

The Central Civil Services (Conduct) Rules, 1964

Rule 18, Movable Immovable and Valuable property

The Schedule

{See Rule 18 (1)}

Return of Assets and Liabilities on first appointment/at the end of year 31st MARCH, 2012.

Return of Assets and Liabilities on First Appointment As on 27th February, 2012

7. Name of the Government servant MS GEETIKA KAPILA in full (in Block letters)

8. Service to which he belongs H.P. JUDICIAL SERVICES

9. Total length of service up to date, 34 DAYS UPTO 31st MARCH, 2012

(iii) In non-gazetted rank

(iv) In gazetted rank... CIVIL JUDGE (JR. DIV.)

10. Present post held and place of posting CIVIL JUDGE (Jr. Divn)-Sarkaghat, Distt. Mandi

11. Total annual income from all sources during the calendar year immediately preceding the 1st day of January, 2012 NIL

12. Declaration

I hereby declare that the return enclosed namely, Forms 1 to V, are complete, true and correct as on 31.03.2012 To the best of my knowledge and belief, in respect of information due to be furnished by me under the provisions of sub-rule (1) of Rule 18 of the Central Civil Services (Conduct) Rules, 1964.

Dated : 7-06-12.

Signature... Geetika

Note 1. This return shall contain particulars of all assets and liabilities of the Government servant, either in his own name or in the name of any person.

Note 2. If a Government servant is a member of Hindu Undivided Family with coparcenary rights in the properties of the family either as a 'Karta' or as a member, he should indicate in the return in Form No. 1 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.

FORM NO.1

Statement of Immovable Property on First Appointment/As on the 31st DEC, 2011.
(See Order Below Rule 18)

(e.g., Lands, Houses, Shops, other Buildings, etc)

Sr. No.	Description of Property	Precise location, (Name of District, Taluk and Village in which the property is situated and also its distinctive number, etc)	Area of land (in case of land and building)	Nature of land (in case of landed property)	Extend of interest	If not in own name, state in whose name held, and his/her relationship, if any to the Govt. servant.	Date of acquisition
1.	2.	3.	4.	5.	6.	7.	8.
-	-	-	-	-	-	-	-

How acquired (whether by purchase, mortgage, lease, inheritance, gift or (other-wise) and name with details of person/persons from whom acquired, address and connection of the Government servant, if any, with the person (s) concerned. (please see Note 1 below)	Value of the property (See Note 2 below)	Particulars of sanction of prescribed authority, if any	Total annual income from the property	Remarks
9.	10.	11.	12.	13.
-	-	-	-	-

Date: 7-06-12

Signature: Geetika

Note:

- (3) For purpose of column 9 the term "lease" would mean a lease of immovable property from year to year or for any term exceeding one year of reserving a yearly rent. Where, however, the lease of immovable property is obtained from a person having official dealings with the Government servant, such long term, and the periodicity of the payment of rent.
- (4) In column 10 should be shown:
 - (d) Where the property has been acquired by purchase, mortgage or lease, the price or premium paid for such acquisition.
 - (e) Whether it has been acquired by lease, the total annual rent thereof also, and
 - (f) Whether the acquisition is by inheritance, gift or exchange, the approximate value of the property so acquired.

FORM NO.II

Statement of liquid assets on first appointment as on 31st DEC, 2011

(3) Cash and Bank balance exceeding 3 Months' emoluments.

(4) Deposits, loans advanced and investments ((such as shares, securities, debentures, etc)

S.No.	Description	Name and address of company, bank etc	Amount	If not in own name, name address of person in whose name held and his/her relationship with the Government servant	Annual income derived	Remarks
1.	2.	3.	4.	5.	6.	7.
1.	Saving Account No. 6505950208	State Bank of Patiala, The Mall, Shimla-171001	19620/- 10367/-			
2.	Fixed Deposit 65107576107	State Bank of Patiala, The Mall, Shimla-171001	1 Lac			Gift from father
3.	Saving Account No. 301563	Post Office, Chaura Maidan, Shimla	1376/-			

Dated : 7-06-12

Signature Geetika

Note 1. In column 7, particulars regarding sanctions obtained or report made in respect of the various transactions may be given

Note.2. The term 'emoluments' means the pay and allowances received by the Government servant.

FORM NO.III
(See Order below Rule 18)

Statement Movable Property on First Appointment/As on 31st DEC, 2011

S.No.	Description	Price or value at the time of acquisition and/or the total payments made up to the date of return, as the case may be, in 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 Government servant	How acquired with approximate date of acquisition	Remarks
1.	2.	3.	4.	5.	6.
1.	GOLD (JEWELLERY)	1 Lac (approx			GIFT FROM FATHER

Date: 07-06-12

Signature... Geetika

Note.

- (2) In this Form information may be given regarding items like (a) jewellery owned by him (total value); (b) silver and other precious metal and precious stones owned by him not forming part of jewellery (total value); (c) (i) Motor Cars, (ii) Scooters/Motor Cycles; (iii) refrigerators/Air conditioners, (iv) radios/radiograms/television sets and any other articles, the value of which individually exceeds Rs. 1,000; (d) value of items of movable property individually worth less than Rs. 1,000 other than articles of daily use such as clothes, books, utensils, crockery, etc., added together as lump sum. (2) In column 5, may be indicated whether the property was acquired by purchase, gift or otherwise..... (3) In column 6, particulars regarding sanction obtained or report made in respect of various transactions may be given.

FORM IV

(See Order below Rule 18)

Statement Provident Fund And Life insurance Policy on First Appointment/as on the 31st DEC, 2011

Sr. NO.	Policy No. & date of Policy	Name of Insurance Co.	Sum Insured/date of maturity	Amount of annual premium	Type of Provident Funds/ G.P.F/C.P.F Account No.	Closing balance as lasts reported by the Audit/Accounts Officer alongwith date of such balance	Contribution made subsequently	Total	Remarks (if there is dispute regarding closing balance the figures according to the Government servant should also be mentioned in this column)
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.
-	-	-	-	-	-	-	-	-	-

Dated: 7-06-12

Signature... Geetika

FORM V
(See Order below Rule 18)

Statement of Debts and other Liabilities of First appointment/as on the 31st DEC, 2011.

Sr. No.	Amount	Name and address of creditor	Date of incurring liability	Details of transactions	Remarks
1.	2.	3.	4.	5.	6.
-	-	-	-	-	-

Dated 7-06-12

Signature... Geetika

Note.

- (5) Individual items of loans not exceeding three months' emoluments or Rs. 1,000, whichever is less, need not be included.
- (6) In column 6, information regarding permission, if any, obtained from or report made to the competent authority may also be given.
- (7) The term "emoluments" means pay and allowances received by the Government servant.
- (8) The statements should also include various loans and advances available to Government servants like advance for purchase of conveyance, House Building Advance, etc, (other than advances of Pay and Travelling Allowances), advances from the G.P.Fund, and loan on life insurance Policies and fixed deposits.