



अखिल भारतीय आयुर्विज्ञान संस्थान, भुवनेश्वर  
All India Institute of Medical Sciences, Bhubaneswar  
(A Statutory Body under aegis of Ministry of H & F.W., Govt. of India)  
सिजुआ, डाक-: डूमुदुमा, भुवनेश्वर – 751019  
Sijua, Post: Dumuduma, Bhubaneswar-751019

## CHECK LIST

(for Joining as ..... in AIIMS, Kalyani

1.	Acceptance for joining AIIMS, Kalyani.
2.	Character Certificate (Two Gazetted Officer) in the prescribed format.
3.	Allegiance to the Constitution in the prescribed format.
4.	Oath of Secrecy in the prescribed format.
5.	Declaration regarding Bigamous Marriage in the prescribed format.
6.	Home Town Declaration in the prescribed format.
7.	Declaration on Dependent Family Members in the prescribed format with age proof copy.
8.	Declaration for OBC in the prescribed format alongwith valid OBC Certificate within six months.
9.	Declaration for Spouse is employed in Government Services in the prescribed format.
10.	Declaration of Marital Status from the new entrants to Govt. Service (alongwith marriage certificate if married).
11.	Employee Data Sheet in the prescribed format.
12.	Attestation Form in the prescribed format( <b>Four copies duly filled and attested</b> ).
13.	Declaration of Characters and Antecedents (in Rs.10/- Stamp Paper).
14.	Undertaking for not tendering resignation within 6 months.
15.	Form for New Pension Scheme(details to be furnished by the Govt. Servant).
16.	Undertaking for submission of Factual Information in the prescribed format.
17.	Medical Examination Report in the prescribed format.
18.	Declaration of Immovable and Movable Property in the prescribed format.
19.	Affidavit on non-judicial Stamp Paper mentioning that all your Educational Qualifications and Experiences are from recognised Institutes/College.
20.	Discharge/Relieving Certificate from your previous employer.
21.	Self-attested copies of all Educational(10 <sup>th</sup> onwards) & Experiences Certificates.

Signature :.....

Name :.....

Date :.....

**Dated :...../...../.....**

**To**

**The Director,  
AIIMS, Kalyani, West Bengal**

**Sub : Submission of acceptance for Joining in AIIMS Kalyani  
as.....**

**Dear Madam,**

With reference to your Offer of Appointment Letter No..... dated....., I hereby accept the Offer of Appointment and all the terms & condition as contained therein. A set of self attested certificates of my all qualifications and experiences are also enclosed.

I thank you once again for providing me the opportunity to serve the Institute. I will join immediately as per the scheduled period given in Offer of Appointment.

**Yours sincerely,**

**Name : .....**

**Designation : .....**

**Date of Birth : .....**



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## CHARACTER CERTIFICATE

Certified that I have known Mr./Ms./.....  
Son/Daughter of Shri..... for  
the last.....years .....months. He/She bears a good moral character and is of  
.....nationality. He/She is not related to me.

Place: **Signature** :.....  
Date : **Name (in Capital Letters)** :.....  
**Designation & Address** :.....  
**with Stamp**

**This certificate should be from any one of the following:**

1. Gazetted Officer of Central or State Government;
2. Members of Parliament or State Legislature belonging to the constituency where the candidate or his parent/guardian is ordinarily resident;
3. Sub-Divisional Magistrates/ Officers;
4. Tehsildars or Naib/ Deputy Tehsildars authorized to exercise magisterial powers;
5. Principal/Head Master of the recognized School/College/Institution where the candidate studied last;
6. Block Development Officer;
7. Post Masters;
8. Panchayat Inspectors.



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**Allegiance to the Constitution**

I ....., do swear in the name of God/solemnly affirm that I will bear true faith and allegiance to the Constitution of India as by law established, that I will uphold the sovereignty and integrity of India, that I will duly and faithfully and to the best of my ability, knowledge and judgment perform the duties of my office without fear or favour, affection or ill-will and that I will uphold the Constitution and the Laws.

**Signature**

Name : .....

Designation : .....

Department : .....



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**FORM - I**

**OATH OF SECRECY**

I, .....(name)  
do swear/solemnly affirm that I will be faithful and bear true allegiance to India and to the Constitution of India as by law established, that I will uphold the sovereignty and integrity of India, and that I will carry out the duties of my office loyally, honestly, and with impartiality. So “Help me God”.

