

FORMS PRESCRIBED UNDER ALL INDIA SERVICE (CONDUCT) RULES, 1968

FORM I

[See Government of India's Instructions (1) and (2) below rule 16.]

Statement of Immovable property on ¹⁹ appointment for the year.....

1. Name of Officer (in full) and Service

to which the officer belongs.

2. Present post held

3. Cadre of the state on which borne.....

4. Present Pay:

Inapplicable clause to be struck out.

Name of district, Sub-Division, Taluk and village in which property is situated	Name and detail of property		Present value	If not in own name, state in whose name held and his/her relationship to the members of the service	How acquired - whether by purchase lease mortgage, inheritance, gift or otherwise with date of acquisition and name with details of person/persons from whom acquired	Annual income from property	Remarks
	Housing and other building	Lands					

Signature

Date

Note.- This declaration form is required to be filled in and submitted by every member of the IAS/I.P.S. under rule 16(5) of the All India Services (Conduct) Rules, 1968 on first appointment to the Service, and thereafter at the interval of every twelve months, giving particulars of all immovable property owned, acquired or inherited by him or held by him on lease or mortgage, either in his own or in the name of any member of his family or in the name of any other person.

FORM II

[See Govt. of India's decision No. 2 below rule 16].

Form of report/application for permission of the Govt. for the building of or addition to, a house.

Sir,

This is to report to you that I propose to build a house make an addition to my house.

This is to request that permission may granted to me for the building of a house/making addition to my house.

The estimated cost of the land and materials for the construction/extension of the house is given below:-

LAND :

- (1) Location (Survey numbers, village, district, State).
- (2) Area.
- (3) Cost.

BUILDING MATERIALS ETC:

- (1) Bricks (Rate/quantity/cost).
- (2) Cement (Rate/quantity/cost).
- (3) Iron and Steel (Rate/quantity/cost)
- (4) Timber (Rate/quantity/cost).
- (5) Sanitary Fittings (cost).
- (6) Electrical Fittings (Cost).
- (7) Any other special fittings (Cost).

(8) Labour Charges.

(9) Other charges, if any.

TOTAL COST OF LAND AND BUILDING:

2. The construction will be supervised by myself/The construction, will be done by.....²² I do not have any official dealings with the contractor, nor did I have any official dealings with him in the past.

I have/had official dealings with the contractor and the nature of my dealings with him is/was as under:

3. The cost of proposed construction will be met as under:-

Amount

(i) Own Savings

(ii) Loans/Advances with full details.

(iii) Other sources with full details.

Yours faithfully

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FORM III

[See Govt. of India's decision No.2 below rule 16.]

Form of report to the Government after completion of the building of
a house/addition of the house.

Sir,

In my letter No dated I had reported that I proposed to build a house or make addition to my house/Permission was granted to me in Order No..... dated the..... for the building of house or making addition to my house. The construction of the house or the addition to the house has since been completed and I enclosed a Valuation Report duly certified by

2. The cost of construction indicated in the enclosed valuation report was financed as under:-u

Amount

(i) Own Savings.

(ii) Loans/Advances with full details.

Yours faithfully,

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Dated:

(Note- Variation, if any, between the figures given above and the figures given in Form II may be explained suitably).

Valuation Report

I/We hereby certify that I/We have valued House constructed by Shri/Shrimati and I/We give below the value at which we estimate the cost of the house under the following headings:-

Cost

Rs. N.P.

1. Bricks.
2. Cement.
3. Iron and Steel
- 4 Timber.
5. Sanitary fittings.
6. Electrical fittings.
7. All other special fittings.
8. Labour charges.
9. All other charges.

Total cost of the building:

(Signature of the valuation authority)

Date:

FORM FC-2

[See rule 3 (b)].

Application for seeking prior permission of the Central Government to accept foreign hospitality.

[Section 9 read with sections 10(a) and 11(l) of the Foreign Contribution (Regulation) Act, 1976].

1. Name in full (in block letters)

2. Date of Birth

3. Name of father.

4. Present address.

5. Permanent address.

6. Passport Particulars (if already in possession of)

7. Status.

Member of a Legislature.

Office bearer of a political party.

Employee of a Company/Corporations

Any person or class of person specified in Section 9.

8. Names of countries/places to be visited with duration of stay.

9. The countries and places where foreign hospitality is to be accepted.

10. Duration and purpose of visit to the country (ies)/ places(s) mentioned in column 9.

11. Particulars of host(s):-

(a) If an individual, his personnel particulars including name, present address, permanent address, nationality, profession.

(b) If an Organisation/ Institution/ Association/ Trust/ Foundation Trade Union, etc. full particulars thereof including:-

- i. Full Name and complete Address.**
- ii. Address of head Officer-Principal officer.**
- iii. Aims and objects.**
- iv. Particulars of important office bearers.**

12. Full particulars as in serial II (a) & (b) of the foreign source in case the actual source extending the hospitality is located in the country other than actually proposed to be visited.

13. Nature and duration of hospitality proposed to be accepted (give specific details).

14. Nature of connection/dealings with the host and/or foreign source extending the hospitality.

15. Approximate expenditure to be incurred on hospitality.

16. Any other information of significance which the applicant may like to furnish.

DECLARATION

I hereby declare that the above particulars furnished by me are true and correct.

Place:

Date:

Signature of the Applicant.