



Letter No.1700/Special.B/2014 - 6, Dated:29.12.2014

From
Thiru Jatindra Nath Swain, IAS.,
Principal Secretary to Government

To
All IAS Officers.

Sir/Madam,

Sub: Public Servants (Furnishing of Information and Annual Return of assets and the limits of Exemption of Assets in Filing Returns) Rules, 2014 - Regarding.

Ref: 1.Govt. Letter No. 1700/2014-2&5, Public (Spl.B) Department, dated: 21.08.2014 and 10.09.2014.

2.From the Government of India, Ministry of Personnel, Public Grievances and Pensions, Department of Personnel and Training, New Delhi, O.M. No.407/2014-AVD-IV(B), Dated: 25.12.2014.

3. From the Government of India, Ministry of Personnel, Public Grievances and Pensions, Department of Personnel and Training, New Delhi, Notification GSR 918(E), Dated: 26.12.2014.

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In continuation of the reference first cited, I am directed to state that the Government of India in the reference second cited have extended the time limit for filing of revised returns by all Public Servants by a further period of four months, i.e., from 31.12.2014 to 30.04.2015. Formal amendments to 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 and to the Lokpal & Lokayuktas (Removal of Difficulties) Order, 2014 will be notified separately. The formats for submission of statements regarding movable properties (Form-II) and for submission of statements regarding debts and liabilities (Form-IV) under the said rules are also being revised and will be notified as part of the amendments to the aforesaid rules. They will also be uploaded on the website of this Department, i.e., <http://persmin.nic.in/DOPT.asp.in>.

2. I am directed to enclose the copies of necessary revised forms (Form I to Form IV) and to request you to upload the same online within the revised time limit (i.e.) 30.04.2015.

Yours faithfully,

P. Sundaresan

for Principal Secretary to Government

PS

Return of Assets and Liabilities on First Appointment or
as on the 31st March 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 organisation)

- 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 of 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 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.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

Sl.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 31st March 20.....**

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

Name of public servant/spouse/dependent child:

Sl.No.	Description	Remarks, if any
(i)*	Cash and bank balance:	
(ii)**	Insurance (Premia paid):	
	Fixed / Recurring Deposit(s):	
	Shares / Bonds:	
	Mutual Funds(s):	
	Pension Scheme/Provident Fund:	
	Other investments, if any:	
(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)	
(iv)	Motor vehicles (Details of Make, registration number, year of purchase and amount paid)	
(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	
	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 (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 equipment etc), exceeds two months basic pay or Rs.1.00 lakh, as the case may be)	

Date:

Signature:

* 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 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 the 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)

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