**Signature :** .....

**Name :** .....

**Signature of Head of Office**



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Dated :.....

**Declaration Regarding Bigamous Marriage**

I hereby declare that I have not entered into or contracted a marriage with a person having a spouse living, or who, having a spouse living, have not entered into or contracted a marriage with me.

Signature :.....

Name : .....

Designation :.....

Department :.....



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## HOME TOWN DECLARATION FORM

[ OM No. 43/15/57-Estts. (A) dated 24-6-1958]

I, \_\_\_\_\_ hereby declare that my home town is at the place as shown below for the purpose of availing Leave Travel Concession for self and family as notified in the Govt. of India, Ministry of Home Affairs, New Delhi O.M. No.43/1/55/Estts - (A) Part-II dated 11-1-1956.

Home Town/Place of visit	Nearest Rly Station	District/Town & State	Remarks

\_\_\_\_\_  
Signature

Name : .....

Designation : .....

Department : .....

Countersigned by .....

Head of Office



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Date: .....

## Declaration on Dependent Family Members

### (1) Personal Details:

1	Name	
2.	Designation	
3.	Date of Birth	
4	Date of appointment	

### (2) Details of the Dependent Family Members:

Sl.	Name(s) of the member(s) of the family*	Date of birth	Age as on date	Relationship	Marital Status	Place mention the category: (a)Employed (b)Pensioner (c) Family Pensioner (d)Others	Personal Annual Income of the dependent

- (\*) (i) I hereby undertake to keep the above particulars up-to-date by notifying to the Head of Office of any addition or alteration.
- (ii) Family for this purpose means family as defined in Clause (b) of sub-rule (14) of Rule 54 of the CCS (Pension) Rules, 1972.[[http://persmin.gov.in/pension/rules/pencomp7.htm#Family\\_Pension,\\_1964](http://persmin.gov.in/pension/rules/pencomp7.htm#Family_Pension,_1964)]
- (iii) Wife and husband shall include respectively judicially separated wife and husband.
- (iv) A self-certified proof of Date of Birth is enclosed in respect of dependent Brothers/Sisters, if any.

Signature of the Employee

(Contd....P/2)



(3) **For the use of Controlling Unit/Office of the HOD Forwarded**

Forwarded	Recommended
Section/Unit I/C	HOD

(4) **Administrative Approvals:**

Checked	Verified & Submitted for approval	Approved as per Rules
Dealing Assistant	Assistant Admin. Officer	DD(A)/Director



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To

The Director,  
AIIMS, Kalyani, West Bengal

**DECLARATION  
(OBC Candidates only)**

I, .....  
Son/Daughter of Shri..... resident of Village/Town/ City  
..... District ..... State ..... hereby  
declare that I belong to the .....community, which is recognized as a  
Backward Class by the Government of India for the purpose of reservation in  
services as per orders contained in Department of Personnel and Training Office  
Memorandum No. 36012/22/93-Estt.(SCT), dated 08.09.1993. It is also declared  
that I do not belong to persons/sections (Creamy Layer) mentioned in Column-3 of  
the Schedule to the above-referred Office Memorandum, dated 08.09.1993. In  
case, it is found at any stage that this declaration is incorrect, then my appointment  
will be terminated without giving me any opportunity for representation.

**Date:**.....

**Signature of the candidate**

Name &Permanent Address

.....  
.....  
.....  
.....

**Note:** To be filled only by OBC category



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Date: .....

**DECLARATION  
(If Spouse is employed in Government Service)**

I, ..... Son/Daughter of  
Shri.....resident of Village/Town/City  
.....District ..... State ..... hereby  
declare that my spouse is employed/not employed in Government Service, and she/he is not  
availing the following facilities for herself/himself or for any of the family members from the  
Parent Department/Institute working for. I read the enclosed provisions made in the Government  
Orders (printed overleaf) in this regard and undertake to inform the Institute as and when there  
is any change in the status of employment of my spouse in respect of the following conditions.

