

No. 26012/01/2014-IPS-II
Government of India/Bharat Sarkar
Ministry of Home Affairs/GrihMantralaya

To

North Block, New Delhi-1,
Dated, the 6th April, 2016

The Chief Secretaries of all State Governments/UTs
The Director General of Police of all State Governments/UTs

Sub: Declaration of Assets and Liabilities by AIS Officer under Section 44 of the Lokpal and Lokayuktas Act, 2013- filing of returns by AIS officers **on or before 15th April, 2016– Reg.**

Sir,

Please refer to this Ministry's letter of even number dated 26.10.2015 and DoPT letter dated 11.10.2015 wherein time limit for filing of assets and liabilities for the year 2014 and 2015 were extended upto 15.4.2016 respectively under Section 44 of Lokpal and Lokayuktas Act, 2013.

2. Now, DoPT vide their letter No. 407/12/2014-AVD -IV(B) dated 28th March, 2016 (copy enclosed) have conveyed that the last date for filing of annual returns of Assets and Liabilities by the AIS officers under section 44 of the Lokpal and Lokayuktas Act, 2013 is on or before 15.4.2016. In this regard, it is stated that **there shall be no further extension of the aforesaid last date i.e. 15.4.2016.**

3. The members of service are now required to file the above returns in revised formats circulated to all concerned vide this Ministry Letter No. 26012/01/2014-IPS-II dated 14.1.2015(copy enclosed). 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.
- iv. The annual return for subsequent years as on 31st March every year should be filed on or before 31st July of that year.

3. In view of the above, it is requested that these instructions may be widely circulated to all concerned and strict compliance for filing of above returns under the provisions of the Lokpal and Lokayuktas Act, 2013 within the prescribed time limit may be ensured.

Yours faithfully,



(Mukesh Sawhney)

Under Secretary to the Government of India

Tel. No. 2309 4038

Encl : As above.

Copy forwarded for necessary action to :

1. All Ministries/Department of Government of India.
2. Joint Secretary (UT Division), Ministry of Home Affairs, New Delhi-in respect of AGMU cadre.
3. Director General-BSF/CRPF/CISF/SSB/ITBP/NSG/NIA/NCB/BPR&D/Civil Defence.
4. Director IB, CBI, R&AW, SPG.
5. Director NPA, NCRB, NICFS, NEPA.
6. President Secretariat/Cabinet Secretariat/PMO.
7. ✓ NIC MHA- for placing this circular on the website of MHA (under IPS Cadre Management/Immovable property Return).

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

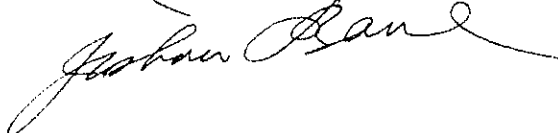
The undersigned is directed to refer to this Department's O.M. of even number dated 11th October, 2015 on the subject mentioned above whereby it was informed that the **last date** of furnishing of information relating to assets and liabilities by public servants under section 44 of the Lokpal and Lokayuktas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

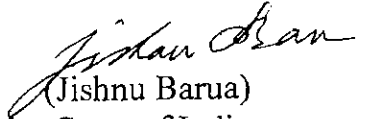
- i. The first return **as on 1st August, 2014** under the Lokpal and Lokayuktas Act, 2013 should be filed **on or before the 15th April, 2016**
- ii. The next return **as on 31st March, 2015** under the Lokpal and Lokayuktas Act, 2013 should be filed **on or before the 15th April, 2016.**
- iii. The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



- 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

SC No. 11 (15)

BY SPEED POST

No.26012/01/2014-IPS.II
Government of India/Bharat Sarkar
Ministry of Home Affairs/Grih Mantralaya

North Block, New Delhi-1
Dated the 14 January 2015

To
The Chief Secretaries of all State Governments/UTs.
The Director General of Police of all State Governments/UTs

Sub: **Declaration of Assets and Liabilities by AIS Officer under Section 44 of the Lokpal and Lokayuktas Act, 2013- extension of last date for filing of revised returns by AIS officers - Reg.**

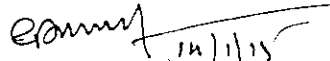
Sir,
Please refer to this Ministry's letter of even number dated 26.8.2014 regarding furnishing of information relating to assets and liabilities by IPS officers under Section 44 of Lokpal and Lokayuktas Act, 2013.

2. Central Government issued notification dated 8th September 2014 containing an Order amending the Lokpal and Lokayuktas (Removal of Difficulties) Order, 2014, for the purpose of extending the time limit for carrying out necessary changes in the relevant rules. Government also notified on 8th September, 2014, the Public Servants (Furnishing of Information and Annual Report 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 15th September 2014 to 31st December 2014. The same was intimated to all State Governments/organization vide this Ministry's letter of even number dated 9th September 2014.

