

No. 10/1/2014 -Vig.  
Government of India  
Ministry of Micro, Small & Medium Enterprises  
Office of the Development Commissioner (MSME)  
Vigilance Section  
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Nirman Bhawan, New Delhi  
Dated: 08 August, 2014

**OFFICE MEMORANDUM**

Subject: **The Lokpal and Lokayuktas Act, 2013 – Submission of declaration of Assets and Liabilities by the public servants for each year and placing the same in public domain on the websites of the Ministries/Departments**

The undersigned is directed to forward herewith a copy of DoP&T O.M. No. 21/2/2014-C.S.1 (PR) dated 31-7-2014 along-with its enclosures on the subject cited above for compliance and necessary action.

2. It is requested that a revised declaration, information or return regarding movable and immovable property as on 1<sup>st</sup> August, 2014, in the prescribed proformas, may be submitted to this Division latest by **20<sup>th</sup> August, 2014.**

Encl: As above

  
(Anil Tehlan)  
Dy. Director (Vigilance)

To

1. SENET Division for uploading the O.M. on website.
2. (All Officers/Divisions in the HQ office & Field Institutes)

F. No. C-29/2/2014-V&C  
Government of India  
Ministry of Micro, Small & Medium Enterprises  
(Vigilance Section)

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Udyog Bhawan, New Delhi  
Dated 6<sup>th</sup> August, 2014

OFFICE MEMORANDUM

**Subject: The Lokpal and Lokayuktas Act, 2013 – Submission of declaration of Assets and Liabilities by the public servants for each year and placing the same in public domain on the websites of the Ministries/Departments.**

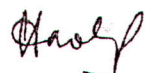
The undersigned is directed to enclose herewith DoPT O.M. No. 21/2/2014-CS.I (PR) dated 31.07.2014 issuing therein guidelines regarding (Furnishing of information and Annual Return of Assets and Liabilities and the limits of Exemption of Assets in filing Returns) Rules, 2014 under the Lokpal and Lokayuktas Act, 2013 notified by the Govt. on 14.07.2014, for compliance and necessary action.

2. Every public servant is now required to file declaration, information or return, as the case may be, regarding his assets and liabilities as on 31<sup>st</sup> March every year, to the competent authority, on or before the 31<sup>st</sup> July of that year. Every public servant is also required to file revised declaration, information or as the case may be, annual returns as on the 1<sup>st</sup> August, 2014, to the competent authority on or before, 15<sup>th</sup> September, 2014.

3. It may also be noted that the definition of public servant covers all Central Government servants (Group A, B and C).

4. It is, therefore, requested that a revised declaration, information or return regarding movable and immovable property as on 1<sup>st</sup> August, 2014, in the prescribed proformas, may please be submitted to Vigilance Section latest by 22<sup>nd</sup> August, 2014.

Encl. As above.

  
(L. Haokip)  
Director (Vig.)  
Tel. 2306 1431

To

All officers/officials of the Ministry.

IMMEDIATE

F. No. 21/2/2014-CS.I (PR)  
Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel & Training  
CS.I Division  
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2<sup>nd</sup> Floor, Loknayak Bhawan,  
Khan Market, New Delhi

Dated July 31<sup>st</sup> July, 2014

**Subject: The Lokpal and Lokayktas Act, 2013 – Submission of declaration of assets and liabilities by the public servants**

The undersigned is directed to refer to the subject mentioned above and to say that the Government has since notified the Public Servants (Furnishing of Information and Annual Return of Assets and Liabilities and the limits for Exemption of Assets in Filing Returns) Rules, 2014 under the Lokpal and Lokayuktas Act, 2013 on 14.07.2014. The same is available in the website of this Department.

2. Every public servant is now required to file declaration, information or return, as the case may be regarding his assets and liabilities as on 31<sup>st</sup> March every year, to the competent authority, on or before the 31<sup>st</sup> July of that year. Every public servant is also required to file revised declarations, information or as the case may be, annual returns as on the 1<sup>st</sup> August, 2014, to the competent authority on or before, 15<sup>th</sup> September, 2014.

3. All Ministries/ Departments are, accordingly, requested to bring the provisions of the Public Servants (Furnishing of Information and Annual Return of Assets and Liabilities and the limits for Exemption of Assets in Filing Returns) Rules, 2014, to the notice of all CSS Officers under their administrative control.