- 1) Medical Attendance/Treatment
- 2) House Building Advance
- 3) Children's Educational Assistance
- 4) Family Planning Special Increment
- 5) Leave Travel Concession
- 6) Travelling Allowance
- 7) Family Pension
- 8) House Rent Allowance, if residing in Govt. Quarters
- 9) Central Government Health Scheme
- 10) Allotment of Residence

The relevant Rules as summarized in the enclosure (appended overleaf) are read and  
certified that the same will be complied from time to time. I/we understand that any violation will  
attract legal proceedings and penal provision as per Govt. Rules.

<b>Signature of Spouse, if employed elsewhere in Govt establishments</b>		<b>Signature of Employee</b>	
Name :		Name :	
PF No. :		PF No. :	
Designation :		Designation :	
Department :		Department :	
Address :		Address :	



## MARITAL DECLARATION

(To be obtained from new entrants to Government Service)

1. I, Shri/Smt./Kumari. \_\_\_\_\_ declare as under :-

- (i) That I am unmarried/a widower/a widow.
- (ii) That I am married and have only one spouse living.
- (iii) That I have entered into or contracted a marriage with a person having a spouse living. Application for grant of exemption is enclosed.
- (iv) That I have entered into and contracted a marriage with another person during the lifetime of my spouse. Application for grant of exemption is enclosed.

2. I solemnly affirm that the above declaration is true and I understand that in the event of the declaration being found to be incorrect after my appointment, I shall be liable to be dismissed from service.

Date : .....

**Signature**



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Affix Stamp  
Size  
Photograph

## EMPLOYEE DATA SHEET

**1. Name in Full (First Surname)**


2. Married      Single      Male      Female

**3. Mother's Name (First Surname)**


**4. Father's Name (First Surname)**


**5. (a) Present Address (for Communication) :**


**5. (b) Permanent Address :**


Fax E-mail :  
 Telephone Office:  
 Residence:

Mobile -

6. Date of Birth

Day	Month	Year				

7. Nationality:

**(Contd....P/2)**

-:2:-

8. Category:    SC      ST      OBC      Gen

9. Academic Record starting with Secondary Education:

Examination	Branch/ Specialization	College/University /Institute	Year	% of Marks/	Division
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				<b>Grade</b>	

10. Professional Experience Record:

<b>Name of Institution/ University</b>	<b>Position Held</b>	<b>Date of Joining</b>	<b>Date of Leaving</b>

11. Please provide your family details (dependents only)

<b>S.No</b>	<b>Name</b>	<b>Date of Birth</b>	<b>Relationship</b>	<b>Present occupation</b>

**DECLARATION**

I, \_\_\_\_\_ hereby, declare that all entries in this form are true to the best of my knowledge and belief.

Date:

**Signature of the employee**



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### ATTESTATION FORM

**WARNING** :- The furnishing of false information or suppression of factual information in the Attestation Form would be a disqualification and is likely to render the candidate unfit for employment under the Government.

2. If detailed, convicted, debarred etc. subsequent to the completion and submission of this Form the details should be communicated immediately to the Ministry of Health & Family Welfare, Government of India, New Delhi or the authority to whom the attestation form has been sent earlier, as the case may be failing which it will be deemed to be a suppression of factual information.

3. If the fact that false information has been furnished or that there has been suppression of any factual information on the attestation form comes to notice at any time during the service of a person, his/her service would be liable to be terminated.

- (i) Name in full (in block capitals) with address, SURNAME NAME  
if any, please indicate if you have added or dropped in any stage any part of your name or surname.
- (ii) Present address, in full (i.e. Village, Thana & District or House No., Lane, Street, Road & Town)
- (iii) (a) Home Address in Full (i.e. Village, Thana & District or House No., Lane, Street, Road Town & name of the District Headquarters.)  
(b) If originally a resident of Pakistan the address in the country and the date of Migration to Union of India.

4. Particulars of places (with period of residents) where you have resided over more than one year at a time during the preceding five years. In case of stay abroad (including Pakistan) particulars of all places where you have resided for more than one year after attaining the age of 21 years should be given.

From	To	Residential address in full (i.e. Village, Thana & District or House No., Lane, Street, Road & Town)	Name of the District Headquarters of the place mentioned in the preceding Column
------	----	--	--

<b>5 (a)</b>	<b>Name in Full (Aliases, if any)</b>	<b>Nationality (by birth and/or by domicile)</b>	<b>Place of Birth</b>	<b>Occupation if employed give designation &amp; official address</b>	<b>Present Postal Address if dead give a last address</b>	<b>Permanent Home Address</b>
(i) Father						
(ii) Mother						
(iii) Wife/Husband						
(iv) Brothers						
(v) Brothers						
(vi) Sisters						
(vii) Sisters						

5. (a) Information to be furnished with regard to son(s) and/or daughter(s) in case they are studying/living in a Foreign Country.

