Copy of Punjab Government circular letter No. 13/7/78-2PP/35251, dated 6th November, 1978, from the Department of Personnel and Administrative Reforms, addressed to all Heads of Departments etc., etc.

Subject.—Punjab Government Employees (Conduct) Rules, 1966—Amendments thereto—Submission of returns of assets and liabilities by Government employees under rule 18—Prescription of revised form and periodicity.

I am directed to invite a reference to Punjab Government letter No. 1148-2GS-77/8588, dated the 2nd/3rd March, 1977—vide which copies of the notifications amending the Punjab Government Employees (Conduct) Rules, 1966, were sent, and to say that to conform to the policy followed by Government of India, the Rules have further been amended as per notification No. GSR 91/Const./Art. 309 and 318/Amd. (8)/78, dated 17th August, 1978, published in the Punjab Government Gazette, Legislative Supplement, Part III, dated 8th September, 1978. A copy of the notification is enclosed for your information and circulation among the employees working under you.

2. Under the amended provisions of rule 18 ibid:—

(i) Every government employee shall on his first appointment to any service or post submit a return of his assets and liabilities in such form as may be prescribed by the Government giving full particulars regarding,—

(a) the immovable property inherited by him or owned or acquired 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:

(b) shares, debentures and cash including bank deposits inherited by him or similarly owned, acquired or held by him;

(c) other movable property inherited by him or similarly owned, acquired or held by him;

(d) debts and other liabilities incurred by him directly or indirectly.
(ii) Where a Government employee already belonging to a service or holding a post is appointed to any other civil service or post, he shall not be required to submit a fresh return under clause (i) of sub-rule (1) of rule 18 ibid.

(iii) Every Government employee belonging to any service or holding any post in Class I or Class II shall submit an annual return in such form as may be prescribed by the Government in this regard giving full particulars regarding the immovable property inherited by him or owned or acquired 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.

3. It may be seen that the submission of annual returns in respect of moveable property by all the employees belonging to any Class of service as laid down in Punjab Government letter No. 2130-SII(3)-69/32377, dated 17th December, 1969, has now been dispensed with. As regards the submission of returns in respect of immovable property, an annual returns is required in the case of Government employees belonging to Class I and Class II services only, and no such return is required in the case of Class III and Class IV employees. A fresh property return is also not required to be submitted by a government employee who is appointed to any other post or class of service. Government, however, has the power under sub-rule (4) of rule 18 ibid to require a Government employee at any time to furnish a full and complete statement of such movable or immovable property held or acquired by him on his behalf or by any member of his family etc. I am, therefore, directed to say that action may now be taken in the context of this new policy. The proforma prescribed for the submission of the returns—vide letter dated 17th December 1969 referred to above, have been replaced by the Forms I—V appended to this letter. Form I is to be filled and furnished to the prescribed authority annually by the Government employees belonging to Class I and Class II services, whereas all the Forms (numbered I—V) are to be furnished by all Government employees belonging to any class of service at the time of first appointment as per provisions of sub-rule (1) of rule 18 ibid quoted in para 2 above, or when the Government so requires under sub-rule (4) of rule 18 ibid.

4. The members of the All India Services serving in connection with the affairs of the Punjab State may also file their property
returns on these forms as per provisions of rule 16 of the All India Services (Conduct) Rules, 1968.

GOVERNMENT OF PUNJAB

DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS

(PERSONNEL POLICIES)

Notification

The 7th August, 1978

No G.S.R. 91/Const./Art. 309 and 318/Amd.(8)/78.—In exercise of the powers conferred by the proviso to article 309 and clause (b) of article 318 read with clause (3) of article 187 of the Constitution of India, and all other powers enabling him in this behalf, the Governor of Punjab, after consultation with the Speaker of the Punjab Vidhan Sabha in so far as such consultation is necessary under the aforesaid provisions, is pleased to make the following rules further to amend the Punjab Government Employees (Conduct) Rules, 1966, namely:—

1. (a) These rules may be called the Punjab Government Employees (Conduct) (First Amendment) Rules, 1978.

(b) They shall come into force at once.

2. In rule 4 of the Punjab Government Employees (Conduct) Rules, 1966 (hereinafter referred to as the said rules), for the existing heading, the following heading shall be substituted, namely:—

"Employment of near relatives of Government employees in Companies or Firms."
3. In rule 18 of the said rules,—

(1) sub-rule (1) shall be renumbered as clause (i) thereof; and

(a) in clause (i) as so renumbered,—

(i) in the opening paragraph, the words “and thereafter at such intervals as may be specified by the Government” shall be omitted;

(ii) for Note III, the following Note shall be substituted, namely:—

“Note.—Where a Government employee already belonging to a service or holding a post is appointed to any other civil service or post, he shall not be required to submit a fresh return under this clause”.

(b) after clause (i) as so renumbered (including the notes thereto), the following clause shall be inserted, namely:—

“(ii) Every Government employee belonging to any service or holding any post in Class I or Class II shall submit an annual return in such form as may be prescribed by the Government in this regard giving full particulars regarding the immovable propert inherited by him or owned or acquired 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.”

(2) for the letters and figures “Rs. 1,000” and “Rs. 500” wherever they occur, the letters and figures “Rs. 2,000” and “Rs. 1,000” shall be substituted respectively.