3. Now, DoPT vide their O.M. No. 407/12/2014-AVD-IV (B) dated 25th December 2014 have conveyed that the last date for **filing of revised Annual Returns of Assets and Liabilities has been extended by a period of four months, i.e. from 31st December 2014 to 30th April 2015.** In this regard, Central Government vide notification dated 26th December 2014 has amended Lokpal & Lokayuktas (Removal of Difficulties) Order, 2014 and Public Servants (Furnishing of Information and Annual Returns of Assets and Liabilities and the Limits for Exemption of Assets in filing Returns), which is available on the website of this Ministry (www.mha.nic.in) under IPS Cadre Management (**Annexure I and II**) and Department of Personnel & Training (www.persmin.nic.in). 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**.

4. The IPS officers in your State/Organisation may please be advised to submit their Annual Returns of Assets and Liabilities **as on 31st March 2014** in revised format to their respective administrations and to this Ministry, **IPS.II Section (Room No. 219-A) North Block, New Delhi-1, on or before 30th April 2015.** The revised format is enclosed.

Yours faithfully,


(G.C. Yadav) 14/1/15

Encl: As above.

Deputy Secretary to the Government 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)

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.)

of public servant/spouse/dependent child: _____

No	Description	Remarks, if any
*	Cash and bank balance:	
(i)**	Insurance (premia paid):	
	Fixed/Recurring Deposit(s):	
	Shares/Bonds:	
	Mutual Fund(s):	
	Pension Scheme/Provident Fund	
	Other investments, if any:	
(ii)	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 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 Villages 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 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 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)	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."

पहली नियुक्ति पर या 31 मार्च, 20....को द्याविद्यमान आस्तियों और दायित्वों की विवरणी
(लोकपाल और लोकायुक्त अधिनियम, 2013 की धारा 44 के अन्तर्गत)

1. लोक सेवक का पूरा नाम (स्पष्ट अक्षरों में)
2. (क) वर्तमान में धारित लोक स्थिति
- (पदनाम, नाम और संगठन का पता)
- (ख) किस सेवा से संबंधित है (यदि लागू है)

घोषणा -

यह घोषणा करता हूँ कि लोकपाल और लोकायुक्त अधिनियम, 2013 की धारा 44 के उपबंधों के अन्तर्गत, मेरे द्वारा, प्रस्तुत की जाने वाली सूचना की बाबत सतत विवरणी अर्थात् प्रारूप 1 से प्रारूप 4 मेरे सर्वोत्तम ज्ञान और विश्वास के अनुसार सत्य और ठीक है।

तारीख.....

हस्ताक्षर.....

*पहली नियुक्ति की वसा में, कृपया नियुक्ति की तारीख उल्लेखित करें।

टिप्पण 1. इस विवरणी में या तो उसके स्वयं के नाम या किसी अन्य व्यक्ति के नाम लोक सेवक की सभी आस्तियों और दायित्वों की विवरणियाँ अंतर्लिखित होंगी। विवरणी में लोकपाल और लोकायुक्त अधिनियम, 2013 की धारा 44 (2) में द्योतित संबंधित पति या पत्नी और आश्रित बालकों की आस्तियों/दायित्वों की बाबत ब्योरे सन्निहित होंगे।

(धारा 44(2) लोक सेवक उक्त तारीख से जिसको वह अपना पदग्रहण करने के लिए स्वीकार करता है या प्रतिज्ञा करता है, तीस दिन की अवधि के भीतर सक्षम प्राधिकारी को —

(क) उन आस्तियों के संबंध में जिनका वह उक्तका पति या पत्नी और उसके आश्रित बालक संयुक्ततः या पृथकतः स्वामी या फायदाग्राही हैं ;

(ख) अपने और अपने पति या पत्नी और अपने आश्रित बालकों के दायित्वों के संबंध में,

सूचना देगा।

टिप्पण 2. यदि कोई लोक सेवक, या तो "कर्ता" या किसी सदस्य के रूप में कुटुंब की संपत्तियों में सह समारोही अधिकारों के साथ हिंदू अधिनियम कुटुंब का सदस्य है तो उसे ऐसे संपत्ति में अपने भाग का मूल्य प्रारूप 3 की विवरणी में उपदर्शित करना चाहिए और जहाँ ऐसे भाग का ठीक मूल्य उपदर्शित करना संभव नहीं है वहाँ इसका लगभग मूल्य उपदर्शित हो, स्पष्टीकारक टिप्पणियों को जोड़ा जा सकेगा, जहाँ कहीं आवश्यकता हो।

टिप्पण 3. "आश्रित बालक" से ऐसे पुत्र और पुत्रियाँ अभिप्रेत हैं जिनके पास उपार्जन का कोई पृथक साधन नहीं है और वे अपनी आजीविका के लिए पूर्णतः लोकसेवक पर आश्रित हैं। (नीचे लोकपाल और लोकायुक्त अधिनियम, 2013 की धारा 44(3) का स्पष्टीकरण

