

ANNUAL PROPERTY RETURNS

Statement of immovable property on annual property returns (January to December) as on the 31st December _____ (e.g. Lands House, Chops, Other Building, etc.)

1. Name of the Govt. Servant (in full & Capital) : _____
2. Employee No. _____
3. Present Post held _____
4. Department _____
5. Present Pay: _____

Name of District, SubDivision, Taluk & Village or City in which property is situated (full location & postal address)	Name & Details of Property, Housing, Lands and Other Buildings	Cost of construction/Acquirement (and year when purchased) including of land in case of house	Present Value *	If not in own name, state in whose name held & his/her relationship to the Govt. Servant	How acquired, whether by purchase, lease **, mortgage, inheritance, gift or otherwise with date of acquisition & name with details of person(s) from whom acquired.	Annual Income from property	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

Signature: _____
 Name: _____
 Designation: _____
 Date: _____

NOTES

- 1) * In case where it is not possible to assess the value accurately, the approximate value in relation to present conditions may be indicated.
- 2) ** Includes short term leases also.
- 3) The declaration form is required to be filled in and submitted by every member of Class I and Class II services under relevant provisions of Conduct Rules and the first appointment to the Service and thereafter, at the 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 person dependent on Government Servant.
- 4) The wording 'No Change or No Addition or as in previous year' may be avoided and all details filled up.
- 5) AIS Officers are requested to fill the form in duplicate.