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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 31st March 2011

1. Name of the Government servant UPASNA SHARMA in full (in Block letters)

2. Service to which he belongs Himachal Pradesh Judicial Services

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

(i) in non-gazetted rank _____

(ii) in gazetted rank Yes

4. Present post held and place of posting Civil Judge (Jr. Div.) cum J.M. Posted at Mandi court No. III

5. Total annual income from all sources during the calendar year immediately preceding the 1st day of January, 2011 Rs. 50,000/-

6. Declaration

I hereby declare that the return enclosed namely, Forms I to V, are complete, true and correct as on 31st 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.. 28/05/2011

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.q., 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
1	Land and House	Situated at village Lower Barol, P.O. Dari, Tehsil Dharamshala, Distt. Kangra (H.P.) Bearing khewat no. 254 khautani No. 331	03 kanal 05 marlas	Aabadi & agriculture	One third	In my mother's name	Likely to succeed

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-cemed. (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
Properties above stated is purchased by my mother	1,00,000/- (land acquired in 1996) 7,00,000/- (house completed in 1997)	Not Applicable	1,50,000	Property above stated is in the name of my mother and I am likely to succeed one third out of it.

Date 28/05/11

Signature 

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 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	Saving account	P.N.B. Kotwali bazaar	88,000/-	In my own name	-----	
2	Fixed deposit	P.N.B. Kotwali Bazaar	1,89,133/-	In my own name	Rs. 17,483/-	Gifted by my father

Dated. 28/05/11.....

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, silver & stones)	Approximately Rs.1,50,000/- (25 tolas of gold) Approximately Rs.10,000/- (50 tolas of silver) Approximately Rs.10,000/- (stones)	—	Gifted by my parents from my birth till this date	—
2	Refrigerator	15,690/-	Mother- Smt. Lekha Sharma, R/o lower barol, P.O. Dari, Tehsil Dharamshala, Distt. Kangra H.P.	Gifted by my parents, purchased in September 2004	—
3	Car (Zen Estillo)	2,50,000/-	—	Gifted by my Father on my selection in this service	—
4	Television	14,490/-	Mother- Smt. Lekha Sharma, R/o lower barol, P.O. Dari, Tehsil Dharamshala, Distt. Kangra H.P.	Gifted by my parents, some time before the date of joining this job.	—
5	Laptop	40,000/-	—	Purchased by me in 2009	—
6.	Washing Machine	9000/-	Father- Sh. N. D. Sharma, R/o Lower Barol, P.O. Dari, Tehsil Dharamshala Distt. Kangra	Gifted by my parents in 2006	—
7.	Other household Articles	Worth Rs. 2,50,000/-	—	Purchased by me during my study time and earlier job	—
8.	Handsets (total 3)	i) Samsung star duos 11,000/- ii) Nokia 3120 classic 8,000/- iii) Lava B2 Qwerty 3,500/-	—	Purchased i) in March 2011 ii) in July 2008 iii) in July 2010	—

9.	Food processor	4,500/-	—	Purchased by me in 2007	—
10.	Microwave Oven	14,000/-	—	Gifted by my father in 2010	—

Date... 28/05/11

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.

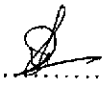
FORM IV

(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	Amount of annual premium	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				-	G.P.F. Account No.- applied for				

Date. 28/05/11

Signature. 


FORM V

(See Order below Rule 18)

Statement Of Debts And Other Liabilities Of First Appointment/As On The 31st March

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

Date... 28/05/11.....

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.