

**F. No. A.28011/15/14-SO(Per/EC)**  
Government of India  
Ministry of Finance  
Department of Revenue  
Central Board of Excise & Customs

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New Delhi, the 20<sup>th</sup> August, 2014

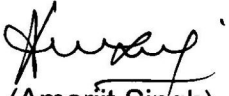
To,

Chief Commissioners/Director Generals under CBEC

Subject: The Lokpal and Lokayuktas Act, 2013 – Submission of  
declaration of assets and liabilities by the public servants – Reg.

The undersigned is directed to enclose a copy of Department of Revenue's A-50050/09/2012-Per/HQ dated 14<sup>th</sup> August, 2014 along with DOPT OM No. 21/2/2014-CS-I (PR) dated 31<sup>st</sup> July, 2014 and No. 11013/3/2014-Estt(A) dated 23.07.2014 on the subject cited above for circulation among all the staff members of the Commissionerate/Directorate for information and timely compliance by all concerned.

Encl. as above

  
(Amarjit Singh)

Deputy Secretary to the Government of India  
Tele: 23095525

Copy to:

1. DGHRD, CBEC, New Delhi.
2. The Website Manager, Directorate of Systems and Data Management, New Delhi with a request to host this circular on Departmental website

PTS-150295/2014  
M(Pers)

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No. A-50050/09/2012-Per/HQ  
GOVERNMENT OF INDIA  
Ministry of Finance  
Department of Revenue

North Block, New Delhi,

Dated the 14<sup>th</sup> August, 2014.

**OFFICE MEMORANDUM**

Subject: The Lokpal and Lokayktas Act, 2013 - Submission of declaration of assets and liabilities by the public servants - reg.

The undersigned is directed to enclose a copy of DOPT's communication No. 21/2/2-14-CS.I (PR) dated 31<sup>st</sup> July, 2014 on the subject cited above for information and compliance of all concerned.

Encl: as above.

*(Rajinder Kumar)*  
(Rajinder Kumar)  
Under Secretary to the Govt. of India  
Tele. No. 23095416

**Copy to :-**

- i) Chairman, CBDT/CBEC ✓
- ✓ (ii) Member (P&V), CBDT/CBEC for ensuring the compliance from all field formation units.
- (iii) **Mr. Munish Kumar Gupta**, Addl. Director of Income-tax I, A.R.A Centre Jhandewalan Extension, New Delhi-110055 with the request to upload the above instructions on the official website of CBDT, Department of Revenue for its wide circulation.
- (iv) Ms. Ashima Bansal, Addl. Director, Directorate General of Systems and Data Management, CBEC, Samrat Hotel, New Delhi, with the request to upload the above instructions on the official website of CBEC, Department of Revenue for its wide circulation.
- (v) US (DT/Pers.), CBDT/US (EC/Per)/ CBEC for wide circulation of instructions as above amongst the field offices of the respective Boards.
- (vi) US (Coor.), Department of Revenue for wide circulation of the above instructions.

vii) US (Ad. I) / US (Ad. I A & B)

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 R Tiwari)  
Director  
Telefax: 24629411

Joint Secretary (Admn.)  
All Ministries/ Departments

**Return of Assets and Liabilities on First Appointment or as on the 31<sup>st</sup> Mar 20\_\_\_\_\***  
(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)

**APPENDIX-II****[Rule 3(1)]****FORM No.I****Details of Public Servant, his/her spouse and dependent children**

S.No.		Name	Public Positioin 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 \_\_\_\_\_

**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  (a) two months basic pay, where applicable, (b) Rupees one lakh in other cases)	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				
		BULLION (Give details of weight)	Gold			
		Silver				
(ix)	Any other assets	Precious Stones/ precious metals				

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.

F. No. 11013/3/2014-Estt(A)  
Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel and Training  
Establishment Division  
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North Block, New Delhi  
Dated July 23, 2014

FTS - 149092/2014  
M(Per)

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 refer to the subject mentioned above and to say that the Government has 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 on this Department's website at [http://persmin.nic.in/Lokpal\\_Homepage\\_New.asp](http://persmin.nic.in/Lokpal_Homepage_New.asp).

