

TAMIL NADU GOVERNMENT SERVANTS' CONDUCT RULES, 1973

ANNEXURE

Form

See proviso to sub-rule (1) of rule 3 of the Tamil Nadu

Government Servants' Application For Posts Rules, 1973

NO OBJECTION CERTIFICATE

This is certify that Thiru /Tmt/ Selvi -----(Name) employed as -----(designation) in this Office from -----(specify the date from which appointed), who is regularly / temporarily appointed and who is a probationer / approved probationer/ full Member, had applied for the post of -----in Group-----service called for by the Tamil Nadu Public Service Commission, directly / through "Online" in the "Optical Mark Reader" (OMR) application form to the Tamil Nadu Public Service Commission and informed the fact to this department/organization. This department / organization has 'no objection' for processing the said application of the individual by the Tamil Nadu Public Service Commission, subject to the condition that the particulars furnished by the individual are found to be correct.

Appointing Authority.
(Signature with Seal)".

(Strike out which is not applicable)".

(G.O.Ms No.162, P&AR (A) Department, dated.27.06.2007)

SCHEDULE I

(See Rule 7 (3))

Return of Assets and Liabilities held by Government Servants.

1. Name of the Government servant in full (in block letters)
2. Service to which he belongs
3. Total length of service up-to-date
 - (i) deleted
 - (ii) deleted
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 (3) of rule 7 of the Tamil Nadu Government Servants' Conduct Rules.1973.

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 member of Hindu Undivided Family with coparcenary rights in the properties of the family either as a `Karta' or as a member, he should indicate in the return in Form No.1 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.

G.O.Ms.No.158, P&AR(A) Department, dated.06.11.2009.

Form No. I

Statement of immovable property held by Government Servants. (e.g. Lands, House, Shops, Other Buildings, etc.)

Serial Number	Description of property	Precise location (Name of District, Division, Taluk and Village in which property is situated and also its distinctive number, etc)	Area of land (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.	Date of acquisition	How acquired (whether by purchase, mortgage, lease, inheritance, gift or otherwise) and name with details of persons/person 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 below)	Sources of Income	Details of payments	Particulars of sanction of prescribed authority if any	Total annual income from the property	Remarks
(1)	2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)

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 movable 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.

(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 held by Government Servants.

- (1) Cash and bank balances exceeding three months emoluments.
- (2) Deposits, loans advanced and investments (such as shares, securities, debentures etc.)

Serial Number	Description	Name and address of company, bank, etc.	Amount Rs.	If not in own name, name and address of person in whose name held and his/her relationship with the Government Servant	Sources of Income	Details of payments	Annual Income derived Rs.	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

Date:

Signature.

- Note (1) In column (9) particulars regarding sanctions obtained or report made in respect of the various transactions may be given.
- (2) The column "emoluments" means the pay and allowances received by the Government Servants.

Form No.III

Statement of movable property held by Government Servants.

Serial Number	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 the case of articles purchased on hire purchase or installment basis	If not, in own name, name and address of the persons in whose name and his/her relationship with the Government Servant.	Sources of Income	Details of payments	How acquired with approximate date of acquisition	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

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/radiogram/ 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 lumpsum.

(Substituted vide G.O.Ms.No.39, Personnel and Administrative Reforms (A)
Department , dated 09.03.2010)

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

Note: (3) In column (8), 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 held by Government Servants.

Serial Number	Policy Number and date of policy	Name of Insurance company	Sum insured/at of maturity	Amount of annual premium	Sources of income	Details of payments	Type of Provident Fund/GPF/GPF Account Number	Closing balance as last reported by the Audit/Accounts Officers along with date of such balance	Contributions made subsequently	Total	Remarks (if there is dispute regarding closing balance the figures according to the Government Servant should also be mentioned in the column.
(1)	2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)

Date:

Signature.

Form No.V

Statement of debts and other liabilities of the Government Servants.

Serial Number	Amount Rs.	Name and address of creditor	Date of incurring liability	Details of transaction	Sources of income	Details of payments	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

Date:

Signature.

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

Note (2) In column (8) 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 advances from the General Provident Fund, and loans on Life Insurance Policies and fixed deposits).

Form No. VI

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

Sir,

This is to report you that I propose to build a house or to make an addition to my house. This is to request that permission may be granted to me for the building of the house or making addition to my house. The estimated cost of land and materials for the construction or extension of the house is given below:-

LAND:

- (1) Location (Survey numbers, Villages, 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 Fitting (cost)
- (6) Electrical Fitting (cost)
- (7) Any other special fittings (cost)
- (8) Labour charges
- (9) Other Charges, if any.