प्रत्य संख्या 1

लोकसेवक, उसके पति या पत्नी और आश्रित बालकों के बारे

क्रम संख्या	नाम	धारित लोक स्थिति यदि कोई हो	क्या दिवंगत, उसके द्वारा पृथक रूप से फाइल की जाती है।
1	स्वयं		
2	पति या पत्नी		
3	आश्रित - 1		
4	आश्रित - 2		
5*	आश्रित - 3		

*और पंक्ति जोड़े, यदि आवश्यक हैं।

करीब

हस्ताक्षर

प्रश्न सं० 2

पहली नियुक्ति पर या 31 मार्च, 20.....को सहाविद्यमान जंगम संपत्ति का विवरण
(स्वयं, पति या पत्नी और आश्रित प्रत्येक बालक के लिए पृथक शीट का प्रयोग करें)

क्रम सं०	विवरण	टिप्पणियां, यदि कोई हों
(i)*	बैंक और बैंक में अतिशेष :	
(ii)**	बैंक (संदत्त प्रानियन) :	
	नियत/आवर्ती जमा :	
	शेयर/बाँड :	
	पारस्परिक निधि (निधियां) :	
	पेंशन स्कीम/भविष्य निधि	
	अन्य विनिधान, यदि कोई हों :	
(iii)	किसी व्यक्ति या अस्तित्व जिसके अंतर्गत फर्म, कंपनी, न्याय आदि भी हैं को दिया गया व्यक्तिगत ऋण/अभिदाय (एडवांस) और ऋणियों से प्राप्त अन्य प्राप्तियां और रकम (पयास्थिति, दो नाल का मूल वेतन या एक लाख रुपय से अधिक) :	
(iv)	मोटर वाहन (जिनका, रजिस्ट्रीकरण संख्या, क्रय करने का वर्ष और संदत्त रकम के ब्यौरे) :	
(v)	आभूषण (अनुमानित भार (सोना बहुमूल्य रत्न की बाबत 10 ग्राम अधिक या कम ; चांदी की बाबत 100 ग्राम अधिक या कम)।	
	सोना :	
	चांदी :	
	बहुमूल्य धातुएं और बहुमूल्य रत्न :	
	मिश्रित मर्त : (अनुमानित मूल्य उपदर्शित करें)***	
(vi)	कोई अन्य आस्ति : [उपरोक्त (i) से (v) के अंतर्गत न जाने वाली जंगम आस्तियों के ब्यौरे दें। (क) फर्नीचर (ख) फिक्सचर (ग) प्राचीन वस्तुएं (घ) रंगचित्र (पेंटिंग) (ड) इलेक्ट्रानिक उपकरण (च) अन्य	

(किसी प्रदर्ग की बाबत ब्यौरे लकी उपदर्शित करे यदि उस विशिष्ट प्रदर्ग (अर्थात् फर्नचर, फिक्सचर, इलेक्ट्रानिक उपस्कर आदि) में सन्निहित किसी विशिष्ट आस्ति का कुल वर्तमान मूल्य, यथास्थिति, दो नास के नूल वेतन या 1.00 लाख रुपए से अधिक हो)	
--	--

तारीख.....

हस्ताक्षर.....

*विदेशी बैंक (बैंको) में जनाजों के ब्यौरे पृथक रूप से दिए जाएंगे ।

**2 लाख रुपए से अधिक के विनिधानों व्यक्तिगतरूप से रिपोर्ट किए जाएंगे । 2 लाख रुपए से कम के विनिधान एक साथ रिपोर्ट किया जा सकता है ।

***पहली विवरणी में उपदर्शित नूल्य को पश्चातवर्ती विवरणियों में पुनरीक्षित करने की आवश्यकता नहीं है जहां तक सुत्तगत वर्ष के दौरान कोई नई संयुक्त नद अर्जित नहीं की गई हो या किन्हीं विद्यमान नदों का निपटारा नहीं किया गया हो ।";

प्ररूप सं० 4

पहली नियुक्ति पर या 31 मार्च, 20.....को संचालितमान ऋणों और अन्य दायित्वों का

विवरण

क्रम सं०	ऋणी (स्वयं/ पति या पत्नी या आश्रित बालक)	लेनदार का नाम और पता	ऋण/दायित्व की प्रकृति और रकम	टिप्पणियां
1	2	3	4	5

तारीख

हस्ताक्षर.....

टिप्पण 1 : उधारों की व्यक्तिगत मदों को जो दो मास के मूल बेटन से अधिक नहीं है (जहां तकू हो) और अन्य दशाओं ने 1.00 लाख रुपये है, सम्मिलित किये जाने की आवश्यकता नहीं है !

टिप्पण 2 : विवरण में बैंको, कंपनियों, वित्तीय संस्थाओं, केन्द्रीय सरकार/राज्य सरकार से और व्यष्टियों से लिए गए विभिन्न ऋणों और अभिदायों (एडवांसी) को सम्मिलित करना होगा ।