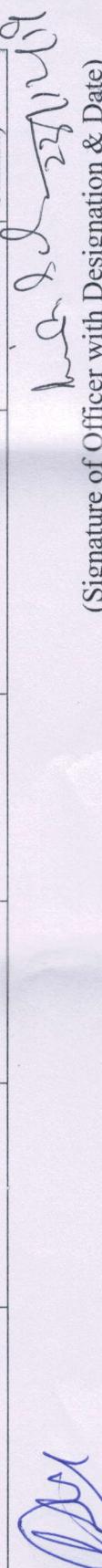


STATEMENT OF ANNUAL IMMOVABLE PROPERTY RETURN FOR THE YEAR 2019-20

(As on 23/12/19)

Name of the Officer (in full) Dr. Arunjoyti Baruah..... Present Post held Professor Present Pay Level 14 Service to which the officer belongs **Central Govt Service (LGBRIMH, Tezpur Assam)**

Name of the district / sub-division, Taluka & Village in which property is situated	Name & details of Property – housing, lands and other buildings	Cost of construction/ acquisition including land in case of house and year when purchased	*Present Value	If not in own name state in whole name held & his /her relationship to the Government servant	How acquired whether by purchase, lease**. Mortgage, inheritance, gift or otherwise wit date of acquisition & name with details of person from whom acquired	Annual Income from the property	Remarks
1.	2.	3.	4.	5.	6.	7.	8.
Udmari Borjhargao Dekargaon, Tezpur	Residential Property House by purchases	2003, Rs. 151000/-	Rs.15,50000	Own Name	by purchase	Nil	
Tarumagar Guwahati	Residential Flat House by purchases	2009 Brought for Rs.2400000/-	Rs.30.00000/	Joint property with Husband (Dr. Pradip Kumar Sarma)	by purchase	Nil	Income from property comes to Husband (Dr. Pradip Kumar Sarma)



Dr. Arunjoyti Baruah
Professor
Pay Level 14
Central Govt Service (LGBRIMH, Tezpur Assam)
Date: 23/12/19

(Signature of Officer with Designation & Date)

NOTES

- 1) *In case where it is not possible to assess the value accurately the approximate value in relation to present conditions may be indicated.
- 2) ** Includes short-term lease also.
- 3) The declaration form is required to be filled in and submitted by every member of Class I and Class II (Group A and Group B) services under rule 15 (3) of the Central Civil Services (Conduct) Rules, 1995. [now rule 18 (1) of the CCS (Conduct) Rules, 1964] on the first appointment to the service and their after at the interval of every twenty months, giving particulars of all immovable property owned, acquired or inherited by him or held by his on lease or mortgage, either in his own name or in the name of any members of his family or in the name of any other person dependent on Government Servant. The Wording “on change” or “no addition” or “as in the previous year” should be avoided and full details provided

STATEMENT OF IMMOVABLE PROPERTY RETURN ON FIRST APPOINTMENT / FOR THE YEAR... 2019.....

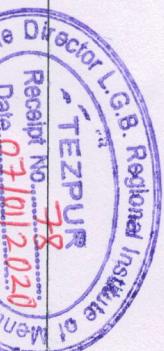
Form

1. Name of Officer (in full) & Service to which the Officer belongs : Dr. Hemanta Dutta
 2. Present post held : Asstt. Prof. (L-II)

Name of District, Sub-Division, Taluk & Village or City in which property is situated (full location & postal address)	Name & Details of Property,		Present Value	If not in own name, state in whose name held & his/her relationship to the Govt. Servant	How acquired, whether by purchase, lease @ mortgage, inheritance, gift or otherwise with date of acquisition & name with details of person(s) from whom acquired.	Annual Income from property	Remarks
	Housing and Other Buildings	Lands					
1.	2.	3.	4.	5.	6.	7.	8.
NIL	NIL	NIL	N/A	N/A	N/A	N/A	

Signature:

M. M. D.
Date: 11.11.2020



Inapplicable clause to be struck out
 In case where it is not possible to assess the value accurately the approximate value in relation to present conditions may be indicated
 (@includes short term lease also)

STATEMENT OF IMMOVABLE PROPERTY RETURN FOR THE YEAR 2019 AS ON 31.12.2019

Name of Officer (in full) JYOTI HAZARIKA Designation: ASSOCIATE PROFESSOR

Grade Pay: 13 R.