4. The web based cadre management system will be modified to include all the forms now prescribed under the above quoted rules. However, it will take some time before it is incorporated in the system and made operational for filing of declarations, returns etc. In the meanwhile all CSS Officers are advised to file hard copy of the revised declarations, information and returns to their Ministries/ Departments well before the closing date of 15.9.2014. Ministries/ Departments are

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requested to forward the declarations, information, returns submitted by US and above level officers of CSS to CS.I Division, DoPT for records.

*Utkarsh*  
30/07/21  
(Utkarsh R. Nwari)  
Director

Telefax: 24629411

Joint Secretary (Admn.)  
All Ministries/ Departments

**APPENDIX-I**

**[Rule3(1)]**

**Return of Assets and Liabilities on First Appointment or as on the 1<sup>st</sup> August, 2014\***

(Under Sec.44 of the Lokpal and Lokayuktas Act, 2013)

1. Name of the Public servant in full .....  
(in block letters)
2. (a) Present public position held .....  
(Designation, name and address .....  
of organization) .....  
.....  
(b) Service to which belongs .....  
(if applicable)

**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 .....

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

## FORM No.I

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

S.No.		Name	Public Position held, if any	Whether return being filed by him/her, separately
1	Self			
2	Spouse			
3	Dependent-1			
4	Dependent-2			
5*	Dependent-3			

\*-- Add more rows, if necessary.

Date \_\_\_\_\_

Signature \_\_\_\_\_

## FORM No.II

**Statement of movable property on first appointment or as on the 1st August 2014**

Details of the movable assets of self, spouse and dependent children

S.No.	Description	Amount in Rupees				
		Self	Spouse	Dependent-1	Dependent-2	Dependent-3
(i)	Cash in Hand					
(ii)	Details of deposit in Bank accounts (FDRs, Term Deposits and all other types of deposits including saving accounts), Deposits with Financial Institutions, Non-Banking Financial Companies & Cooperative Societies and the amount in each such deposit.	Name of Bank/ Financial Institutions & Nature of Deposit				
(iii)	Details of investment in Bonds, Debentures/ Shares and Units in Companies/ Mutual Funds and others.	Name of Company				
(iv)	Details of investment in NSS, Postal Saving, Insurance Policies and investment in any financial instruments in Post Office or Insurance Company.	Nature of investment				
(v)	Details of deposit in Provident Fund/ New Pension Scheme.	Nature of investment				
(vi)	Personal loans/ advance given to any person or entity including Firm, Company, Trust, etc and other receivable from debtors and the amount (exceeding	Name of Debtor				
(vii)	Motor Vehicles/Aircrafts/ Yatches/ Ships (Details of Make, Registration Number etc., Year of Purchase and amount)	Nature of Vehicle, registration number & year of purchase				
(viii)	Jewellery, Bullion and valuable thing(s)					
	JEWELLERY (Give details of weight)	Gold				
		Silver				
		Precious Stones/ precious metals				
(ix)	BULLION (Give details of weight)	Gold				
		Silver				
		Precious Stones/ precious metals				
(ix)	Any other assets					

Date \_\_\_\_\_

Signature \_\_\_\_\_

Note 1: Assets in joint name indicating the extent of joint ownership will also have to be given.

Note 2: In case pf deposits/Investments, the details including Amount, date of deposit, the scheme, Name of the Bank/ Institution and Branch are to be given.

Note 3: Value of Bonds/Share Debantures as per current market value in Stock Exchange in respect of listed companies and book values in case of unlisted firms.

Note 4: Details including amount is to be given separately in respect of each investment.

Note 5: Under (ix) details of movable assets not covered in (i) to (viii) above valuing individually over two months basic pay (where applicable), or Rs.1.00 lakh may be indicated.

FORM No.III

**Statement of immovable property on first appointment or as on the 1st August, 2014**

(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 in 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 public 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 acquired (address and connection of the Government servant, if any, with the person/persons concerned) (Please see Note 1 below) and cost of acquisition.	Present value of the Property (If exact value not 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

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.

FORM No.IV

Statement of Debts and Other Liabilities on first appointment or as on 1st August 2014

S.No.	Debtor (Self/Spouse or Dependent Children)	Amount	Name and Address of Creditor	Date of incurring Liability	Details of Transaction	Remarks
1	2	3	4	5	6	7

Date \_\_\_\_\_

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 also include various loans and advances (exceeding the value in Note 1) available from the employer like advance for purchase of conveyance, house building advance, etc. (other than advances of pay and travelling allowances), advance from GP Fund and loans on Life Insurance Policies and fixed deposits.