

Declaration of Assets as they stood on:

Name (In full) of Officer:

Service:

Designation:

now appointed as

Substantive Pay:

Special Pay:

### INSTRUCTIONS FOR FILLING UP THE DECLARATION

1. (a) Every Govt. Servant employed under administrative control of the Government of West Bengal, other than a person in inferior service, shall submit to the proper authority an annual return of the movable and immovable properties owned, acquired or inherited by him, or his wife or dependants or held on lease or mortgage either in his own name or in the name of any member of his family or of any other person. These orders will not apply to members of the All India Services who are governed by sub-rule 3 of Rule 15 of the All India Services (Conduct) Rules, 1954.

(b) This Declaration of Assets must always refer to the 1st January of the current year. Any asset acquired between the 1st January and the date of declaration should not ordinarily be entered in the declaration. But in case of doubt regarding the exact date the assets in question may be entered for the current year but should be repeated in the declaration of the next year too. It is best to submit the Declaration of Assets as soon after New Year's Day as possible.

(c) A person who has entered Govt. Service for the first time should submit the return within three months of his joining Govt. Service and it should relate to his assets as they stood on the 1st of January immediately preceding his date of joining.

2. If there is no change of assets on the 1st January of the previous year the declaration should never be nil. There should be a fresh Declaration of Assets in full as on the 1st January of every year.

3. The declaration of assets must show the assets belonging to the Govt. Servant even though they may stand in the name of his wife (in the case of a male Govt. Servant), children, other dependants or *benamdar*s, and must also show the assets belonging to the wife of a male Govt. Servant or to his dependants even though they are acquired by the wife or dependants in their own right.

N.B.—If any difficulty arises regarding the declaration of assets of a Government Servant's wife (in the case of a male Government Servant) or dependants, the matter should be reported to Government with full particulars and instructions sought.

4. Any officer making a declaration discovered to be materially incomplete, misleading or false will earn for himself the penalty of immediate suspension, drawing up of proceedings, which may ultimately result in dismissal from Government Service with forfeiture of pension and all other discretionary benefits. A subsequent explanation that the failure strictly to comply with the instructions or the presence of material defects in the declaration were by oversight or ignorance will not be accepted. Ambiguity in a declaration must be avoided as any ambiguity will be liable to be interpreted against him.

5. In declaring shares and stocks and other securities, Jewellery, motor cars, motor cycles refrigerators, other valuable movable articles and immovable property, the actual price paid by an officer must be mentioned, whatever their face value or depreciation might be. Movable articles costing less than Rs. 500/- for each item need not be mentioned. In columns 8 of Part A1, 6 of Parts A2 and A3 and 5 of Parts B1 and B2 of the form of Declaration of Assets, the manner of acquisition of the property must be clearly and unambiguously given, i.e., whether the property was acquired by means of savings from the Government Servant's salary or from income from any other source or by loan in cash or kind or by inheritance or by any other means to be specified. If an immovable or movable property is in the process of acquisition, for example, a piece of landed property which is being purchased in instalments or under one of the various mortgage schemes, or a car or a refrigerator or other pieces of furniture

or jewellery are being paid for under a hire-purchased scheme in instalments or the mortgaged while being acquired, the full particulars of such properties should be given even though the title to the property may not yet have developed upon the Govt. Servant making the declaration. It is incumbent upon the declarant in such cases to state the amount paid upto the relevant date for the purchase of the particular property.

6. In declaring Insurance Policies, the number of the policy or policies, the amount of Insurance, the name and address of the Company, the number of years during which premia have to be paid must be mentioned. Fully or partly paid-up Policies, Single or Limited Payment Policies must be described as such. Any omission in this respect will be liable to be interpreted as an attempt to conceal real assets. The names and addresses of the Banks of the declarant and his dependants together with the nature and number of the accounts should be given.

7. Every declaration must be made in the prescribed printed form and the prescribed declaration at the foot of every page must be signed.

8. If in the declaration it is not possible to give a correct statement of every assets as it stood exactly on the 1st January, the statement should be correct to the nearest date and that date should be mentioned. (Sometimes it is difficult to get a precise statement of Bank Accounts for example, as they stood on the 1st January).

9. A Government Servant whose service is placed temporarily at the disposal of the Central or any other State Government or any other authority should be required to submit the declaration of Assets to this Government.

10. The categories of assets mentioned in brackets in the printed declaration form are merely illustrative and not meant to be exclusive.

11. In declaring precise location in column 2 of schedule A—Immovable Property—(1) Lands (2) Houses, record correct and full address including the number of municipal holding with street and lane in municipal areas and C.S. Plot numbers, C.S. Mouza number, village, union, thana, subdivision and district in rural areas.

12. In column 6 of A 1 and col. 4 of A 2, please state the full value of the land and the house. If the value has not yet been determined please state how much has actually paid. In case of a building, state the actual amount of money that has been spent up to 1st January or as near that date as possible even if the construction may be incomplete or just started. In the case of land, please state the amount of loan, if any, taken in case, and in the case of house the amount of such loan in cash or kind including the value of materials purchased on credit.

13. The last date of submission of this declaration of Assets is the 30th April every year for assets as they stood on the previous 1st January of that year. Gazetted Officers will submit these declarations by registered post at Government expense direct to the Chief Secretary in double sealed cover. The outer sealed cover will be addressed to the Chief Secretary to the Govt. of West Bengal and should not contain any indication of the contents. The inner sealed cover should contain the name of the officer, his service, rank and address and certificate of the date for which the declaration stands (in the form: Declaration of Assets as they stood on 1st January, 19.....). Non-gazetted officers will submit their declarations in sealed covers to their respective heads of offices for safe custody, the above instructions being followed *mutatis mutandis*. Govt. Servants are not required to supply more than one copy of the return and instructions for submission of returns in duplicate, triplicate, etc., are unauthorised.

A—IMMOVABLE PROPERTY

(1) LANDS

Serial No.	Precise location	Area	Nature of land	Extent of Interest	Value	In whose name (wife, child, dependant, other relation or benamder) the asset is	Date and manner or acquisition	Remark
1	2	3	4	5	6	7	8	9

(2) HOUSES

Serial No	Precise location	Extent of Interest	Value	In whose name (wife, child, dependant, other relation or benamdar) the asset is	Date and manner of acquisition	Remarks

(3) IMMOVABLE PROPERTIES OF OTHER DESCRIPTION  
(Including mortgages and such other rights)

Serial No.	Brief Description	Extent of Interest	Value	In whose name (wife, child dependant, other relation or BENAMDAR) the asset is	Date and manner of acquisition	Remarks
1	2	3	4	5	6	7

Signature of Declarant:.....

B—MOVABLE PROPERTY

(1) CASH , BANK BALANCE, CREDIT, INSURANCE POLICES, SHARES, DEBENTURES, ETC.

Serial No.	Brief Description	Value	In whose name (wife, child dependant, other relation or BENAMDAR) the asset is	In the case of loan the name of the person from whom the loan was taken & the relationship of the loanee with that person	Date and manner of acquisition	Remarks
1	2	3	4	5	6	7

(2) OTHER MOVABLES

(Including Jewelry and other valuables, motor vehicles, refrigerators and other articles or materials of  
Rs. 500 and over for each item)

Serial No.	Description of Item	Value	In whose name (wife, child, dependant, other relation or BENAMDAR) the asset is	Date and manner of acquisition	Remark
1	2	3	4	5	6

1 hereby declare that the Declaration made above is complete, true and correct to the best of my knowledge and belief.

Date:

Signature of Declarant: