banks, Financial Institutions And Non-Banking Financial Companies					
(iii)	Bonds, Debentures and Shares in companies					
(iv)	Other financial institutions, NSS, Postal Savings, LIC Policies, etc					
(v)	Motor Vehicles (details of make, etc.)					
(vi)	Jewellery (give details of weight and value)					
(vii)	Other assets, such as values of claims / interests					

Note: Value of Bonds / shares / Debentures as per the latest market value in Stock Exchange in respect of listed companies and as per books in the case of non listed companies should be given.

\* Dependant here means a person substantially dependent on the income of the employee.

**B. Details of Immovable assets**

[Note: Properties in joint ownership indicating the extent of joint ownership will also have to be indicated]

Sr. No.	Description	Self	Spouse Name(S)	Dependant-1 Name	Dependant-2 Name	Dependant-3 Etc. Name
(i)	Agricultural Land - Location(s) - Survey number(s) - Extent (Total measurement) -Current market value					
(ii)	Non-Agricultural Land - Location(s) - Survey number(s) - Extent (Total measurement) -Current market value					
(iii)	Buildings (Commercial and residential) Location(s) - Survey /door number(s) - Extent (Total measurement) - Current market value					
(iv)	Houses / Apartments, etc. - Location(s) - Survey /door number(s) - Extent (Total measurement) - Current market value					
(v)	Others (such as interest in property)					

(2) I give herein below the details of my liabilities / over dues to public financial institutions and government dues:-

[Note : Please give separate details for each item)

Sr. No.	Description	Name & address of Bank / Financial Institutions(s) / Department (s)	Amount outstanding as on .....
(a)	(i) Loans from Banks		
	(ii) Loans from financial institutions		
	(iii) Government Dues: (a) dues to departments dealing with government accommodation		
	(b) dues to departments dealing with supply of water		
	(c) dues to departments dealing with supply of electricity		

	(d) dues to departments dealing with telephones		
	(e) dues to departments dealing with government transport (including aircraft and helicopters)		
	(f) Other dues, if any		
(b)	(i) Income Tax including surcharge [Also indicate the assessment year upto which Income Tax Return filed. Give also Permanent Account Number (PAN)]		
	(ii) Wealth Tax [Also indicate the assessment year upto which Wealth Tax return filed.]		
	(iii) Sales Tax [Only in case of proprietary business]		
	(iv) Property Tax		

**C. Personal Detail**

GPF/CPF/PRAN No. :-

Gender :-  (M/F)

Date of Birth :-  (DD/MM/YYYY)

Class/Group :-  (A/B/C)

Cadre :-

(Full Name e.g. B.A.S.-Bihar Administrative Service,  
B.S.S.- Bihar Secretariat Service etc.)

Home District :-

**I hereby declare that the above details are true to the best of my knowledge and belief.**

Signature .....

Name of Employee: .....

Place: .....

Designation: .....

Date: .....

Department: .....

**Note:** Please sign each page of the declaration. Asset declaration form must be in A4 size white paper with computer typed (single side) in prescribed format.