

वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद  
COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH  
अनुसंधान भवन, 2 रफी मार्ग, नई दिल्ली-110001  
Anusandhan Bhawan, 2, Rafi Marg, New Delhi-10001



स./No. 5-1(17)/08-PD

दिनांक/Dated: 25.09.2014

प्रेषक / From:

संयुक्त सचिव (प्रशासन)  
Joint Secretary (Admn.)

सेवा में / To:

The Directors/Heads of all  
National Labs./Instts. of CSIR Hqrs.  
/Complex/Centres/Units

महोदय/Sir,

मुझे भारत सरकार के कार्यालय ज्ञापन आपकी सूचना, अनुपालन एवं आवश्यक कार्रवाई हेतु अग्रेषित करने का निदेश हुआ है।

I am directed to forward herewith the following Office Memoranda/ Notifications issued by the Government of India for information, guidance and compliance:-

Sl. No	Govt. of India, Ministry of Personnel, Public Grievances and Pension OM No. & date.	Subject
1.	Ministry of Personnel, Public Grievances & Pensions, Department of Personnel and Training (DoPT), Establishment Division, OM No. 11013/3/2014-Estt(A) dated July 23rd, 2014.	The Lokpal and Lokayktas Act, 2013- Submission of declaration of assets and liabilities by public servants for each year and placing the same in public domain on the website of Ministries/ Departments
2.	Ministry of Personnel, Public Grievances & Pensions, Department of Personnel and Training (DoPT), CS.I Division, OM No. F.No.21/2/2014-CS.I (PR) dated 31 <sup>st</sup> July, 2014.	The Lokpal and Lokayktas Act, 2013- Submission of declaration of assets and liabilities by public servants.
3.	D.O. Letter No. 407/12/2014-AVD-IV (B) dated 8th September, 2014 from Additional Secretary, DoPT, Ministry of Personnel, Public Grievances & Pensions	Extension of time for filing of revised returns by all public servants from 15th September, 2014 to 31st December, 2014
4.	Ministry of Personnel, Public Grievances & Pensions, Department of Personnel and Training (DoPT) Notification dated 8th September, 2014	Extension of time for filing of revised returns by all public servants from 15th September, 2014 to 31st December, 2014

भवदीय/Yours faithfully

*Vinod Kumar*

(विनोद कुमार / Vinod Kumar)

अवर सचिव / Under Secretary

संलग्न/Encl. : यथोपरि/As above

प्रतिलिपि/Copy to:

- ✓ 1. Head, IT Division with the request to make this circular available on the website & Policy Repository.
2. Office copy

Phone : EPABX-23710138, 23710144, 23710158, 23710468, 23710805, 23711251, 23714238, 23714249, 23714769, 23715303  
Fax : 91-11-23714788, Gram : CONSEARCH, NEW DELHI, E-mail : jsa@csir.res.in

①

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

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).

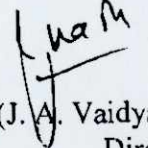
2. As per the said Act and the Rules framed thereunder, every public servant shall file declarations, information or return, as the case may be regarding his assets and liabilities as on the 31<sup>st</sup> day of March every year, to the competent authority, on or before the 31<sup>st</sup> day of July 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

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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*  
30/7/14  
(Utkarsh R. Tiwari)  
Director  
Telefax: 24629411

Joint Secretary (Admn.)  
All Ministries/ Departments



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**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 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

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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 31st March 20**

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 (Give details of weight)	Gold				
		Silver				
		Precious Stones/ precious metals				
	BULLION (Give details of weight)	Gold				
		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 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 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 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.



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FORM No.IV

Statement of Debts and Other Liabilities on first appointment or as on 31st March 20\_\_

S.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 travelling allowances), advance from GP Fund and loans on Life Insurance Policies and fixed deposits.

भाष्कर खुल्बे  
Bhaskar Khulbe  
अपर सचिव  
Additional Secretary  
Tel. : 23094010  
Telefax : 23092580



भारत सरकार  
कार्मिक और प्रशिक्षण विभाग  
कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय  
नॉर्थ ब्लॉक, नई दिल्ली-110001  
GOVERNMENT OF INDIA  
DEPARTMENT OF PERSONNEL & TRAINING  
MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES  
AND PENSIONS  
NORTH BLOCK, NEW DELHI - 110001  
www.persmin.nic.in  
e-mail ID : adsecysv-dopt@nic.in

D.O.No. 407/12/2014-AVD-IV(B)

Dated: 8<sup>th</sup> September, 2014

Dear Secretary,

Please refer to my D.O. letter of even No. dated 1<sup>st</sup> August, 2014 regarding furnishing of information relating to assets and liabilities by public servants under section 44 of the Lokpal and Lokayuktas Act, 2013.