Department/Office MICROBIOLOGY

Name of District, Sub-Division, Taluk & Village or City in which property is situated	Name & Details of Property	Cost of construction including land in case of house and buildings	Present Value *	If not in own state in whose name held & his/her relationship to the Govt. Servant	How acquired, whether by purchase, lease**, mortgage, inheritance, gift or otherwise with date of acquisition & name with details of person(s) from whom acquired.	Annual Income from property		Remarks
						(1)	(2)	
1. TEPPUR, HALEANGA DEKCHUKU, KUNJUR PARAI	02K-01L, PAKHARI PATTAR-45L DAS-103	₹11	60,000	—	BY PURCHASE ON 1/2/2012 FROM JAYANTA ROOKH	₹11	—	
2. LAKHIMPUR, NOVZA KADAM, BALIJAN BANGLA	010-15L, ACR CULTURE LAND PATTAR- 7L DAS-247	₹11 2.7L	—	INHERITANCE ON 26/12/2016	₹11 —			

Signature

Date 23/12/2019

NOTES:

- 1) * In case where it is not possible to assess the value accurately, the approximate value in relation to present conditions may be indicated.
- 2) ** Includes short term leases also.
- 3) The declaration form is required to be filled in and submitted by every member of Class I and Class II (Group A and Group B) services under Rule 15(3) of the Central Civil Services (Conduct) Rules, 1955 [now Rule 18(1) of the CCS (Conduct) Rules, 1964] on the first appointment to the Service and thereafter, at the interval of every twelve months, giving particulars of all immovable property owned, acquired or inherited by him or held by him on lease or mortgage, either in his own name or in the name of any member of his family or in the name of any other person dependent on Government servant.
- 4) The wording 'No change or No addition or as in the previous year' may be avoided and full details provided.
- 5) The columns should be filled up neatly in capital letters.

**FORM for SELF
STATEMENT OF IMMOVABLE PROPERTY RETURN FOR THE YEAR 2019
AS ON 08**

1. Name of the officer (in full) : D R JAYANTA KUMAR DAS
& Service to which the
officer belongs
L.G.B.R.I.M.I., TEGPUR
2. Present Post held Asstt. State-Deputy Pay (Pay band & Level):

Name of District, Sub- Division Taluka and Village in which Property is situated	Land & Details of Property			If not is own name state in whose name held and his/her relationship to the Government Servant	How acquired whether by purchase, lease **, mortgage, inheritance gift or otherwise with date of acquisition and name with details of person/persons from whom acquired	Annual Income from property	Remarks; Please indicate details of permission obtained from department
	Housin g	Land	Present Value *				
Tezpur Dist. Sonitpur Assam-784001	1.5 Nethra Residential Plot No. D- Mazzoor Nabar Tezpur	30 Lakh	Owed by myself and Dr. Tarlata Saini(wife)	Purchased from Smti Deepa Hazarika who Sri Manu Baroh Tezpur	Purchased from Smti Deepa Hazarika who Sri Manu Baroh Tezpur	7 Permit from Sub-Regd. Office Tezpur	

Place : Tezpur
Date: 08-12-2019

Signature of Govt. Servant

Struck out which is not applicable.

* In case where it is not possible to assess the value accurately the approximate given value in relation to present condition may please be indicated.

** Includes short term lease also.

APPENDIX-I
[Rule 3(1)]

Return of Assets and Liabilities on First Appointment or as on the 31st March, 2019...*
(Under Sec 44 of the Lokpal and Lokayuktas Act, 2013.)

1. Name of the Public servant in full..... DR. KANGKAN PATHAK
(in block letters)

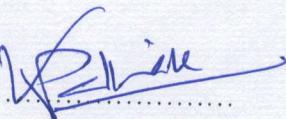
- 2.(a) Present public position held
(Designation, name and address
of organisation)
- (b) Service to which belongs
(if applicable)

Professor of Psychiatry
LGB Regional Institute of Mental Health
T.C.P.W.R. Assam, India 784001
(under Ministry of Haftr, GOI)

Declaration:

I hereby declare that the return enclosed namely, Forms I to IV are complete, true and correct to the best of my knowledge and belief, in respect of information due to be furnished by me under the provisions of section 44 of the Lokpal and Lokayuktas Act, 2013.