<b>Name</b>	<b>Nationality (By Birth/domicile)</b>	<b>Place of Birth</b>	<b>Country in which studying with full address</b>	<b>Date from which studying/living in the country mentioned in previous column</b>



6. Nationality of the candidates :
7. (a) Date of Birth :  
(b) Present Age :  
(c) Age at Matriculation :
8. (a) Place of Birth, District and State in which situated :  
(b) District and State to which you belong. :  
(c) District & State to which your father originally belong :
9. (a) Your Religion :  
(b) Are you a member of a Scheduled Caste/Scheduled Tribe/OBC (Please indicate)
10. Educational Qualification showing Places of Education with years in Schools & Colleges since 15 years of age :

Name of the School/College with full address	Date of Entering	Date of Leaving	Examination Passed

11. (a) Are you holding or have any time hold an appointment under the Central Govt. or State Govt. or a Semi Govt. or a Quasi Govt. Body or an Autonomous Body or a Public Undertaking with date of employment upto date :

Period		Designation, Emoluments & nature of employment	Full name & address of employers	Reasons for leaving previous service
From	To			

11. (b) If the previous employment was under Govt. of India, a State Govt., an Under-taking owned or controlled by the Govt. of India or a State Govt./ an Autonomous Body/University/Local Body. If you had left service on giving a month's notice under Rule 5 of the Central Civil Service (Temporary service) Rules, 1965 or any similarly corresponding rules were and disciplinary proceedings framed against you or had you been called up to explain conduct in any matter at the time you gave notice of termination of service, or at subsequent date, before your service actually terminated?

12.(1)(a)	Have you ever been arrested?	Yes/No
(b)	Have you ever been prosecuted?	Yes/No
(c)	Have you ever been kept under detention?	Yes/No
(d)	Have you ever been bound down?	Yes/No
(e)	Have you ever been fined by a Court of Law?	Yes/No
(f)	Have you ever been convicted by a Court of Law for any offence?	Yes/No
(g)	Have you ever been debarred form any Examination or restricted by any University of any other Educational Authority/Institution.	Yes/No
(h)	Have you ever been debarred/disqualified by any Public Service Commission for any of its Examinations/ Selections?	Yes/No
(i)	Is any case pending against you in any Court of Law at the time of filling up this Attestation Form?	Yes/No
(j)	Is any case pending against you in any University or any other Educational Authority/Institution at the time of filling up this Attestation Form?	Yes/No

12. (2) If the answer to any of the above-mentioned questions is 'yes' give full particulars of the case/arrest/detention/time/conviction/statement/punishment etc. and or the nature of the case pending in the Court/University/Educational Authority etc. at the time to filling up this form.

**NOTE:** (i) Please also see the 'WARNING' at the top of this Attestation Form.

(ii) Specific answers to each of the questions should be given by striking out 'YES' or 'NO' as the case may be.

13. Name of the two responsible persons at your locality or two residents to whom you are known
- 1.

2.

I certify that the foregoing information is correct and complete to the best of my knowledge and believe. I am not aware of any circumstances which might impair any fitness for employment under Government.

Place:

Date:

**Signature of the Candidate**



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**DECLARATION FOR CHARACTERS AND ANTECEDENTS**  
(It should be typed & signed by the candidate in a Rs. 10/- stamp paper)

I, Ms/Mr.....Son/Daughter/Husband/Wife  
of.....presently resident  
at ..... declared  
as under :-

1. I have not ever been arrested.
2. I have not ever been prosecuted.
3. I have not ever been kept under detention
4. I have not ever been bound down.
5. I have not ever been fined by a Court of Law.
6. I have not ever been convicted by a Court of Law for any offence.
7. I have not ever been debarred from any Examination or restricted by any University or any other Education Authority/Institution.
8. I have not ever been debarred/disqualified by any Public Service Commission or Recruitment or any other Examinations/Selection.
9. No case is pending against me in any Court of Law as on date.
10. No case pending against me in any University or any other Educational Authority/Institution as on date.
11. I have never been discharge/withdrawn from any Training Institution under the Govt. or otherwise.

