

Urgent

रक्षा लेखा महानियंत्रक

Controller General of Defence Accounts

उलन बटार मार्ग, पालम, दिल्ली छावनी-110010

Ulan Batar Road, Palam, Delhi Cantt 110010

No. AN/XIII/13006/Vol-XXII

Dated 06.04.2016

To

All PCsDA/CsDA

PCAs/CFAs (Fys)

PIFAs/IFAs

(Through Website)

Subject: Declaration of Assets and Liabilities by public servants under section 44 of the Lokpal and Lokayuktas Act. 2013- filing of Returns by public servants on or before 15th April, 2016-regarding.

Ref'nce: This Hqrs letter bearing No. even dated 15.12.2015.

Copies of DOPT O M No. 407/12/2014-AVD-IV(B) dated 28.03.2016 and O M No. 407/12/2016-AVD-IV(LokPal) dated 02.04.2016 on the above subject are attached herewith for information, guidance, necessary action and compliance please.

2. The time line for filing the declaration/information/annual returns are as under:

- (i) The first return of asset and liabilities as on 1st August, 2014 under the Lokpal and Lokayuktas Act - on or before 15th April, 2016.
- (ii) The annual return of asset and liabilities as on 31st March, 2015 under the Lokpal and Lokayuktas Act - on or before 15th April, 2016.
- (iii) The annual return of asset and liabilities as on 31st March, 2016 under the Lokpal and Lokayuktas Act - on or before 31st July, 2016.
- (iv) The annual return of asset and liabilities for subsequent years as on 31st March every year should be filed on or before 31st July of that year.

3. It is also conveyed vide ibid OM that there shall be no further extension of the aforesaid last date i.e. 15.04.2016.

4. It is reiterated that, the returns in respect of Group A Government servants may be forwarded to Admin-I Section of this HQrs office and that of Group B (Sr.AOs and AOs) Government servants may be forwarded to Admin-II Section of this HQrs office for further necessary action. In the case of remaining Government servants viz. Group B (up to AAOs) and Group C the same may be retained by the Controller's /Performa controller's office for further necessary action

Please acknowledge receipt.


(Tarun K Jajoria)
Sr. Dy. CGDA (Admin)

PTO

Copy to :

iii. Admin-I /II /IV } For information and necessary action.
Section (Local)

iv. EDP Wing } For uploading on the website.

Sd----

(S K Sharma)

Sr. AO (Admin)

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No. 407/02/2016-AVD-IV(Lok Pal)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training

North Block, New Delhi,
Dated: the 2nd April, 2016

Office Memorandum

Subject: Declaration of Assets and Liabilities by public servants under section 44 of the Lokpal and Lokayuktas Act, 2013 –filing of Returns by public servants **on or before 15th April, 2016** - regarding

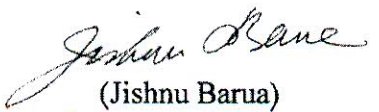
The undersigned is directed to invite attention to the provisions of section 44 of Lokpal and Lokayuktas Act, 2013 whereby **every** public servant i.e. all categories of public servants as defined under section 2 (0) read with section 14 (1) (a) to (h) of Lokpal and Lokayuktas Act, 2013, shall make a declaration of his assets and liabilities. The timelines for filing the declarations/information/annual returns under the said Act are as under:

- i. The first return of assets and liabilities as on 1st August, 2014 under the Lokpal and Lokayuktas Act, 2013 - on or before 15th April, 2016
- ii. The annual return of assets and liabilities as on 31st March, 2015 under the Lokpal and Lokayuktas Act, 2013 - on or before the 15th April, 2016.
- iii. The annual return of assets and liabilities as on 31st March, 2016 under the Lokpal and Lokayuktas Act, 2013 - on or before 31st July, 2016.
- iv. The annual return of assets and liabilities for subsequent years as on 31st March every year should be filed on or before 31st July of that year.

The aforesaid timelines have already been intimated vide this Department's OM No. 407/12/2014-AVD-IV(B) dated 28.03.2016.

2. All Ministries/Departments are requested to ensure compliance of the aforementioned provisions of the Lokpal and Lokayuktas Act, 2013 and in this regard inform and sensitize the societies/Association of persons/trusts under their administrative/financial control about the requirement of the law and deadlines for filing of necessary declarations/returns. To facilitate smooth compliance & information/provisions of section 44 of the Lokpal & Lokayuktas Act, 2013, this department has already placed in the public domain all the relevant rules framed under the said Act, forms in which declarations are required to be made, FAQs etc..

3. This may please be accorded due priority keeping in view that the declarations & returns for the years 2014 & 2015 are required to be filed by **all public servants** by **15.04.2016** mandatorily.


(Jishnu Barua)
Joint Secretary to the Govt. of India
Tel. 23093591

To
The Secretary,
Ministries/Departments (as per standard list)

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No. 407/12/2014-AVD-IV(B)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training

North Block, New Delhi,
28th March, 2016

Office Memorandum

Subject: Declaration of Assets and Liabilities by public servants under section 44 of the Lokpal and Lokayuktas Act, 2013 –filing of Returns by public servants **on or before 15th April, 2016** - regarding

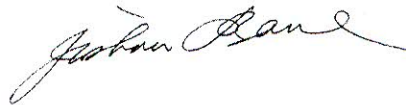
The undersigned is directed to refer to this Department's O.M. of even number dated 11th October, 2015 on the subject mentioned above whereby it was informed that the **last date** of furnishing of information relating to assets and liabilities by public servants under section 44 of the Lokpal and Lokayuktas Act, 2013 was extended upto 15.04.2016.

