

COUNCIL OF SCIENTIFIC AND INDUSTRIAL RESEARCH
ANUSANDHAN BHAVAN, RAFI MARG, NEW DELHI-01

No. 6-9(131)/2005-E.III

Dated: 19th Nov., 2014

OFFICE MEMORANDUM

Sub.: The Lokpal and Lokayuktas Act, 2013 - Submission of declaration of assets and liabilities by public servants for each year – reg.

Ref.: Circular letter No. 5-1(17)/08-PD dated 25.09.2014.

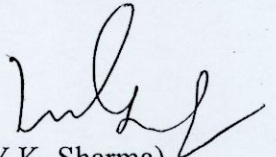
In accordance with the provision of the Public Servants (Furnishing of Information and Annual Return of Assets and Liabilities and the limits for Exemption of Assets in Filing Returns) Rules, 2014 under the Lokpal and Lokayuktas Act, 2013 every public servant shall file declaration of his assets and liabilities; (i) within a period of 30 days from the date on which he makes and subscribes an oath or affirmation to enter upon his office, and (ii) an annual return of assets and liabilities of which he, his spouse and his dependent children are jointly or severally, owners or beneficiaries as on 31st March of that year, on or before the 31st July of every year.

The definition of "Public servant" as given in the Lokpal & Lokayukta Act, 2013, covers all Central Government Servants (Group A, B and C) and therefore, all Council Servants are required to file the declaration of assets & liabilities in the prescribed proforma within the stipulated date every year.

Further, the council servants who have filed declaration, information and annual returns of property under the provisions of CCS (Conduct) Rules, 1964, are required to file the revised declarations, information or annual returns as on the 1st day of August, 2014 to this office on or before the 31st day of December, 2014 positively in the prescribed proforma enclosed with this OM.

Under Section 45 of the Act, if any public servant willfully or for reasons which are not justifiable, fails to declare his assets or gives misleading information in respect of such assets and is found to be in possession of assets not disclosed or in respect of which misleading information was furnished, then, such assets shall, unless otherwise proved, be presumed to belong to the public servant and shall be presumed to be assets acquired by corrupt means.

It is also brought to kind attention of all concerned that as per DoPT OM No.11012/11/2007-Estt.A dated 27th Sept., 2011, vigilance clearance shall be denied to an employee if she/he fails to submit her/his declaration of assets & liabilities and annual property return within the prescribed time.


(Y.K. Sharma)
Sr. DS(CO)

Enclosure: As above

Contd....

Copy to:-

1. Dr. G. Radhakrishnan, Project Leader, ERP
2. Ms. Dolly Chaudhary, Nodal Officer, ERP
3. All Heads of Divisions/Sections of CSIR Hqrs./CSIR Complex/RAB/HRDC/IPU/MBSA/Science Centre/URDIP; with the request to circulate this amongst staff members working under them.
4. Office of VP, CSIR
5. Office of DG, CSIR
6. Office of JS(A), CSIR
7. PA to FA, CSIR
8. PS to CVO, CSIR
9. PA to Sr. DS (HR)
10. PS to Sr. DS(CO)
11. PS to Legal Advisor
12. All Notice Boards of CSIR Hqrs./CSIR Complex/RAB/HRDC/IPU/CSIR Science Centre/MBSA
- ✓ 13. Head IT Division – with the request to upload this OM alongwith the enclosed proformae in the official website.
14. Office Copy.

वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद
अनुसंधान भवन, रफी मार्ग, नई दिल्ली - 110 001

सं.6-9(131)/2005-ई-III

दिनांक: 19 नवम्बर, 2014

कार्यालय ज्ञापन

विषय: लोकपाल और लोकायुक्त अधिनियम, 2013 - सरकारी कर्मचारियों द्वारा प्रत्येक वर्ष परिसंपत्ति एवं देयता की घोषणा प्रस्तुत करने विषयक

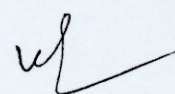
संदर्भ: दिनांक 25.09.2014 का परिपत्र सं.5-1(17)/08-पीडी

लोकपाल और लोकायुक्त अधिनियम, 2013 के तहत सरकारी कर्मचारी (परिसंपत्ति एवं देयता की सूचना और वार्षिक रिटर्न्स प्रस्तुत करने तथा रिटर्न्स फाइल करने में परिसंपत्ति से छूट हेतु सीमा) नियमावली 2014 के प्रावधान के अनुसार प्रत्येक सरकारी कर्मचारी प्रत्येक वर्ष अपनी परिसंपत्ति एवं देयता की घोषणा फाइल करेगा; (i) अपने कार्यालय में सेवारंभ पर शपथ लेने अथवा उसकी अभिपुष्टि होने की तारीख से 30 दिन की अवधि के भीतर और (ii) ऐसी परिसंपत्ति एवं देयताएं जिनका वह उस वर्ष के 31 मार्च को अपनी पत्नी/अपने पति और अपने आश्रित बच्चों के साथ संयुक्त रूप से अथवा पृथक रूप से मालिक अथवा लाभार्थी है, उनका वह प्रत्येक वर्ष की 31 जुलाई अथवा उससे पहले वार्षिक रिटर्न्स फाइल करेगा।