Based on the above declaration, I may kindly be issued provisional appointment order which is pending for verification of character antecedent from the appropriate authority.

I hereby undertake that in case of anything adverse is found in contradiction to the above declaration the provisional Offer of appointment may be cancelled without giving further opportunity.

Date: .....

Signature of the candidate

Name :

Permanent address :.....

.....  
.....  
.....  
.....



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**UNDERTAKING FOR NOT TENDERING RESIGNATION WITHIN 6 MONTHS**

I,.....Son/  
Daughter of Shri.....resident of  
Village/Town/City.....District ..... State  
..... is hereby undertake that I will not tender my  
resignation from the present post within 6 months after joining as  
.....(post) in  
AIIMS Kalyani, West Bengal.

**Signature with Date**

**Name :**.....



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**Annexure-I**

**New Pension Scheme**  
(Details to be furnished by the Government servant)

Name of the Government servant (in Block Letters) :

Designation :

Name of Ministry/Deptt./Organization :

Scale of Pay :

Date of Birth :

Date of joining Government service :

Basic Pay :

Nominee for accumulations the Pension Account :

Sl. No.	Name of nominee(s)	Age Date of Birth	Percentage of share of payable	Relationship with the Government servant
(1)	(2)	(3)	(4)	(5)
1				
2				
3				
4				

Signature of the Government servant



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**UNDERTAKING**  
**(For submission of Factual Information)**

1. The furnishing of the false information or suppression of factual information on my joining would be a disqualification and will render my appointment to be cancelled at any stage.
2. If it has been found that I have furnished false information or that there has been suppression of any factual information which come to the notice at any time during my service, my service will be liable to be terminated.
3. The Degree/Diploma and Experience Certificates as declared by me in on-line applications are recognised by the University/other Government regulating agencies. In case, it is found that the same is not recognised by at any stage, my appointment may be cancelled.
4. I also declare that I possess all requisite qualification and experiences as per the requirement of the advertisement and in case it is found that I am not fulfilling any eligibility criteria, then my appointment will be treated as cancelled.

**Signature with Date**

**Name : .....**

## MEDICAL EXAMINATION REPORT

### CANDIDATE'S STATEMENT & DECLARATION

The candidate must make the statement required below prior to his medical examination and must sign the Declaration appended thereto.

1. State your name in full  
(In Block Letters): \_\_\_\_\_  
Father's Name : \_\_\_\_\_
2. State your Age & Birth Place : \_\_\_\_\_
3. (a) Have you ever had small-pox intermittent or any other fever, enlargement or suppuration of glands spitting of blood, asthma, heart disease, fainting attacks, Rheumatism, appendicitis ? :  
\_\_\_\_\_
- (b) Any other disease or accident requiring confinement to bed and medical or surgical treatment ? : \_\_\_\_\_
4. History of vaccination : \_\_\_\_\_
5. Have you or any of your near relations been afflicted with gout, asthma, fits, or Insanity? :  
\_\_\_\_\_
6. Have you suffered from a degree of deafness : \_\_\_\_\_
7. Have you suffered from any form of nervousness due to over work or any other cause :
8. Furnish the following particulars concerning your family (disease trend in family and premature death if any) : \_\_\_\_\_

photograph



Above statements are true and I have not suppressed any information.\*

**Candidate's Signature**

Signed in my Presence Chairman of the Board

\*Note : -The candidate will be held responsible for the accuracy of above statements .

\*For female candidate – **Chest radiograph to be done only after gynaecology clearance.**



**Report of the Medical Board on**

Name of the Candidate :-

1. i) Height (Without shoes) \_\_\_\_\_ cm Weight \_\_\_\_\_ kg

Chest circumference : After full inspiration \_\_\_\_\_ cm full Expiration \_\_\_\_\_ cm

ii) Respiratory system \_\_\_\_\_

iii) Circulatory system

(a)Heart : Any organic lesions : \_\_\_\_\_

Rate Standing \_\_\_\_\_

ECG (pl attach) –date - \_\_\_\_\_

Please mention abnormality if any

(b) Blood pressure \_\_\_\_\_ pulse rate \_\_\_\_\_ spO<sub>2</sub> \_\_\_\_\_ in room air

iv) Nervous system : \_\_\_\_\_

v) Loco Motor system : \_\_\_\_\_

vi) Skin: (any obvious disease)