Date..... 8/1/2020

Signature..... 

* In case of first appointment please indicate date of appointment.

Note 1. This return shall contain particulars of all assets and liabilities of the public servant either in his/her own name or in the name of any other person. The return should include details in respect of assets/ liabilities of spouse and dependent children as provided in Section 44 (2) of the Lokpal and Lokayuktas Act, 2013.

(Section 44(2):A public servant shall, within a period of thirty days from the date on which he makes and subscribes an oath or affirmation to enter upon his office, furnish to the competent authority the information relating to—

- (a) the assets of which he, his spouse and his dependent children are, jointly or severally, owners or beneficiaries;
(b) his liabilities and that of his spouse and his dependent children.)

Note 2. If a public servant is a member of Hindu Undivided Family with co-parcenary rights in the properties of the family either as a 'Karta' or as a member, he should indicate in the return in Form No. III 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.

Note 3:—"dependent children" means sons and daughters who have no separate means of earning and are wholly dependent on the public servant for their livelihood. (Explanation below Section 44(3) of Lokpal and Lokayuktas Act, 2013)

APPENDIX-II
[Rule 3(1)]

FORM No. I

Details of Public Servant, his/ her spouse and dependent children

SL No.		Name	Public Position held, if any	Whether return being filed by him/her, separately
1	Self	Dr. Kangkang Pathak	Professor of Psychology LGBRIMH, TCVB	self
2	Spouse	Late Dr. Maitreyee Dutta	Worked as Associate Professor of Clinical Psychology LGBRIMH till 5/12/2018	
3	Dependent-1			
4	Dependent-2			
5.*	Dependent-3			

* Add more rows, if necessary.

Date..... 8/1/2020

Signature..... 

"FORM No. II

Statement of movable property on first appointment or as on the 31st March, 2015

(Use separate sheets for self, spouse and each dependent child.)

Name of public servant/spouse/dependent child: Dr. Kangkam Patnaik

S.No	Description	Remarks, if any
(i) *	Cash and bank balance: <u>SBT - ₹ 14,40,865/- IOB - ₹ 17,02,984/-</u>	
(ii) **	Insurance (premia paid): <u>₹ 13,918/-</u> Fixed /Recurring Deposit(s) <u>₹ 52,00,000/-</u> Shares/Bonds : Mutual Fund(s) : <u>Tata Mutual - ₹ 1,50,000/-, PNB Mutual - ₹ 20,000/-</u> Pension Scheme/Provident Fund <u>GPF - ₹ 12,25,597/-</u> Other investments, if any <u>GPF - ₹ 8,85,502/-, LHB RIMHT Society</u>	
(iii)	Personal loans/advance given to any person or entity including firm, company, trust, etc. and other receivables from debtors and the amount (exceeding two months basic pay or Rupees one lakh, as the case may be):	<u>₹ 90,000/-</u>
(iv)	Motor Vehicles (Details of Make, registration number, year of purchase and amount paid):	<u>wagon R VXI, 23/3/2015 AS 12 M - 6026 4,62,777/-</u>
(v)	Jewellery [Give details of approximate weight (plus or minus 10 gms. in respect of gold and precious stones; plus or minus 100 gms. in respect of silver).] Gold: <u>10 gms.</u> Silver: Precious metals and precious stones: Composite items: (indicate approximate value)***	
(vi)	Any other assets [Give details of movable assets not covered in (i) to (v) above] (a) Furniture (b) Fixtures (c) Antiques (d) Paintings (e) Electronic equipments - <u>LCD - TV - ① IPad - ① Computer - 1 Mobile handset - ③</u> (f) Others [Indicate the details of an asset, only if the total current value of any particular asset in any particular category (e.g. furniture, fixtures, electronic equipments, etc.) exceeds two months' basic pay or Rs. 1.00 lakh, as the case may be.]	

Date 8/1/2020

Signature..... K. Patnaik

* Details of deposits in the foreign Bank(s) to be given separately.

** Investments above Rs. 2 lakhs to be reported individually. Investments below Rs. 2 lakhs may be reported together.

*** Value indicated in the first return need not be revised in subsequent returns as long as no new composite item had been acquired or no existing items had been disposed of, during the relevant year. **;

FORM NO. III

Statement of immovable property on first appointment or as on the 31st March, 20....
 (e.g. Lands, House, Shops, Other Buildings, etc.)

