

No.36/5/2006-4 Pol
HARYANA GOVERNMENT
CHIEF SECRETARY'S OFFICE
POLITICAL & PARLIAMENTARY AFFAIRS DEPARTMENT

Dated Chandigarh the 27th January, 2020

To

- i) All the Administrative Secretaries to Government, Haryana.
- ii) All the Principal Secretaries to Government Haryana
- iii) All the Managing Directors of all Commissions, Boards, Corporations, Authorities whether statutory or otherwise

Subject:- Prescribed Proforma for undertaking to be furnished by the newly appointed Chairman and Vice Chairman.

Sir/Madam,

I am directed to refer to the subject noted above and to enclose herewith the prescribed proforma of undertaking at Annexure-A, Annexure,1,2,3 & 4 to be filled up by the newly appointed Chairman and Vice Chairman of various Boards, Corporations/Authorities etc.

2. This issues with the concurrence of the Finance Department conveyed vide their No.40/142/Acctt./HBPE/2019 dated 10.01.2020


Yours' faithfully


Superintendent Political,
for Chief Secretary to Government, Haryana

Endst. No. 36/5/2006-4Pol

Dated Chandigarh 27.01.2020

A copy is forwarded to the Additional Chief Secretary to Government Haryana, Finance Department for information with reference to his No. 40/142/Acctt./HBPE/2019 dated 10.01.2020.


Superintendent Political,
for Chief Secretary to Government, Haryana

UNDERTAKING

(To be furnished by the Chairman and Vice Chairman of various Boards/ Corporations/ Authorities etc.)

I,son/daughter of Shri.....
aged.....years, resident of(Mention full
postal address) do hereby solemnly affirm and state on oath as under:-

i) I declare that there is no pending criminal case against me.

OR

Details of criminal cases pending against me are enclosed at Annexure 1.

ii) I declare that I have not been convicted of any criminal offence.

OR

Details of convictions against me are enclosed at Annexure 2.

iii) Details of assets/property (Movable/immovable) of myself, my spouse and all dependent family members in tabular form are enclosed at Annexure 3.

iv) That I have only one legally wedded wife.

v) That I have not been declared insolvent by any Competent Court of Law.

vi) That I have been filing my Income Tax Return regularly without fail and details are as per Annexure 4.

I, hereby verify and declare that the above contents are true and correct to the best of my knowledge and belief and no part of it is false.

Place:

Dated:

Signature

Mobile No.

PAN No.

Aadhaar No.

(Details of criminal case pending)

(a)	FIR No. with name and address of Police Station concerned.			
(b)	Case No. with Name of the Court.			
(c)	Section(s) of concerned Acts/Codes involved. (give no. of the Section, e.g. Section.....of IPC, etc.).			
(d)	Brief description of offence.			
(e)	Whether charges have been framed. (mention YES or No)			
(f)	If answer against (e) above is YES, then give the date on which charges were framed.			
(g)	Whether any Appeal/ Application for revision has been filed against the proceedings. (Mention YES or NO)			

(Details of convictions)

(a)	Case No.			
(b)	Name of the Court.			
(c)	Sections of Acts/Codes involved. (give no. of the Section, e.g. Section.....of IPC, etc.).			
(d)	Brief description of offence for which convicted.			
(e)	Dates of orders of conviction.			
(f)	Punishment imposed.			
(g)	Whether any Appeal has been filed against conviction order. (Mention YES or NO)			
(h)	If answer to (g) above is YES, give details and present status of appeal.			

A. Details of movable assets:

- Note: 1. Assets in joint name indicating the extent of joint ownership will also have to be given.
- Note: 2. In case of deposit/Investment, the details including Serial Number, Amount, date of deposit, the scheme, Name of Bank/Institution and Branch are to be given.
- Note:3. Value of Bonds/Share Debentures as per the current market value in Stock Exchange in respect of listed companies and as per books in case of non-listed companies should be given.
- Note: 4. 'Dependent' means parents, son(s), daughter (s) of the candidate or spouse and any other person related to the candidate whether by blood or marriage, who have no separate means of income and who are dependent on the candidate for their livelihood.
- Note: 5. Details including amount is to be given separately in respect of each investment.
- Note: 6. Details should include the interest in or ownership of offshore assets.

Explanation- The expression "offshore assets" includes, details of all deposit or investments in Foreign banks and any other body or institution abroad, and details of all assets and liabilities in foreign countries.

S. No.	Description	Self	Spouse	HUF	Dependent-1	Dependent-2	Dependent-3
(i)	Cash in hand.						
(ii)	Details of deposit in Bank accounts (FDRs, Term Deposit including saving accounts), Deposits with Financial Institutions, Non-Banking Financial Companies and Cooperative societies and the amount in each such deposit.						
(iii)	Details of investment in Bonds, Debentures/Shares and units in companies/Mutual Funds and others and the amount.						
(iv)	Details of investment in NSS, Postal Saving, Insurance Policies and investment in any Financial instruments in Post office or Insurance Company and the amount.						
(v)	Personal loans/advance given to any person or entity including firm, company, Trust etc. and other receivables from debtors and the amount.						

(vi)	Motor Vehicles/ Aircrafts /Yachts/Ships. (Details of Make, registration number etc., year of purchase and amount)						
(vii)	Jewellery, bullion and valuable thing (s). (give details of weight and value)						
(viii)	Any other assets such as value of claims/interest.						
(ix)	Gross Total Value						

B. Details of Immovable assets:

Note: 1. Properties in joint ownership indicating the extent of joint ownership will also have to be indicated.

Note: 2. Each land or building or apartment should be mentioned separately in this format.

Note: 3. Details should include the interest in or ownership of offshore assets.

S. No.	Description	Self	Spouse	HUF	Dependent-1	Dependent-2	Dependent-3
(i)	<u>Agricultural Land</u>						
	Location(s)						
	Survey number(s)						
	Area (total measurement in acres)						
	Whether inherited property. (Yes or No)						
	Date of purchase in case of self-acquired property.						
	Cost of Land. (in case of purchase) at the time of purchase.						
(ii)	<u>Non-Agricultural Land</u>						
	Location(s)						
	Survey number(s)						
	Area (total measurement in sq.ft.)						
	Whether inherited property. (Yes or No)						
	Date of purchase in case of self-acquired property.						
	Approximate Current market value.						
	Any Investment on the land by way of development, construction etc.						

	Approximate current market value.						
(v)	Others. (such as interest in property)						
(vi)	Total of current market value of (i) to (v) above.						

Annexure 4

(Details of Income Tax Returns)

S. No.	Names	PAN	The Financial year for which the last Income Tax Return has been filed	Total income shown in Income Tax Return (in Rupees) for the last five Financial Years Completed (as on 31 st March)
1.	Self			(i)
				(ii)
				(iii)
				(iv)
				(v)
2.	Spouse			(i)
				(ii)
				(iii)
				(iv)
				(v)
3.	HUF (If Candidate is Karta/Coparcener)			(i)
				(ii)
				(iii)
				(iv)
				(v)
4.	Dependent 1			(i)
				(ii)
				(iii)
				(iv)
				(v)
5.	Dependent 2			(i)
				(ii)
				(iii)
				(iv)
				(v)
6.	Dependent 3			(i)
				(ii)
				(iii)
				(iv)
				(v)

Note: it is mandatory for PAN holder to mention PAN and in case of no PAN, it should be clearly stated "No PAN allotted".