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**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

Return of Assets and Liabilities on First Appointment as on the 31<sup>st</sup> March, 2011

1. Name of the Government servant:- NEHA SHARMA.

2. Service to which she belongs:- HIMACHAL PRADESH JUDICIAL SERVICES.

3. Total length of service up to date, 04 months 7 days (joined on 28.01.2011)

(i) in non-gazetted rank NO

(ii) in gazetted rank :- YES


4. Present post held and place of posting. Civil Judge (Jr. Division) cum J.M. posted at Court No. 2, Shimla.

5. Total annual income from all sources during the calendar year immediately preceding the 1st day of January, 2011:- NIL

6. Declaration

I hereby declare that the return enclosed namely, Forms I to V, are complete, true and correct as on 31<sup>st</sup> March, 2011 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: 04.06.2011

  
Signature.....

**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 other person.

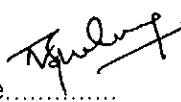
**Note 2.** If a Government servant is a member of Hindu Undivided Family with coparcenary rights in the properties of the family either as a 'Karta' or as a member, he should indicate in the return in Form No. 1 the value of his share in such property and where it is not possible to indicate the exact value of such share, its approximate value. Suitable explanatory notes may be added, wherever necessary.

## FORM NO. I

**Statement Of Immovable Property On First Appointment/As On The 31st March, 2011  
(See Order Below Rule 18)  
(e.g., Lands, Houses, Shops, other Buildings, etc.)**

Sr. No.	Description of Property	Precise location, (Name of District, Division, 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 Government servant.	Date of acquisition
1	2	3	4	5	6	7	8
	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.
	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.
	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.

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) con-cerned. (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
N.A.	N.A.	N.A.	N.A.	N.A.
N.A.	N.A.	N.A.	N.A.	N.A.
N.A.	N.A.	N.A.	N.A.	N.A.

Date 04.06.2011Signature **Note:**

(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 one 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 term 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) whether it has been acquired by lease, the total annual rent thereof also, and

(c) whether the acquisition is by inheritance, gift or exchange, the approximate value of the property so acquired.

FORM NO. II

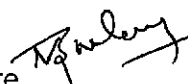
Statement of liquid assets on first appointment as on the 31st March, 2011

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

(2) 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.	Salary Account	Bank of India, Bahadur Shah Zafar Marg, New Delhi- 110001	Rs. 4000/-	In my own name	-----	-----
2.	Savings Account	Bank of Baroda, Jheel Kuranja, Delhi-110051.	Rs. 42,217/-	In my own name	-----	-----
3.	Salary Account	Punjab National Bank, The Mall, Shimla	Rs. 1,56,559/-	In my own name	-----	-----

Dated : 04.06.2011

Signature 

**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

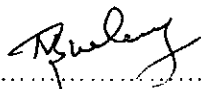
(See Order below Rule 18)

## Statement Movable Property On First Appointment/As On the 31st March, 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.	Jewellery (Gold and Silver)	Gold: 27 tolas approx. Silver: 3kg approx.	In my own name.	Gifted by my parents on various occasions.	
2. ✓	Car	Rs. 2 lakhs approx.	Gifted by my father Sh. Harish Sharma, R/o 403 Jheel Kuranja, P.O. Krishna Nagar, Delhi-110051	By way of a deed of Gift	Registration Certificate of the vehicle is in the name of my father.
3.	Refrigerator	Rs. 25,000/- approx	Gifted by my father Sh. Harish Sharma, R/o 403 Jheel Kuranja, P.O. Krishna Nagar, Delhi-110051	By way of gift	
4.	Television	Rs. 30,000/- approx.	Gifted by my father Sh. Harish Sharma, R/o 403 Jheel Kuranja, P.O. Krishna Nagar, Delhi-110051	By way of gift	
5. ✓	Washing Machine	Rs. 25,000/- approx	Gifted by my father Sh. Harish Sharma, R/o 403 Jheel Kuranja, P.O. Krishna Nagar, Delhi-110051	By way of gift	
6.	Laptop	Rs. 42,000/- approx.	Gifted by my father Sh. Harish Sharma, R/o 403 Jheel Kuranja, P.O. Krishna Nagar, Delhi-110051	By way of gift	

7.	Microwave Oven	Rs.15,000/- approx.	Gifted by my father Sh. Harish Sharma, R/o 403 Jheel Kuranja, P.O. Krishna Nagar, Delhi-110051.	By way of gift	
8.	Air conditioner	Rs. 40,000/- approx.	Gifted by my father Sh. Harish Sharma, R/o 403 Jheel Kuranja, P.O. Krishna Nagar, Delhi-110051.	By way of gift	
	Other household articles	Worth Rs. 2,50,000/-	Gifted by my father Sh. Harish Sharma, R/o 403 Jheel Kuranja, P.O. Krishna Nagar, Delhi-110051	By way of gifts on various occasions.	

Date 04.06.2011

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 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 article, 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.

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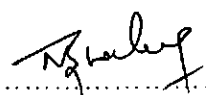
**FORM IV**

(See Order below Rule 18)

**Statement Provident Fund And Life Insurance Policy On First Appointment/As On the 31st  
March , 2011**

INSURANCE POLICIES					PROVIDENT FUNDS				
S. No.	Policy No. and date of policy	Name of Insurance Company	Sum Insured/ date of maturity (Rs.)	Amount of annual premium (Rs.)	Type of Provident Funds/ G.P.F./ C.P.F. Account No.	Closing balance as last reported by the Audit/Accounts Officer along with date of such balance	Contributions 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)
1.	115512525 Dated 28.03.2009	L.I.C.	12 lakhs Dated 28.03.2029	58,962/-	G.P.F. applied for	----- -----	----- -----	----- -----	----- -----
2.	215500/48/ 2011/3374	Oriental Insurance Company	6 Lakhs Dated 30.03.2012	12,820/-		----- -----	----- -----	----- -----	----- -----
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Date 04.06.2011

Signature 

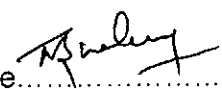
FORM V

(See Order below Rule 18)

Statement Of Debts And Other Liabilities Of First Appointment/As On the 31st March, 2011

S. No.	Amount	Name and address of creditor	Date of incurring liability	Details of transactions	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
	N.A.	N.A.	N.A.	N.A.	N.A.
	N.A.	N.A.	N.A.	N.A.	N.A.

Date 04.06.2011.....

Signature .....

**Note.**

- (1) Individual items of loans not exceeding three months' emoluments or Rs. 1,000, 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 Government servant.
- (4) 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.