TOTAL COST OF LAND AND BUILDINGS:

2. The construction will be supervised by myself. The construction will be done by*

I do not 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 the proposed construction will be met as under:-

	Amount
(i) Own Savings	
(ii) Loans/Advances with full details	
(iii) Other sources with details	

Yours faithfully,

Strike out portion not applicable.
Enter the name and place of business of the contractor.

Form No. VI-A

Form of application for permission for acquisition of house.

To

Sir,

This is to report you that I propose to acquire a ready built house at
This is to request that permission may be granted to me for the acquisition of the house.
The particulars of the house to be acquired and its estimated cost are given below:-

1. Location of the house (Plot No., Survey No., Village, Taluk, District and State)
2. Area..... ..
3. Name of the seller..... ..
4. Address and occupation of the Seller
5. Cost of the house
6. The cost of the house will be met as under

Amount

- (i) Personal Savings
- (ii) Loans/Advances with full details... ..
- (iii) Other sources with full details

Yours faithfully,

VALUATION REPORT

I/We hereby certify that I/We have valued house..... of that..... to be purchased by Thiru / Thirumathi.....and I/We give below the value at which we estimate the cost of the house under the following headings:-

Heading	Cost
1. Approximate value of plot	
2. Area and Approximate value of building	
3. Approximate value of Electrical, Sanitary and other fittings and fixtures....	
Total Cost of the buildings	-----

Date:

Signature of the Valuation
Authority.

Form No. VII

Form of report to the Government after completion of the building of a house/addition to 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 the house. The construction of the house or addition to the house has since been completed and I enclose a Valuation Report duly certified by Firm of Civil Engineers or a Civil Engineer of repute.

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

Amount
Rs.

(i) Own savings

(ii) Loan/Advance with details....

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

Dated:

Yours faithfully,

()

VALUATION REPORT

I/We hereby certify that I/We have valued House*
Constructed by Thiru/ Thirumathi of the +and
I/We give below the value at which we estimate the cost of the house under the
following headings:-

Heading	Amount
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.

*Here entire details of House.

+Here enter name, etc. of the Government servant.

"SCHEDULE - III

FORM – I

(See rule 24 - A)

**APPLICATION FOR "IDENTITY CERTIFICATE" FOR APPLYING FOR
GRANT/RENEWAL OF PASSPORT/AND 'NO OBJECTION CERTIFICATE' TO
UNDERTAKE FOREIGN TRIP**

(To be filled by the applicant)

1. Name, designation, office address and scale of pay (if Selection grade, or Special grade indicate respective ordinary grade scale of pay) :
2. Date of retirement :
3. Name of Countries proposed to visit, and duration. (need not be filled up to obtain passport to seek employment abroad) :
4. Purpose of visit :
5. Source of funds to meet the cost of the proposed foreign travel :
6. State whether any criminal prosecution is contemplated or pending against you and whether your presence as witness would be needed in any criminal case under investigation or trial :

CERTIFICATE

I undertake that I will uphold the honour and dignity of our Nation and will not indulge in any act prejudicial to the integrity and sovereignty of our Country during my travel and stay abroad.

SIGNATURE OF THE APPLICANT.

(TO BE FILLED BY THE HEAD OF THE DEPARTMENT)

7. Are the particulars furnished by the applicant correct as per information available with the department? :

8. Whether the presence of the applicant outside India, may, or likely to, prejudice the friendly relations of India with any foreign country? :

9. Whether the applicant at any time during the period of five years immediately preceding the date of his application, been convicted by a court in India for any offence involving moral turpitude and sentenced in respect thereof to imprisonment for not less than two years? :

10. Whether any proceedings in respect of an offence alleged to have been committed by the applicant are pending before a criminal court in India. :

11. Whether any warrant or summons for the appearance or warrant for the arrest of applicant has been issued by a court under any law for the time being in force or whether an order prohibiting the departure from India of the applicant has been made by any such court. :

12. Whether the applicant has been repatriated and has not reimbursed the expenditure incurred in connection with such repatriation. :

13. Whether any Government dues are pending recovery, if so, the details thereof.

14. Whether any disciplinary action is pending under rule 17(b) of the Tamil Nadu Civil Services (Discipline and Appeal) Rules. :
15. Whether a certificate has been obtained from Special Branch C.I.D. (Security) that the applicant does not figure adversely on the security records of the Government. :
16. Whether any corruption charges or Vigilance enquiry is pending against the applicant. :
17. Is there any contractual obligation to be discharged by the applicant (applicable in case of travel for employment only). :
18. Recommendation of the Head of the Department. :