2. In this regard, I am forwarding a copy of the Central Government's notification dated 08<sup>th</sup> September, 2014 (**Annexure-I**), containing an Order amending 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 "two hundred and seventy days" to "three hundred and sixty days", from the date on which the Act came into force, i.e., 16<sup>th</sup> January, 2014.

3. Government has also notified on 8<sup>th</sup> September, 2014, 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 by all public servants from 15<sup>th</sup> September, 2014 to 31<sup>st</sup> December, 2014**. A copy of the notification containing the said amendment Rules is enclosed (**Annexure-II**).

4. I request you to kindly issue orders towards ensuring compliance with these Rules by all officers and staff in your Ministry/Department and in various organisations/PSUs under the control of your Ministry/Department, within the revised time-limit mentioned in the amended Rules, **by filing their revised returns of assets and liabilities to the competent authority on or before 31<sup>st</sup> December, 2014**.

5. I also request you to kindly ensure that necessary follow-up action for harmonising the provisions of the relevant rules relating to all categories of public servants (as defined in the Act) falling under the jurisdiction/ administrative /cadre control of your Ministry/Department is completed within the revised time limit of 360 days now provided in the Order dated 8<sup>th</sup> September, 2014 (Annexure-I).

With warm regards

Yours sincerely,

*Bhaskar Khulbe*  
8/9/14  
(Bhaskar Khulbe)

Encl: As above

To Secretaries  
All Ministries/Departments of the Government of India



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# भारत का राजपत्र The Gazette of India

असाधारण

EXTRAORDINARY

भाग II—खण्ड 3—उप-खण्ड (i)

PART II—Section 3—Sub-section (i)

प्राधिकार से प्रकाशित

PUBLISHED BY AUTHORITY

सं. 466]

नई दिल्ली, सोमवार, सितम्बर 8, 2014/भाद्र 17, 1936

No. 466]

NEW DELHI, MONDAY, SEPTEMBER 8, 2014/BHADRA 17, 1936

कार्मिक, लोक शिकायत और पेंशन मंत्रालय

(कार्मिक और प्रशिक्षण विभाग)

अधिसूचना

नई दिल्ली, 8 सितंबर, 2014

सा.का.नि. 638(अ).—केन्द्रीय सरकार, लोकपाल और लोकायुक्त अधिनियम, 2013 (2014 का 1) की धारा 44 और धारा 45 के साथ पठित धारा 59 की उप-धारा (2) के खंड (ट) और खंड (ठ) के साथ पठित उप-धारा (1) द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए, लोक सेवक (सूचना और आस्तियों तथा दायित्वों की विवरणी देने तथा विवरणियाँ फाइल करने में आस्तियों की छूट के लिए सीमाएं) नियम, 2014 का संशोधन करने के लिए निम्नलिखित नियम बनाती है, अर्थात् :—

1. (1) इन नियमों का संक्षिप्त नाम लोक सेवक (सूचना और आस्तियों तथा दायित्वों की विवरणी देने तथा विवरणियाँ फाइल करने में आस्तियों की छूट के लिए सीमाएं) संशोधन नियम, 2014 है।  
(2) ये उनके राजपत्र में प्रकाशन की तारीख से प्रवृत्त होंगे।
2. लोक सेवक (सूचना और आस्तियों तथा दायित्वों की विवरणी देने तथा विवरणियाँ फाइल करने में आस्तियों की छूट के लिए सीमाएं) नियम, 2014 के नियम 3 में, उप-नियम (2) के परंतुक में, "15 सितंबर, 2014 को या उससे पूर्व" शब्दों के स्थान पर "31 दिसंबर, 2014 को या उससे पूर्व" शब्द रखे जाएंगे।

[फा. सं. 407/12/2014-एवीडी-IV(ख)भाग-I]

भास्कर खुलबे, अपर सचिव

टिप्पण: मूल नियम भारत के राजपत्र, असाधारण में अधिसूचना सं. सा.का.नि. 501(अ), तारीख 14 जुलाई, 2014 द्वारा प्रकाशित किए गए थे

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## MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES AND PENSIONS

(Department of Personnel and Training)

## NOTIFICATION

New Delhi, the 8th September, 2014

**G.S.R. 638(E).**—In exercise of the powers conferred by sub-section (1) read with clause (k) and clause (l) of sub-section (2) of Section 59 read with Section 44 and Section 45 of the Lokpal and Lokayuktas Act, 2013 (1 of 2014), the Central Government hereby makes the following rules to amend 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, namely:—

1. (1) These rules may be called 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.  
(2) They shall come into force on the date of their publication in the Official Gazette.
2. In 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, in rule 3, in the proviso to sub-rule (2), for the words “on or before the 15th day of September, 2014”, the words “on or before the 31st day of December, 2014” shall be substituted.

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

BHASKAR KHULBE, Addl. Secy.

**Note :** The principal rules were published in the Gazette of India, Extraordinary *vide* notification number G.S.R. 501(E), dated the 14th July, 2014.