



INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAWAN: NEW DELHI

F. No. GAC-21-42/2014-CDN

Dated the 26th August, 2014

ENDORSEMENT

Department of Personnel and Training, Ministry of Personnel, Public Grievances and Pensions, Government of India, New Delhi has issued instructions regarding Lokpal and Lokayuktas Act, 2013 – Submission of declaration of assets and liabilities by the public servants for each year. As approved by the competent authority, this O.M. No. 11013/3/2014-Estt.(A) dated 23.7.2014 and 25.8.2014 have been uploaded on the ICAR web-site www.icar.org.in and e-office for information and strict compliance.



(J.N. Bhagat)

Under Secretary (GAC)

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भारतीय कृषि अनुसंधान परिषद
कृषि भवन - नई दिल्ली

फा०सं०सा.प्र.स.- 21-42/2014-समन्वय

दिनांक 26th आगस्त, 2014

पृष्ठांकन

कार्मिक और प्रशिक्षण विभाग कार्मिक लोक शिकायत और पेंशन मंत्रालय भारत सरकार नई दिल्ली द्वारा प्रत्येक वर्ष सरकारी कर्मचारियों द्वारा लोकपाल और लोकायुक्त अधिनियम, 2013 के तहत संपत्ति और देनदारियों की घोषणा के संबंध में निर्देश जारी किए हैं। सक्षम प्राधिकारी द्वारा अनुमोदित दिनांक 23.07.2014 और 25.8.2014 के ओ.एम. ई-ऑफिस एवं भा.कृ.अनु.प. की वेब साइट में सूचना तथा अनुपालन हेतु अपलोड किया जा रहा है।

(जे. एन. भगत)

अवर सचिव (जीएससी)

वितरण:-

1. भा.कृ.अ.प. के संस्थानों/परियोजना निदेशालयों/राष्ट्रीय अनुसंधान केन्द्रों/परियोजना समन्वयकों/ अनुसंधान परियोजना समन्वयकों/क्षेत्रीय परियोजना समन्वयकों के सभी निदेशक/ब्यूरों के सभी निदेशक।
2. महानिदेशक., भा.कृ.अ.प. के वरिष्ठ प्रधान निजी सचिव/सचिव, भा.कृ.अ.प. के प्रधान निजी सचिव/ वित्त सलाहकार (डेयर) के प्रधान निजी सचिव।
3. भा.कृ.अ.प. के सभी अधिकारी/अनुभाग कृषि भवन/कृषि अनुसंधान भवन-1/2, एनएससी काम्पलेक्स।
4. श्री हंस राज, आईएसओ, (डिपा), कृषि अनुसंधान भवन-1 को आईसीएआर की वेबसाइट पर डालने करने हेतु।
5. सचिव (कर्मचारी पक्ष) सीजेएससी राष्ट्रीय मांस अनुसंधान केन्द्र चंगीचेरला हैदराबाद-500039
6. सचिव (कर्मचारी पक्ष) सीजेएससी भा.कृ.अ.प., कृषि अनुसंधान भवन-2
7. गार्ड फाइल/अतिरिक्त प्रतियां

F. No. 11013/3/2014-Estt.(A)
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel and Training
Establishment Division

North Block, New Delhi
Dated August 25, 2014

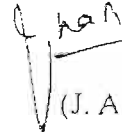
OFFICE MEMORANDUM

Subject: The Lokpal and Lokayuktas Act, 2013 - Submission of declaration of assets and liabilities by the public servants for each year – regarding

The undersigned is directed to refer to this Department's Circular of even no. dated 23.07.2014 the subject mentioned above requesting all Ministries/ Departments 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 concerned for compliance. It is again requested that necessary directions may be issued in this regard urgently so that the declarations/information/returns from every public servant are received on or before the 15th day of September, 2014 as stipulated in the said Rules. It is reiterated that the definition of public servant covers all Group A, B and C employees.

2. In this regard it is also clarified that the public servants who either failed or were not required to file the annual declarations as per the applicable rules [eg. Group 'C' Government servants covered under CCS(Conduct) rules, 1964] are also required to file the stipulated declaration/ information/return within time.

3. 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

F. No. 11013/3/2014-Estt(A)
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel and Training
Establishment Division

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.

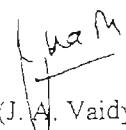
2. As per the said Act and the Rules framed thereunder, every public servant shall file declarations, information or return, as the case may be regarding his assets and liabilities as on the 31st day of March every year, to the competent authority, on or before the 31st day of July of that year. It may 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 1st day of August, 2014, to the competent authority on or before, the 15th 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

Return of Assets and Liabilities on First Appointment or as on the 1st August, 2014*

(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)

FORM No.I

Details of Public Servant, his/her spouse and dependent children

S.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 1st August 2014**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	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, Bullion and valuable thing(s) JEWELLERY (Give details of weight)	Gold				
		Silver				
		Precious Stones/ precious metals				
	BULLION (Give details of weight)	Gold				
		Silver				
(ix)	Any other assets	Precious Stones/ precious metals				

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 1st August, 2014
(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.

FORM No.IV**Statement of Debts and Other Liabilities on first appointment or as on 1st August 2014**

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.