**SIGNATURE OF THE HEAD OF
THE DEPARTMENT.**

FORM – II

IDENTITY CERTIFICATE TO APPLY FOR GRANT/RENEWAL OF PASSPORT

(To be given in Duplicate)

(See rule 24-A)

Certified that Thiru/Tmt/Selvi -----
son/wife/daughter of Thiru. _____ is a temporary/permanent employee
of this _____ (Office address) from _____ (date) and
is at present holding the post of _____.
Thiru/Tmt./Selvi. _____ is a dependent family member
of Thiru/Tmt _____ and his/her
identity is certified.

This Department has no objection to his/her acquiring Indian Passport subject to the following conditions, namely:-

- (i) that the individual should not take up any appointment or undergo any training other than the one specified, if any or study Programme during his/her stay abroad without prior approval of the Government/Head of the Department.
- (ii) that the Government / Head of the Department will not be made liable for any expenditure including traveling expenditure etc., in connection with his/her trip abroad;
- (iii) that he/she should not tender resignation of the post held by him/her under this Government while abroad and his/her resignation of appointment will not be accepted on any account;
- (iv) that he/she should not canvass or seek any business while abroad;
- (v) that before proceeding abroad, he/she should apply to the Government / Head of the Department for the sanction of leave to which he/she is eligible and get it sanctioned for the entire period of his/her absence;

(vi) that he/she shall not use the passport obtained on the basis of the "Identity Certificate" for any subsequent trip abroad for any purpose without the prior sanction of the competent authority; and

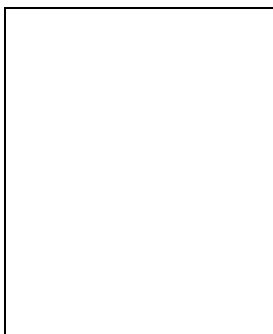
(vii) that the "Identity Certificate" will be valid only for a period of six months from the date of issue.

The undersigned is authorized to sign this "No Objection Certificate". I have read the provisions of sub-section(2) of section 6 of the Passports Act, 1967 and certify that these are not attracted in the case of this applicant. I recommend issue of an Indian Passport to him/her. It is certified that this Department is a State Government Department. The Identity Card Number of Thiru/Tmt.(employee) _____ is _____.

Reference No. and Date

Name, Designation and address

Telephone No.



Applicant's photo to be attested by the Certifying Authority.

Form – III

NO OBJECTION CERTIFICATE
TO UNDERTAKE FOREIGN TRIP

(See rule 24 - A)

Under rule 24-A of the Tamil Nadu Government Servants' Conduct Rules, 1973, Thiru/Tmt./Selvi. _____ working as _____ (specify designation) in the department of _____ (specify the department) is permitted to visit _____ (specify the country/ countries) from _____ to _____ (specify the dates) to see his son/daughter/other relatives/friend or as a tourist or on pilgrimage or to attend a training/ seminar/workshop/conference, (strike out which is not applicable) subject to the following conditions:-

- (i). He / she should not take up any appointment or undergo any training/ seminar/workshop/conference other than the one specified, during his / her stay abroad without prior permission of the Government/Head of the Department;
- (ii). That the Government/Head of the Department will not be made liable for any expenditure including travel expenditure etc, in connection with his / her trip abroad;
- (iii). He/she should not tender resignation of the post held by him / her under the Government while abroad and his / her resignation of the appointment if tendered while abroad will not be accepted on any account;
- (iv). He/she should not canvass or seek any business while abroad;
- (v). This 'No Objection Certificate' is valid for a period of six months from the date of issue and it is issued only in connection with the purpose indicated above and should not be used for any other purpose."

SCHEDULE IV

Form

[See Rule 3 A (2)]

Declaration

To

Sir,

I.....son of / wife of.....working
as.....in the Office of theat
.....(place) hereby declare that I have not demanded and taken /
given any dowry either directly or indirectly during my marriage / marriage of my
son/daughter held on.....at.....(place).

Signature of the Government Servant,

Signature of the parents or
guardian of the parties to the
marriage and the spouse (where
the Government Servant gets
married)

Signature of the parties to the marriage and their parents (where
the son or daughter of the Government Servant gets married)