[Held by Public Servant, his/her spouse and dependent children]

Sl. No.	Description of property (Land/ House/ Flat/ Shop/ Industrial etc.)	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 name of servant, state in whose name held and his/her relationship, if any, to the public servant	Date of acquisition	How acquired (whether by purchase, mortgage, lease, inheritance, gift or otherwise) and name with details of person/persons from whom	Present value of the property (If exact value known, approx value may be indicated)	Total annual income from the property	Remarks
1	2	3	4	5	6	7	8	9	10	11	12
1)	Land & House	Kalibari 2 Kuthas TCpur Dcc Hora	Mazigan 1 Bigha = boundary wall	11/1/2010	Purchased from Hindayandhi Dms, Gundahatti	Joint H/L from Nanta Hora	11/1/2010	Purchased from Hindayandhi Dms, Gundahatti	₹ 50L	Against H/L from IOB, TCpur	
2)	Land	Mazigan 1 Bigha = boundary wall	Abhayapuri 1 Bigha Landa Hora	March 2005	Joint H/L from Nanta Hora	Jointy in boundary	Jointy in boundary	Joint H/L from Nanta Hora	₹ 40L	Against H/L from IOB, TCpur	
3)	Land & House	"	17 Bigha Agricultural	"	"	"	"	"	₹ 60L		
4)	Land	"	"	"	"	"	"	"	"		

Date.....8/1/2020

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.

"FORM No. IV

Statement of Debts and Other Liabilities on first appointment or as on 31st March, 20.....

Sl. No.	Debtor (Self/ Spouse or dependent children)	Name and address of Creditor	Nature of debt/ liability and amount	Remarks
1	2	3	4	5
	Self	IOB, TCZpur	20Lnc (2010)	Ac N ^o 12900335100007 (liquidated)

Date 8/1/2020

Signature.....



Note 1: Individual items of loans not exceeding two months basic pay (where applicable) and Rs. 1.00 lakh in other cases need not be included.

Note 2. The statement should include various loans and advances (exceeding the value in Note 1) taken from banks, companies, financial institutions, Central/State Government and from individuals.”.

STATEMENT OF ANNUAL IMMOVABLE PROPERTY RETURN FOR THE YEAR 2019-20

Name of the Officer (in full)SONIA PEREIRA DEURI..... Present Post heldProfessor..... Present Pay ..Level 14

Service to which the officer belongsCentral Govt Service.

Name of the district / sub-division, Taluka & Village in which property is situated	Name & details of Property – housing, lands and other buildings	Cost of construction/ acquisition including land in case of house and year when purchased	*Present Value	If not in own name state in whole name held & his /her relationship to the Government servant	How acquired whether by purchase, lease**. Mortgage, inheritance, gift or otherwise wit date of acquisition & name with details of person from whom acquired	Annual Income from the property	Remarks
1.	2.	3.	4.	5.	6.	7.	8.
Sonitpur Tezpur Kalibari	NIRIBILI-RCC House, Dag 2398, Patta No 1029Bld no 2485, Wd 2 1kattha 18 lechhas	26,81,000/- 2003 21/03/2003	40 lakhs app	Own name	Purchased , Kalyan (Nupur) Dutta 13/12/2002	-	-
Sonitpur Tezpur, TDA Plot 10, VitorsutiVill, Bhirabpad Mouza	Land , 401.49 sq.m Dag No 119&201	44,687/- 15/11/2001	2 lakhs approx	Own name	Tezpur Devt Authority 15/11/2001	-	-

NOTES

- 1) * In case where it is not possible to assess the value accurately the approximate value in relation to present conditions may be indicated.
- 2) ** Includes short-term lease also.
- 3) The declaration form is required to be filled in and submitted by every member of class I and Class II (Group A and Group B) services under rule 15 (3) of the Central Civil Services (Conduct) Rules, 1995. [now rule 18 (1) of the CCS (Conduct) Rules, 1964] on the first appointment to the service and their after at the interval of every twenty months, giving particulars of all immovable property owned, acquired or inherited by him or held by his on lease or mortgage, either in his own name or in the name of any members of his family or in the name of any other person dependent on Government Servant.

(Signature of Officer with Designation & Date)
Professor Head, DPG IDG BSB M1, Tezpur.