S. S. PURI,
Chief Secretary to Government,
Punjab.
Return of assets and liabilities

1. (a) Name of the Government employee in full (in block letters) ... 
   (b) Father’s Name ... 

2. Service to which he/she belongs ... 

3. Total length of service up to date—
   (i) in Non-gazetted rank ... 
   (ii) in Gazetted rank ... 

4. Present post held and place of posting ... 

5. Total annual income from all sources during the calendar year immediately preceding the 31st March, 19 ... 

6. Declaration.—I hereby declare that the return enclosed namely, Forms I to V, are complete, true and correct as on 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 *Punjab Government Employees (Conduct) Rules, 1966/rule 16 of the All India Services (Conduct) Rules, 1968.

Signature 

Designation 

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*Strike off which ever is not applicable.

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

Note 2.—If a Government employee is a member of Hindu Undivided Family with co-fercenary rights in the properties of the family either as a ‘Karta’ or as a member, he/she should indicate in the return in Form No. I the value of his/her 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 I

**Statement of Immovable Property** *(e.g. Lands, House, Shops, other buildings, etc.)*

<table>
<thead>
<tr>
<th>Serial No.</th>
<th>Description of property</th>
<th>Precise location (Name of District, Division, Taluk and village in which the property is situated and also its distinctive number, etc.)</th>
<th>Area of land in case of land &amp; buildings</th>
<th>Nature of Land (in case of landed property)</th>
<th>Extent of interest</th>
<th>If not in own name, state in whose name held and his/her relationship, if any to the Government employee</th>
</tr>
</thead>
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</tbody>
</table>

*Year ————*
| Date of  | How acquired? (Whether by purchase, | Value of the | Particulars of | Total annual income | Remarks |
| acquisition | mortgage, lease, inheritance, gift or  | property (see | sanction of | from the property | |
|            | otherwise and name with details of    | Note 2 below) | prescribed authority, |                          | |
|            | person/persons from whom acquired) |            | if any |                          | |
|            | (address and connection of the       |            |                              |                          | |
|            | Government employee, if any with the |            |                              |                          | |
|            | person/persons concerned) (Please see |            |                              |                          | |
|            | Note 1 below)                        |            |                              |                          | |
| 8         | 9                                     | 10         | 11                           | 12                       | 13       |

Date:  

Signature

Notes.—(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 employee, 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) where it has been acquired by lease, the total annual rent thereof also; and

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

STATEMENT OF LIQUID ASSETS

(1) Cash and Bank balances exceeding 3 months' emoluments.

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

<table>
<thead>
<tr>
<th>Serial No.</th>
<th>Description</th>
<th>Name and address of Company, Bank etc.</th>
<th>Amount</th>
<th>If not in own name, name and address of person in whose name held and his/her relationship with the Government employee</th>
<th>Amount income derived</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
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<td>6</td>
<td>7</td>
</tr>
</tbody>
</table>

Signature

Date:

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

2. The term "emoluments" means the pay and allowances received by the Government employee.
FORM NO. III
STATEMENT OF MOVABLE PROPERTY

<table>
<thead>
<tr>
<th>Serial No.</th>
<th>Description of items</th>
<th>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 instalment basis</th>
<th>If not in own name, name and address of the person in whose name and his/her relationship with the Government employee</th>
<th>How acquired with approximate date of acquisition</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

Date:

Notes 1.—In this Form information may be given regarding items like (a) jewellery owned by him/her total value, (b) silver and other precious metals and precious stones owned by him/her note forming part of jewellery (total value); (c) (i) Motor Cars, (ii) Scooters/Motor Cycles; (iii) refrigerators/airconditioners; (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, utensils, books, crockery, etc. added together as lumpsum.

2. In column 5 may be indicated whether the property was acquired by purchase, inheritance, gift or otherwise.

3. In column 6, particulars regarding sanction obtained or report made in respect of various transactions may be given.
### FORM NO. IV

STATEMENT OF PROVIDENT FUND AND LIFE INSURANCE POLICY

<table>
<thead>
<tr>
<th>Serial No.</th>
<th>Policy No. and date of Policy</th>
<th>Name of Insurance Company</th>
<th>Sum insured date of maturity</th>
<th>Amount of Annual premium</th>
<th>Type of Provident Funds/ GP F/CPF Account No.</th>
<th>Closing balance as last reported by the Audit/Accounts of Officer along with date of such balance</th>
<th>Contributions made subsequently</th>
<th>Total</th>
<th>Remarks (if there is dispute regarding closing balance the figures according to the Government employee should also be mention in this column)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
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<td>8</td>
<td>9</td>
</tr>
</tbody>
</table>

Signature
FORM No. V

STATEMENT OF DEBTS AND OTHER LIABILITIES

<table>
<thead>
<tr>
<th>Serial No.</th>
<th>Amount</th>
<th>Name and address of Creditor</th>
<th>Date of incurring Liability</th>
<th>Details of Transaction</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
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<td>5</td>
<td>6</td>
</tr>
</tbody>
</table>

Date:

Signature

Notes.—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 employees.

4. The statement should also include various loans and advances available to Government employees like advance for purchase of conveyance, House building advance, etc. (other than advances of pay and travelling allowance), advances from the G.P.F. Fund and loans on Life Insurance Policies and fixed deposits.