



FORM NO. - 1

STATEMENT SHOWING DETAILS OF **IMMOVABLE PROPERTY** UNDER RULE 23 OF SPMCIL CDA RULES, 2010 ON FIRST APPOINTMENT AND ALSO ON 1ST JANUARY OF EACH CALENDER YEAR -.....
(i.e. LANDS / HOUSE / SHOPS / OTHER BUILDING ETC).

NAME :		DT. OF JOINING :	
DESIGNATION :		BASIC SALARY :	

Sl. No.	Details/Description of property and its location (See Notes 1 & 5 overleaf)House/Building/Land No.	If not in own name, state in whose name held and his/her relationship, if any, to the employee	How and when acquired. (See Notes 2 & 6 overleaf)	Value of the Property. (See Notes 3 overleaf)	Total annual income from the property	Remarks
1	2	3	4	5	6	7

FORM NO. - 2

STATEMENT SHOWING DETAILS OF **ASSETS (OTHER THAN IMMOVABLE PROPERTY) AND LIABILITES** UNDER RULE 23 OF SPMCIL CDA RULES, 2010 ON FIRST APPOINTMENT AND ALSO SUBMISSION OF RETURN ON 1ST JANUARY OF EACH CALENDER YEAR.

NAME :		DT. OF JOINING :	
DESIGNATION :		BASIC SALARY :	

ASSETS					LIABILITIES	
A. Liquid Assets & Investment (including deposits & Life Insurance Policies)					1. Liabilities to the Bank/Financial Institution	
Description	Amount/original price	Held in the name of & relationship	How acquired	Annual income derived		
1	2	3	4	5		
					2. Liabilities to friends & relatives.	
B. Movable properties (Ref. Note 3 overleaf)						
1	2	3	4	5	3. Other liabilities, if any	
					Date :	Signature

N.B. : Additional sheets may be attached where necessary.

FORM NO. – 3
STATEMENT OF ASSETS & LIABILITIES

STATEMENT IN RESPECT OF SHARES / DEBENTURES AND INVESTMENT IN MUTUAL FUND SCHEME ETC UNDER RULE 23 OF SPMCIL CDA RULES, 2010 AS ON 1 ST JANUARY OF EACH CALENDER YEAR IN EMPLOYEES OWN NAME AND ALSO THOSE HELD IN THE NAME OF SPOUSE AND DEPENDENTS.							
NAME :					DT. OF JOINING :		
DESIGNATION :					BASIC SALARY :		
Sl. No.	Name of the Company	No. of Shares	Face Value	Cost of Acquisition	Whether promoters'/ employees' quota	How acquired	Position held at the time of acquisition and if the company had any borrowing or other facilities at that time.
1	2	3	4	5	6	7	8
	A: SELF						
	B: SPOUSE & DEPENDENT CHILDREN						
2	Any addition/deletion to this statement as on 1 st January and the profit/loss incurred by me are given below :						
Place :							
Date :						Signature :	

To be submitted along with the Assets & Liabilities Statement as on 1st January of every year		
Form for giving information under Rule 23 of SPMCIL CDA Rules - 2010 where total transactions in shares, debentures and investment in mutual fund schemes etc. exceed Rs.20,000/- in case of board level, below board level Executives & Supervisors and Rs.15,000/- in case of Workers during the calendar year as on 1 st January		
1	Name and Designation	
2	Scale of Pay & Grade Pay	
3	Details of each transaction made in shares, securities, debentures, mutual funds Scheme etc., during the calendar year. Also specify whether shares obtained from Promoters / Directors / Employee quote.	
4	Particulars of the party/ firm with whom transaction is made.	
	a) Is party related to you ?	
	b) Did you have dealing with the party in your official capacity at any time or is the applicant likely to have any dealings with you in the near future ?	
5	Source or sources from which financed ?	
	a) Personal Savings	
	b) Other sources giving details	
6	Any other relevant fact which you may like to mention	
Declaration I hereby declare that the particulars given above are true.		
Place :		Signature :
Date :		



DETAILS OF FAMILY OF THE EMPLOYEE INCLUDING DEPENDENTS UNDER RULE 23 OF SPMCIL CDA RULES 2010 ON FIRST APPOINTMENT

NAME :		DT. OF JOINING :	
DESIGNATION :		BASIC SALARY :	

Sl. No.	Name of the Family Members	Relationship with the employee	Whether Dependent or Not	Nationality	Age	Occupation	Residential Address
1	2	3	4	5	6	7	

I hereby declare that I have no illegal marital status and the particulars furnished above are complete, true and correct as on date and undertake to keep the above particulars upto date by notifying to management any addition or alteration

Date : Signature :