SONI PEREIRA DEURI, 12/12/2019

STATEMENT OF IMMOVABLE PROPERTY RETURN FOR THE YEAR 2019 AS ON 31.12.2019

Service :

Name of Officer (in full) Gaurab Jyoti Sandilya Designation: ACCOUNTANT
Ministry/Department/Office LGRIMH, TEZPUR CSL No. : _____

Date of Birth: 27/01/1981

Present Pay: L-6

Name of District, Sub-Division, Taluk & Village or City in which property is situated	Name & Details of Property Housing, Lands and Other Buildings	Cost of construction /Acquirement including land in case of house and year when purchased	Present Value *	If not in own state in whose name held & his/her relationship to the Govt. Servant	How acquired, whether by purchase, lease***, mortgage, inheritance, gift or otherwise with date of acquisition & name with details of person(s) from whom acquired.	Annual Income from property	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
<u>DISTRICT: SONITPUR</u> <u>S.D.: TEZPUR</u> <u>VILLAGE: POLO FIELD</u> <u>FIELD NAME: BAMUN</u> <u>GIAON</u>	<u>LAND</u> <u>1 KATHA 2 GIFT FROM FATHER</u> <u>5 LESSA</u>	<u>LAND</u> <u>10000000 N.A</u>	<u>N.A</u>	<u>L AND</u> <u>GIFT FROM FATHER</u> <u>11/12/2018</u>	<u>NIL</u>		



[Signature]
Signature
Date 31/12/2019

NOTES:

- 1) * In case where is not possible to assess the value accurately, the approximate value in relation to present conditions may be indicated.
- 2) ** Includes short term leases also.
- 3) The declaration form is required to be filled in and submitted by every member of Class I and Class II (Group A and Group B) services under Rule 15(3) of the Central Civil Services (Conduct) Rules, 1955 [now Rule 18(1) of the CCS (Conduct) Rules, 1964] on the first appointment to the Service and thereafter, at the interval of every twelve months, giving particulars of all immovable property owned, acquired or inherited by him or held by him on lease or mortgage, either in his own name or in the name of any member of his family or in the name of any other person dependent on Government servant.
- 4) The wording 'No change or No addition or as in the previous year' may be avoided and full details provided.
- 5) The columns should be filled up neatly in capital letters.

STATEMENT OF IMMOVABLE PROPERTY RETURN FOR THE YEAR 2019 AS ON 31.12.2019

Service :

Name of Officer (in full) Mesmer K.R. Sarmo Designation: P.O.

Ministry / Department / Office U.G.B.R.A.I.U.T

Ministry / Department / Office	Name & Details of Property Housing, Lands and Other Buildings	Cost of construction /Acquirement including land in case of house and year when purchased	Present Value *	If not in own state in whose name held & his/her relationship to the Govt. Servant	How acquired, whether by purchase, lease*, mortgage, inheritance, gift or otherwise with date of acquisition & name with details of person(s) from whom acquired.	Annual Income from property	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
—	—	—	—	—	—	—	—
—	—	—	—	—	—	—	—
—	—	—	—	—	—	—	—



Mesmer K.R. Sarmo

Signature

31.12.19

Date

NOTES:

- 1) * In case where is not possible to assess the value accurately, the approximate value in relation to present conditions may be indicated.
- 2) ** Includes short term leases also.
- 3) The declaration form is required to be filled in and submitted by every member of Class I and Class II (Group A and Group B) services under Rule 15(3) of the Central Civil Services (Conduct) Rules, 1955 [now Rule 18(1) of the CCS (Conduct) Rules, 1964] on the first appointment to the Service and thereafter, at the interval of every twelve months, giving particulars of all immovable property owned, acquired or inherited by him or held by him on lease or mortgage, either in his own name or in the name of any member of his family or in the name of any other person dependent on Government servant.
- 4) The wording 'No change or No addition or as in the previous year' may be avoided and full details provided.
- 5) The columns should be filled up neatly in capital letters.

