

No 2/42/2014-20/AM  
Indira Gandhi National Centre for the Arts  
Sutredhara Division  
Establishment Section

Please find herewith a circular  
reg "The Lokpal and Lokayuktas Act, 2013 -  
Submission of declaration of assets &  
liabilities by the public servants for  
each year- reg.

It is requested that this circular  
may please be uploaded in IGWCA's website.

Ramshankar.  
9/3/15  
(Assistant)

S.O (G)

Amr  
9/3/15

SEPA. ~~to~~ Director (CIL)

Leeta  
9/3/15

Director (CIL)

Arth.  
9/3/15

Sh. Umesh Bhatta.

Dy. No: 143/DIR (CIL)/2015

09/3/15

NO.3/42/2014-SD/AM  
Indira Gandhi National Centre for the Arts  
Sutradhara Division

Dated: 3<sup>rd</sup> February, 2015

**CIRCULAR**

Please find enclosed OM No.31011/5/2014-Vig. dated 12.1.2015 of Ministry of Culture further enclosing DOPT's OM No.25.1.2014-CS-II (A) dated 1.1.2015.

All the Divisional Heads are requested to bring this OM into the notice of officers and staff under their control and ensure that all the concerned furnish information to Section Officer (Estt.) on the following by the dates indicated against the requisites:

1. Submission of Declaration of Assets and Liabilities by the Public servants (As per Appendix I/II (Form I, II, III and IV) - **By 27.2.2015**
2. Furnishing statement of Immovable Property Return (Annexure – I) For Class I & II officers only - **By 10.2.2015**

(As the information sought vide OM dated 14.10.2014 has not been received till date)

*Hemlata*

(Hemlata Sindhura)  
Under Secretary(Admn)

All HoDs

Copy for information to:

1. PS to Member Secretary
2. Sr. PA to Joint Secretary
3. PS to Director (Admn)

F.No.31011/5/2014-Vig  
Government of India  
Ministry of Culture  
Vigilance Section

निदेशक कार्यालय  
Director Office  
क्र. सं/डि. नं. 7362  
दिनांक 19/1/15

स. स. कार्यालय  
M.S. Office  
जायरी सं.  
Diary No. 144  
दिनांक  
Date 16-1-14

New Delhi, dated the 12<sup>th</sup> January, 2015.

Office Memorandum

Sub: The Lokpal and Lokayuktas Act, 2013 – Submission of declaration of assets and liabilities by the Public Servants for each year – reg.

In continuation of this Section's OM of even number dated 24<sup>th</sup> Dec., 2014 on the subject mentioned above, kindly find enclosed a copy of OM No. 25.01.2014-CS-II (A) dated 1.1.2015 enclosing respective notification dated 26.12.2014 containing the revised Form No. II and IV for information and submitting necessary details in the prescribed formats, accordingly. A copy of Form No. I & III circulated vide OM of even number dated 31.07.2014 from this Section is also enclosed again to facilitate the officials.

2. All Group 'A', 'B' & 'C' officers of Ministry of Culture are requested to furnish their details of Annual Return of Assets and Liabilities and the limits for Exemption of Assets in Filing Returns in the prescribed form to the Vigilance Section of this Ministry latest by 30<sup>th</sup> April, 2015.

Encl.: As above

(Madan Chaurasia)  
Under Secretary to the Govt. of India

1. All Officials in the Ministry of Culture.
2. Central Secretariat Library/Library Tulsi Sadan (through CSL); Library R. K. Puram (through CSL).

Copy to :

1. All Attached/Subordinate/Autonomous Organizations under Ministry of Culture for similar action. The Vigilance/Administrative wing of the organizations need to take necessary action as per provisions accordingly.

2. HTU for Hindi version.

Very important. Let us circulate to all and obtain details to furnish to mac.  
Jagdish 19/1

UC (Estt)  
S.O. (Admin)  
28/1  
ms. G.R.  
28/1

MS on tour  
JS

26  
16/1

Dir/A

No. 25/1/2014-CS-II(A)  
Government of India  
Ministry of Personnel, Public Grievances and Pension  
Department of Personnel and Training

3<sup>rd</sup> Floor, Lok Nayak Bhawan,  
Khan Market, New Delhi-110003  
Dated: 1<sup>st</sup> January, 2015

OFFICE MEMORANDUM

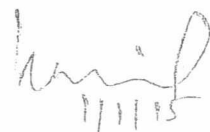
**Subject: The Lokpal and Lokayuktas Act, 2013- Submission of declaration of assets and liabilities by the public servants belonging to CSSS & CSCS.**

The undersigned is directed to refer to this Division's OM of even number dated 4<sup>th</sup> August, 2014 and 12<sup>th</sup> September, 2014 regarding furnishing of information relating to assets and liabilities by public servants under section 44 of the Lokpal and Lokayuktas Act, 2013.

2. The Government has since amended 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 vide Notification dated 26<sup>th</sup> December, 2014, in terms of which, the last date for filing of revised returns of assets and liabilities by public servants has been extended from 31<sup>st</sup> December, 2014 to 30<sup>th</sup> April, 2015.

3. 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 have also been modified and the same are enclosed for information and necessary action.

4. All CSSS & CSCS officers may take note of the revised time-limit and forms for filing of aforementioned returns. Cadre units of CSSS are also requested to forward the declarations, information, returns submitted by PPS and above level officers of CSSS to CS-II Division for information and records.



(Kameshwar Mishra)

Under Secretary to the Govt. of India  
Telefax: 24623157

To

Director/ Deputy Secretary (Admn.)  
All cadre units of CSSS & CSCS.

**Return of Assets and Liabilities on First Appointment or as on the 31<sup>st</sup> 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)

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.....

In the principal rules, in Appendix II, ---  
for Form No. II, the following Form shall be substituted, namely:—

**"FORM No. II**

**Statement of movable property on first appointment or as on the 31<sup>st</sup> March, 20...**

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

Name of public servant/spouse/dependent child: \_\_\_\_\_

S.No	Description	Remarks, if any
(i) *	Cash and bank balance:	
(ii) **	Insurance (premium paid):	
	Fixed/Recurring Deposit(s):	
	Shares/Bonds:	
	Mutual Fund(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 equipments, 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 31<sup>st</sup> 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 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.

for Form No. IV, the following Form shall be substituted, namely:—

**"FORM No. IV.**

**Statement of Debts and Other Liabilities on first appointment or as on 31<sup>st</sup> 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."

Annexure

**STATEMENT OF IMMOVABLE PROPERTY RETURN FOR THE YEAR \_\_\_\_ AS ON \_\_/\_\_/\_\_\_\_**

1. Name of Officer (in full): \_\_\_\_\_

3. Cadre & Batch: \_\_\_\_\_

2. Service to which the Officer belongs: **Indian Administrative Service**

4. Present Pay: \_\_\_\_\_

Name of District, Sub-Division, Taluk & Village or City in which property is situated (full location & postal address)	Name & Details of Property, Housing, Lands and Other Buildings	Cost of construction/Acquirement (and year when purchased) including of land in case of house	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
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Date: \_\_\_\_\_

Note: Please read the notes overleaf before filling up the form.

### 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 services under relevant provisions of Conduct Rules and 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 previous year' may be avoided and all details filled up.
- 5) AIS Officers are requested to fill the form in duplicate.