2. In this regard, it is stated that **there shall be no further extension of the aforesaid last date i.e. 15.04.2016.**

3. The formats to be used for submission of these returns to competent authorities have already been communicated to all concerned vide para-3 of OM of even number dated 18.03.2015. However, a copy of the same is enclosed for ready reference.

4. In this regard, it is informed that :-

- i. The first return **as on 1st August, 2014** under the Lokpal and Lokayuktas Act, 2013 should be filed **on or before the 15th April, 2016**
- ii. The next return **as on 31st March, 2015** under the Lokpal and Lokayuktas Act, 2013 should be filed **on or before the 15th April, 2016.**
- iii. The annual return **as on 31st March, 2016** under the Lokpal and Lokayuktas Act, 2013 should be filed **on or before 31st July, 2016.**

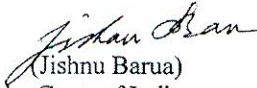


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iv. The annual return for subsequent years as on 31st March every year should be filed on or before 31st July of that year.

5. All Ministries/Departments and cadre authorities are requested to kindly issue order towards ensuring compliance of above timelines by all officers and staff in the respective Ministry/Department/Organizations/PSUs under their control. This OM may be given wide publicity including publishing the same on the respective websites of Ministry/Department /Organization/PSU.

Encl: As above.


(Jishnu Barua)
Joint Secretary to the Govt. of India
Tel. 23093591

To

1. Secretary

All Ministries/Departments of the Government of India
(as per standard mailing list)

2. The Chief Secretary

All State Government/Administrators, UTs (as per standard mailing list)
{ It is also requested to place this OM on the State Government /UT
Administration websites for information of AIS officers. }

Copy, with a request for similar action, forwarded to:

- (i) Secretary General, Lok Sabha
- (ii) Secretary General, Rajya Sabha
- (iii) Comptroller and Auditor General of India
- (iv) Secretary, Election Commission of India

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No.407/12/2014-AVD-IV-B
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel and Training

North Block, New Delhi-110001.
Dated the 18.03.2015.

Office Memorandum

Subject : Declaration of Assets and Liabilities by public servants under section 44 of the Lokpal and Lokayuktas Act, 2013 – Clarification regarding formats to be used for filing returns under the Act.

The undersigned is directed to refer to this Department's DO letter of even No. dated 29th December, 2014 and the O.M. of even No. dated 13th January, 2015 regarding furnishing of information relating to assets and liabilities by public servants under section 44 of the Lokpal and Lokayuktas Act, 2013, forwarding therewith copies of the Central Government's notifications dated 26th December, 2014 containing –

- (a) Amendment to the Lokpal & Lokayuktas (Removal of Difficulties) Order, 2014, for the purpose of extending the time limit for carrying out necessary changes in the relevant rules relating to different services from "three hundred and sixty days" to "eighteen months" , from the date on which the Act came into force, i.e., 16th January, 2014; and
- (b) The Public Servants (Furnishing of Information and Annual Return of Assets and Liabilities and the Limits for Exemption of Assets in Filing Returns) Amendment Rules, 2014, extending the time limit for filing of revised returns (pl see proviso under sub- rule 2 of rule 3 of the principal rules) by all public servants from 31st December, 2014 to 30th April, 2015.

2. In this regard, it is clarified that :-

- (i) The first return (as on 1st August, 2014) under the Lokpal Act should be filed on or before the 30th April, 2015;
- (ii) The next annual return under the the Lokpal and Lokayuktas Act, 2013 for the year ending 31st March, 2015 should be filed on or before 31st July, 2015; and
- (iii) The annual return for subsequent years as on 31st March every year should be filed on or before 31st July of that year.

3. The following Assets & Liabilities Return forms (both in English and Hindi) are enclosed herewith as indicated below :-

A. Declaration to be filed with 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.) [Appendix-I of the notification dated 14.07.2014].

B.

(a) **FORM No. I** - Details of Public Servant, his/ her spouse and dependent children [Appendix-II of the notification dated 14.07.2014].

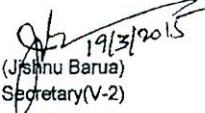
(b) **Modified FORM No. II** - Statement of movable property on first appointment or as on the 31st March, 20... [Appendix-II of the notification dated 14.07.2014 as modified vide notification dated 26.12.2014].

(c) **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] [Appendix-II of the notification dated 14.07.2014].

(d) **Modified FORM No. IV** - Statement of Debts and Other Liabilities on first appointment or as on 31st March, 20..... [Appendix-II of the notification dated 14.07.2014 as modified vide notification dated 26.12.2014].

4. It is requested to ensure that all officers and staff in your Ministry/Department/organizations file the said declarations/returns within the prescribed time-limits, in the afore-mentioned forms.

Enc:- As above.


(Jishnu Barua)
Joint Secretary(V-2)

1. Secretary

All Ministries/Departments of the Government of India
(as per standard mailing list)

2. The Chief Secretary

All State Governments/Administrators, UTs (as per standard mailing list)

Copy, with a request for similar action, forwarded to :

- (i) Secretary General, Lok Sabha
- (ii) Secretary General, Rajya Sabha
- (iii) Comptroller and Auditor General of India
- (iv) Secretary, Election Commission of India

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 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)

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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.....