STATEMENT OF IMMOVABLE PROPERTY RETURN FOR THE YEAR AS ON 31.12.20 19

Service : <u>PRABHAT BORO</u>	Name of Officer (in full) <u>LUBERI MHT</u>	Designation: <u>Assistant</u>	Date of Birth: <u>25.02.1949</u>				
Ministry/ Department/Office	CSL No. :	Present Pay:	<u>L - 6</u>				
Name of District, Sub-Division, Taluk & Village or City in which property is situated	Name & Details of Property Housing, Lands and Other Buildings	Cost of construction /Acquirement including land in case of house and year when purchased	Present Value *	If not in own state in whose name held & his/her relationship to the Govt. Servant	How acquired, whether by purchase, lease***, mortgage, inheritance, gift or otherwise with date of acquisition & name with details of person(s) from whom acquired.	Annual Income from property	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
 <u>Mitali Boruah</u> Signature Date <u>31.12.19</u>							

NOTES:

- 1) * In case where is not possible to assess the value accurately, the approximate value in relation to present conditions may be indicated.
- 2) ** Includes short term leases also.
- 3) The declaration form is required to be filled in and submitted by every member of Class I and Class II (Group A and Group B) services under Rule 15(3) of the Central Civil Services (Conduct) Rules, 1955 [now Rule 18(1) of the CCS (Conduct) Rules, 1964] on the first appointment to the Service and thereafter, at the interval of every twelve months, giving particulars of all immovable property owned, acquired or inherited by him or held by him on lease or mortgage, either in his own name or in the name of any member of his family or in the name of any other person dependent on Government servant.
- 4) The wording 'No change or No addition or as in the previous year' may be avoided and full details provided.
- 5) The columns should be filled up neatly in capital letters.



STATEMENT OF IMMOVABLE PROPERTY RETURN FOR THE YEAR 2019 AS ON 31.12.20 / 9

Service :

Name of Officer (in full) RASY BARUAH

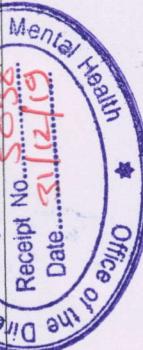
Designation: UDC

Date of Birth: 24.09.1981

Ministry/Department/Office L.G.B. REGIONAL INSTITUTE OF MENTAL HEALTH & TEZPUR

CSL No. :

Name of District, Sub-Division, Taluk & Village or City in which property is situated	Name & Details of Property Housing, Lands and Other Buildings	Cost of construction including land in case of house and year when purchased	Present Value *	If not in own state in whose name held & his/her relationship to the Govt. Servant	How acquired, whether by purchase, lease **, mortgage, inheritance, gift or otherwise with date of acquisition & name with details of person(s) from whom acquired.	Annual Income from property	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
WLL - DEURI AAN(KETEKI BORI) P.S. TEZPUR MOUZA - BHAI RAB PAD DIST- SONITPUR, ASSAM	(One) KATHA LAKHS FIFTY THOUSAND ONLY) PURCHASE YEAR - 2018	Rs. ৱ. ৩০,০০০/- (RUPIES TWO LAKHS FIFTY THOUSAND ONLY) PURCHASE YEAR - 2018	₹ ৱ. ৩০,০০০/- (RUPIES TWO LAKHS FIFTY THOUSAND ONLY) PURCHASE YEAR - 2018	IF NOT IN OWN STATE IN WHOSE NAME HELD & HIS/HER RELATIONSHIP TO THE GOVT. SERVANT	PURCHASE DATE OF ACQUISITION - 11.06.2018 PURCHASED FROM SHT. MANO BORAH SRI ADHI RAJ BORAH	NIL	



Signature R. Barua

Date 31.12.2019

NOTES: In case where is not possible to assess the value accurately, the approximate value in relation to present conditions may be indicated.

- 1) * In case where is not possible to assess the value accurately, the approximate value in relation to present conditions may be indicated.
- 2) ** Includes short term leases also.
- 3) The declaration form is required to be filled in and submitted by every member of Class I and Class II (Group A and Group B) services under Rule 15(3) of the Central Civil Services (Conduct) Rules, 1955 [now Rule 18(1) of the CCS (Conduct) Rules, 1964] on the first appointment to the Service and thereafter, at the interval of every twelve months, giving particulars of all immovable property owned, acquired or inherited by him or held by him on lease or mortgage, either in his own name or in the name of any member of his family or in the name of any other person dependent on Government servant.

4) The wording 'No change or No addition or as in the previous year' may be avoided and full details provided.

5) The columns should be filled up neatly in capital letters.