लोकपाल एवं लोकायुक्त अधिनियम, 2013 में दी गई "सरकारी कर्मचारी" की परिभाषा में केन्द्र सरकार के सभी कर्मचारी (समूह क, ख और ग) सम्मिलित हैं, अतः परिषद के सभी कर्मचारियों को प्रत्येक वर्ष निर्धारित तारीख के भीतर निर्धारित प्रपत्र में परिसंपत्ति एवं देयता की घोषणा फाइल करना आवश्यक है।

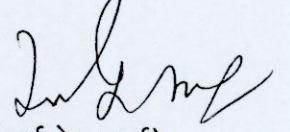
इसके अतिरिक्त परिषद के ऐसे कर्मचारी जिन्होंने सीसीएस (आचरण) नियमावली, 1964 के प्रावधानों के अंतर्गत संपत्ति की घोषणा, सूचना और वार्षिक रिटर्न्स फाइल कर दी है, उन्हें भी इस कार्यालय ज्ञापन के साथ संलग्न निर्धारित प्रपत्र में इस कार्यालय में 1 अगस्त, 2014 तक के लिए संशोधित घोषणा, सूचना अथवा वार्षिक रिटर्न्स दिनांक 31 दिसम्बर, 2014 को अथवा उससे पहले फाइल करना आवश्यक है।

इस अधिनियम की धारा 45 के अंतर्गत यदि कोई सरकारी कर्मचारी जानबूझकर अथवा ऐसे कारणों से जो न्यायोचित नहीं हैं, अपनी परिसंपत्ति की घोषणा नहीं करता है अथवा ऐसी परिसंपत्ति के संबंध में भ्रामक सूचना देता है और उसके पास ऐसी परिसंपत्ति पाई जाती है जिनका खुलासा न किया गया हो अथवा जिनके संबंध में भ्रामक सूचना दी गई हो, तब ऐसी परिसंपत्ति अन्यथा साबित होने तक उस सरकारी कर्मचारी से संबंधित मानी जाएगी और उन्हें भ्रष्ट तरीकों से अधिगृहीत की गई परिसंपत्ति माना जाएगा।

 जारी.2/-

-: 2:-

सभी संबंधितों के ध्यान में यह भी लाया जाता है कि कार्मिक और प्रशिक्षण विभाग (डीओपीटी) के दिनांक 27 सितम्बर, 2011 के कार्यालय ज्ञापन सं.11012/11/2007-इस्ट.ए के अनुसार उस कर्मचारी को विजिलेंस क्लीयरेंस देने से इंकार कर दिया जाएगा, जो निर्धारित समय के भीतर अपनी परिसंपत्ति एवं देयता और वार्षिक संपत्ति रिटर्न्स प्रस्तुत नहीं करेगा।



(वाई.के. शर्मा)

वरिष्ठ उपसचिव (के.का.)

संलग्नक: यथोपरि

प्रतिलिपि:-

1. डॉ. जी. राधाकृष्णन, प्रोजेक्ट लीडर, ईआरपी - इस अनुरोध के साथ कि कृपया ईआरपी में
2. सुश्री डॉली चौधरी, नोडल ऑफिसर, ईआरपी आवश्यक परिवर्तन करें।
मुख्यालय में कार्यान्वयन हेतु
3. सीएसआईआर मुख्यालय/सीएसआईआर कॉम्प्लेक्स/आरएबी/एचआरडीसी/आईपीयू/एमबीएसए/विज्ञान केन्द्र/यूआरडीआईपी के सभी प्रभागों/अनुभागों के प्रधानों को - इस अनुरोध के साथ कि वे अपने अधीन कार्यरत स्टाफ-सदस्यों में इसे परिचालित करें।
4. उपाध्यक्ष, सीएसआईआर का कार्यालय
5. महानिदेशक, सीएसआईआर का कार्यालय
6. संयुक्त सचिव (प्रशासन), सीएसआईआर का कार्यालय
7. वित्त सलाहकार, सीएसआईआर की निजी सहायक
8. मुख्य सतर्कता अधिकारी (सीवीओ), सीएसआईआर के निजी सचिव
9. वरिष्ठ उपसचिव (एचआर) की निजी सहायक
10. वरिष्ठ उपसचिव (के.का.) के निजी सचिव
11. विधि सलाहकार के निजी सचिव
12. सीएसआईआर मुख्यालय/सीएसआईआर कॉम्प्लेक्स/आरएबी/एचआरडीसी/आईपीयू/विज्ञान केन्द्र/एमबीएसए के सभी सूचना पट्ट
13. प्रधान, आईटी प्रभाग - इस अनुरोध के साथ कि वे संलग्न परिपत्र सहित इस कार्यालय ज्ञापन को कार्यालय की वेबसाइट पर अपलोड करें।
14. कार्यालय प्रति

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).

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...

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

Sl. 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 and 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)	Detail 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 receivables 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/ Yachts/Ships (Details of Make, registration number etc., year of purchase and amount)	Nature of vehicle, registration no. & year of purchase				
	Jewellery, bullion and valuable thing(s) (give details of weight)	Gold				
	JEWELLERY	Silver				
		Precious stones/ precious metals				
	***	Gold				
	Bullion	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 of 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 Debentures as per current market value in Stock exchange in respect of listed companies and books 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 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 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 31st March, 20.....

Sl. 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 traveling allowance), advance from the GP Fund and loans on Life Insurance Policies and fixed deposits.

[F. No. 407/12/2014-AVD-IV(B)]

P.K. DAS, Jt. Secy.