**Remarks**

**(Name & Signature Faculty of Medicine)**

2. **Eyes** : (a) Any disease : Yes (mention)/No \_\_\_\_\_

(b) Defect in colour vision : Normal/Abnormal (mention)

(c) Field of vision : Normal/Abnormal (mention)

(d) Visual acuity : \_\_\_\_\_

	<b>Acuity of vision</b>	<b>Without glass</b>	<b>With glass</b>
Near Vision	Right Eye Left Eye		
Distant Vision	Right Eye Left Eye		

**Remarks**

**(Name & Signature of Faculty Ophthalmology)**

3. Ears Inspection \_\_\_\_\_ Hearing \_\_\_\_\_ Right Ear : \_\_\_\_\_

Left Ear: \_\_\_\_\_

Glands : \_\_\_\_\_ Thyroid \_\_\_\_\_

General condition of teeth and oral cavity \_\_\_\_\_

**Remarks**

**(Signature of Faculty Otolaryngology)**

4. Abdomen : Tenderness \_\_\_\_\_ Hernia \_\_\_\_\_

(a) Palpable: Liver \_\_\_\_\_ Spleen \_\_\_\_\_ Kidneys \_\_\_\_\_

Any others \_\_\_\_\_

Genito Urinary System: Hydrocele \_\_\_\_\_ Varicocele \_\_\_\_\_

(b) Hemorrhoids \_\_\_\_\_ Fistula \_\_\_\_\_ Varicose Vein \_\_\_\_\_

(c) Lymphadenopathy (Palpable) \_\_\_\_\_

**Remarks**

**(Name & Signature of Faculty Surgery)**

5. Gynecologic history and examination( for female candidates):

Status: Single/Married

Age at menarche: yrs

History of Polycystic ovarian syndrome( PCOS): yes/no

Last visit to gynaecologist and reason of visit: yes/no

Last whole abdominal ultrasound done and indication : yes/no

Past history of Tuberculosis/ intake of ATT: yes/no

Past history of gynaecologic surgery/ intake of chemotherapy: yes/no

Menstrual cycle:

Length: Duration of flow: Regularity:

Associated dysmenorrhoea: Last menstrual period( LMP):

Examination: 1) lymphadenopathy/ scars/ other deformities:

2) Breasts and axilla for any evidence of Mass/ abnormal discharge:

3) Abdomen examination

**Remarks**

**(Name & Signature of Faculty, OBST &Gyn)**

6. Haematology, Blood Sugar, Urine analysis report (To be attached)  
Blood group and RH factor –(if known)

**Remarks** (Please mention if any major abnormalities)

**(Name & Signature of Faculty, Biochemistry)**

7. Report of screening chest radiograph (no- \_\_\_\_\_ date- \_\_\_\_\_ )

**(Name & Signature of Faculty, Radio-diagnosis)**

8. Mention if there is anything in the health of the candidate likely to render him/her unfit ?

Note : Record their finding under one of the following categories and strike out others

- (i) Fit
- (ii) Unfit on the following reasons \_\_\_\_\_
- (iii) Temporarily unfit on account of \_\_\_\_\_

**Chairman Medical Board**

Seal/Name

Dated : \_\_\_\_\_

Special medical board opinion (if required)

\_\_\_\_\_

**RULE 18. MOVABLE, IMMOVABLE AND VALUABLE PROPERTY:**

**THE SCHEDULE**

**[See Rule 18 (1)]**

**Return of Assets and Liabilities on First Appointment on the \_\_\_\_\_, 20 .**

1. Name of the Government servant in full.....  
(in block letters)

2. Service to which he belongs.....

3. Total length of service upto 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 1st day of January 20 .

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 Central Services (Conduct) Rules, 1964.

Date.....

**Signature.....**

Note-1 : This return shall contain particulars of all assets and liabilities of the Government servant either in his own name or in the name of any other person.

Note-2 : If a Government servant is a member of Hindu Undivided Family with coparcenaries rights in the properties of the family either as a 'Karta' or as a member, he should indicate in the return in Form No. I the value of his 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 NO. I**

**Statement of immovable property on first appointment as on the \_\_\_\_\_, 20 .**  
(e.g. Lands, House, Shops, Other Buildings, etc.)

