

Rule 20 (1)

Every employee shall on his first appointment to any service or post and thereafter at such intervals as may be specified by the Company, submit a return of his assets and liabilities in such form as may be prescribed by the Company giving the full particulars regarding;

- (a) The immovable property inherited by him owned or acquired by him or held by him on lease or mortgage either in his own name or in the name any member of his family or in the name of any other person;
- (b) Share, Debentures, postal cumulative time deposits and cash including bank deposits inherited by him or similarly owned, acquired or held by him either in his own name or in the name of any member of his family or in the name of any other persons;
- (c) Other movable property inherited by him or similarly owned, acquired or held by him; and
- (d) debts and other liabilities incurred by him directly or indirectly.

Note-I : Sub-rule 1) shall not ordinarily apply to Class IV employees, but the Company may direct that it shall apply to any such Company employee or clause of such Company employees.

Note-II : In all returns the values of items of movable property worth less than rupees one thousand may be added and shown as a lump sum. The value of articles of daily use such as clothes, utensils, crockery, books etc. need not be included in such return.

Note-III : Every employee who is in service in the date of the commencement of these rules, shall submit a return under this sub-rule on or before such date as may be specified by the company after such commencement.