



भाकृअनुप- भारतीय मसाला फसल अनुसंधान संस्थान  
ICAR - INDIAN INSTITUTE OF SPICES RESEARCH  
(भारतीय कृषि अनुसंधान परिषद Indian Council of Agricultural Research)  
पी. बी. संख्या: Post Bag No: 1701, मेरिकुन्नु पोस्ट Marikunnu Post,  
कोषिकोड Kozhikode -673 012, केरल Kerala, भारत India



F.No.9(15)/2014-Estt.

Dated 15<sup>th</sup> July, 2016

CIRCULAR

Ref: F.No.GAC-21-42/2014-CDN dated 13<sup>th</sup> July, 2016

With reference to the Council's Endorsement cited above, all permanent staff of IISR Kozhikode, Peruvannamuzhi Farm, Krishi Vigyan Kendra and Regional Station, Appangala, are requested to submit the return of Assets and Liabilities (both movable and immovable property) on First Appointment or as on the 31<sup>st</sup> March, 2016 (Under Sec. 44 of the Lokpal and Lokayuktas Act, 2013) in the prescribed proforma, on or before 31<sup>st</sup> July 2016, to the respective DDO's. Non-filing of information and non-adherence to the said time lines may invite action in terms of provisions of Section 45 of the Lokpal and Lokayukta Act, 2013.

This is issued with the approval of Director and for strict compliance.

( K V Pillai )

Administrative Officer &

कार्यालय अध्यक्ष Head of Office

भाकृअनुप - भारतीय मसाला फसल अनुसंधान संस्थान  
ICAR - Indian Institute of Spices Research  
मेरिकुन्नु पी.ओ. Marikunnu P.O., कोषिकोड Kozhikode  
पिन PIN - 673 012, केरल Kerala, भारत India

Encl: Appendix - I / PROFORMA I to IV

Copy to:

1. The Head, Regional Station, Appangala
2. The Scientist in Charge, Peruvannamuzhi Farm
3. The Programme Coordinator, KVK
4. For circulation to all through : INTRANET

APPENDIX-I  
[ Rule 3 (1) ]

Return of Assets and Liabilities on First Appointment or as on the 31<sup>st</sup> March, 20.....<sup>\*</sup>  
(Under Sec 44 of the Lokpal and Lokayuktas Act, 2013)

1. Name of the Public Servant in full.....

( in block letters)

2. (a) Present public position held .....

( Designation, and address of .....

Organisation) .....

(b) Service to which belongs .....

( if applicable)

<sup>\*</sup> In case of first appointment, please indicate date of appointment

Declaration:

I hereby declare that the return enclosed namely, Forms I to IV are complete, true and correct to the best of my knowledge and belief, in respect of information due to be furnished by me under the provisions of section 44 of the Lokpal and Lokayuktas Act, 2013.

Date .....

Signature.....



Form No. I

Details of Public Servant, his/her spouse and dependent children

SL.No.		Name	Public Position held, if any	Whether return being filed by him/her, separately
1.	Self			
2.	Spouse			
3.	Dependent-1			
4.	Dependent-2			
5.	Dependent-3			

- Add more rows, if necessary

Date.....

Signature.....

## FORM No. II

Statement of movable property on first appointment or as on the 31<sup>st</sup> March, 20.....

Details of the movable assets of self, spouse and dependent children:

SL.No.	Description		Account in Rupees				
			Self	Spouse	Dependent 1	Dependent 2	Dependent 3
(i)	Cash in hand	Name of Bank/Financial Institutions & Nature of Deposit					
(ii)	Details of deposit in Bank accounts (FDRs, Term Deposits and all other types of deposits including saving accounts), Deposits with financial Institutions, Non-banking financial companies, societies and the amount in each such deposit						
(iii)	Details of investment in Bonds, debentures/shares and units in companies/mutual funds and others						
(iv)	Details of investment in NSS, Postal Saving, Insurance policies and investment in any Financial instruments in Post Office or Insurance Company						
(v)	Detail of deposit in Provident Fund/New Pension Scheme						
(vi)	Personal loans/advance given to any person or entity including firm, company, trust etc, and other receivables from debtors and the amount (exceeding a) two months basic pay, where applicable. b) Rupees one lakh in other cases)						
(vii)	Motor vehicles/Aircrafts/Yachts/Ships(Details of Make, registration number etc., year of purchase and amount)						



(viii)	Jewellery, bullion and valuable thing(s) (give details of weight)  JEWELLERY	Gold					
		Silver					
		Precious stones/precious metals					
	Bullion	Gold					
		Silver					
		Precious stones/precious metals					
(ix)	Any other assets						

Date.....

Signature.....

**FORM No. III**

**Statement of immovable property on first appointment or as on the 31<sup>st</sup> December 2014 (eg. Lands, House, Shops, Other buildings etc. (Held by Public Servant, his / her spouse and dependent children)**

Sl. No.	Description of property (land / House / Flat / Shop / Industrial etc.)	Precise location (Name of District, Division, Taluk and Village in which the property is situated and also its distractive number etc.)	Area of land (in case of land and buildings)	Nature of land in case of landed property	Extent of interest	If not in name of public servant, state in whose name held and his/her relationship, if any to the public servant	Date of acquisition	How acquired (whether by purchase, mortgage, lease, inheritance, gift or otherwise) and name with details of person / persons from whom acquired (address and connection of the Govt. Servant, if any, with the person / persons concerned) please see note I below and cost of acquisition	Present value of the property (if exact value not known, approx. value may be indicated)	Total annual income from the property	Remarks
1.											
2.											

Date: .....

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.

## Form No. IV

Statement of Debts and Other Liabilities on first appointment or as on 31<sup>st</sup> March, 20.....

[illegible]

Date.....

Signature.....