Sl. No.	Description of property	Precise location (Name of District, Division, Taluk and Village in which the property is situated and also its distinctive 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 own name, state in whose name held and his/her relationship, if any to the Government servant
1	2	3	4	5	6	7

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 Government servant, if any, with the person/persons concerned) Please see Note 1 below)	Value of the property (see Note 2 below)	Particulars of sanction of prescribed authority if any	Total annual income from the property	Remarks
8	9	10	11	12	13

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.

Note (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 NO. II**

**Statement of liquid assets on first appointment as on the \_\_\_\_\_, 20 .**

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

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

Sl. No.	Description	Name & Address of Company, Bank etc.	Amount	If not in own name, name and address of person in whose name held and his/her relationship with the Government servant	Annual income derived	Remarks
1	2	3	4	5	6	7

Date .....

**Signature** .....

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

Note 2. The term "emoluments" means the pay and allowances received by the Government servant.

**FORM NO. III**

**Statement of movable property on first appointment as on the \_\_\_\_\_, 20 .**

Sl. No.	Description of items	Price or value at the time of acquisition and/or the total payments made upto the date of return, as the case may be, in case of articles purchased on hire purchase or instalment basis	If not in own name, name and address of the person in whose name and his/her relationship with the Government servant	How acquired with approximate date of acquisition	Remarks
1	2	3	4	5	6

Date .....

Signature .....

Note 1. In this Form information may be given regarding items like (a) jewellery owned by him (total value); (b) silver and other precious metals and precious stones owned by him not forming part of jewellery (total value), (c) (i) Motor Cars (ii) Scooters/Motor Cycles; (iii) refrigerators/air-conditioners, (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 cloths, utensils, books, crockery, etc., added together as lump sum.

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

Note 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 on First Appointment as on the \_\_\_\_\_,**  
**20 .**

Sl. No.	Policy No. and date of policy	Name of Insurance Company	Sum insured date of maturity	Amount of annual premium	Type of Provident Funds / GPF / CPF, (Insurance Policies) account No.	Closing balance as last reported by the Audit / Accounts Officer along with date of such balance	Contribution made subsequently	Total	Remarks (if there is dispute regarding closing balance the figures according to the Government servant should also be mentioned in this column)
1	2	3	4	5	6	7	8	9	10

Date .....

Signature .....



**FORM NO. V**

**Statement of Debts and Other Liabilities on First Appointment as on \_\_\_\_\_, 20**

Sl. No.	Amount	Name and address of Creditor	Date of incurring Liability	Details of Transaction	Remarks
1	2	3	4	5	6

**Date** .....

**Signature** .....

Note-1 : Individual items of loans not exceeding three months emoluments or Rs. 1,000 whichever is less, need not be included.

Note-2 : In column 6, information regarding permission, if any, obtained from or report made to the competent authority may also be given.

Note-3 : The term "emoluments" means pay and allowances received by the Government servant.

Note-4 : The statement should also include various loans and advances available to Government servants like advance for purchase of conveyance, house building advance, etc. (other than advances of pay and travelling allowance), advance from the GP Fund and loans on Life Insurance Policies and fixed deposits.

**Before the Notary Public, .....**

**AFFIDAVIT**

I Dr. \_\_\_\_\_ aged about \_\_\_\_\_ years, Son of \_\_\_\_\_  
\_\_\_\_\_ Resident of \_\_\_\_\_, do hereby solemnly affirm  
and state as under:-

1. That I am the deponent of this affidavit.
2. That I do hereby declare that I am not indulged or doing private practice of any kind including laboratory and consultant practice.
3. That presently I am not working at any other Institutions or Medical College or Government/Autonomous/Semi Government Organisation. I have been relieved by the Institution where I was working previously before joining AIIMS, Kalyani.
4. That I have passed MBBS in the year \_\_\_\_\_ and MD in the year \_\_\_\_\_.
5. That I am not drawing any salary/pension from any source other than AIIMS, Kalyani.
6. That this affidavit is required to be produced before the Director, AIIMS, Kalyani for necessary action.
7. That all educational qualifications and teaching/research experiences are from MCI recognized Institutes/College.

That the facts stated above are true to the best of knowledge and belief.

Deponent

Deponent

Notary Public