2. As per the said Act and the Rules framed thereunder, every public servant shall file declarations, information or return, as the case may be regarding his assets and liabilities as on the 31<sup>st</sup> day of March every year, to the competent authority, on or before the 31<sup>st</sup> day of July of that year. It may be noted that as per Section 2(1)(o) of the Act, "Public Servant" means a person referred to in clauses (a) to (h) of sub-section (1) of section 14 of the Act but does not include a public servant in respect of whom the jurisdiction is exercisable by any court or other authority under the Army Act, 1950, the Air Force Act, 1950, the Navy Act, 1957 and the Coast Guard Act, 1978 or the procedure is applicable to such public servant under those Acts.

3. It may also be noted that the definition of public servant covers all Central Government servants (Groups A, B and C). Therefore, all Central Government servants are required to file the declaration. This is an important difference from the Central Civil Services (Conduct) Rules 1964 and may kindly be noted.

4. As per these Rules, the public servants who have filed declarations, information and annual returns of property under the provisions of the rules applicable to such public servants shall file the revised declarations, information or as the case may be, annual returns as on the 1<sup>st</sup> day of August, 2014, to the competent authority on or before, the 15<sup>th</sup> day of September, 2014. All Ministries/ Departments are, accordingly, requested to please 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 concerned for compliance.

5. Formal amendment to the Central Civil Services (Conduct) Rules 1964 will be made in due course.

6. Hindi version will follow.

(J. A. Vaidyanathan)  
Director (E)  
Telefax: 2309 3179

To

The Secretary  
All Ministries/ Departments

Copy to:-

1. Comptroller and Auditor General of India, New Delhi
2. Lok Sabha Secretariat/ Rajya Sabha Secretariat/ Ministry of Parliamentary Affairs
3. Union Public Service Commission, New Delhi.
4. President's Secretariat/ Vice-President's Secretariat/ Prime Minister's Office.
5. Election Commission of India, New Delhi.
6. Central Vigilance Commission, New Delhi
7. The CVOs of all Ministries/ Departments
8. Staff Selection Commission, New Delhi
9. Central Bureau of Investigation, New Delhi
10. All Attached and Subordinate Offices of the Ministry of Personnel, Public Grievances and Pensions
11. All Officers and Sections in the Ministry of Personnel, PG and Pensions
12. NIC (DOPT) with the request to place this O.M. in the Department's website

F.No. 11013/3/2011-Estt.(A)  
Ministry of Personnel, P.G. & Pensions  
Department of Personnel & Training  
Estt.(A)-III Desk

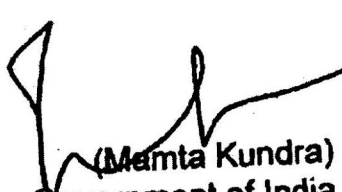
North Block, New Delhi  
Dated 23<sup>rd</sup> September, 2013

OFFICE MEMORANDUM

**Subject:** Submission of Immovable Property Returns (IPRs) by officers of Group A Central Services for each year and placing the same in public domain.

The undersigned is directed to refer to this Department's O.M of even no. dated 11/04/2011 requesting all Cadre Controlling authorities to place in public domain the IPRs of Group 'A' Officer for the year 2010 by 31.05.2011.

2. In this connection, it is clarified that this was not intended to be a one-time measure but will be a continuous process. All Cadre Controlling authorities are requested that the IPRs (to be submitted by 31<sup>st</sup> January each year) may be placed in public domain by 31<sup>st</sup> March of that year. A report in respect of Group 'A' Service controlled by the Ministry/Department and offices belonging to General Central Service Group 'A' under the Ministry /Department may be sent to this Department by 30<sup>th</sup> April every year.

  
(Mamta Kundra)  
Joint Secretary to the Government of India

To

1. All Ministries/Departments of the Government of India
2. The Comptroller and Auditor General of India
- ✓ 3. NIC (DOP&T) for placing the circular in website.