


**MINISTRY OF DEFENCE**  
**(Office of the JS (T) & CAO)**

**SUBJECT : CIRCULARS FOR CIVILIAN EMPLOYEES**

A copy each of MOD/JS (T) & CAO, Ministry of Personnel, PG & Pensions, DOP&T on the subject cited below is forwarded herewith for information and necessary action :-

<b>S. No.</b>	<b>Letter No. &amp; Date</b>	<b>Subject</b>
1.	F.No. 21/2/2014-CS.I(PR) dated 07 Jan 2015.	The Lokpal and Lokayktas Act, 2013 – Submission of declaration of assets and liabilities by the public servants.
2.	No. 407/12/2014-AVD-IV(B) dated 13 <sup>th</sup> Jan 2015.	Declaration of Assets and Liabilities by public servants under section-44 of the Lokpal and Lokayktas Act, 2013 – extension of last date for filing of revised returns by public servants who have filed property returns under the existing service rules – Clarification on filling of property returns in accordance with existing service rules for different categories of public servants – Reg.
3.	Note 6 dated 14 Jan 2015	Clarification on fixation of pension (Pre-2006 retiree) due to upgradation of pay scale.

  
(Rajesh Narang)  
SAO, CAO/A-2  
27 Jan 2015

Encl : As above

**All AOs of Admn Gp of CAO Office.**

PC/Adm HQ (DOA(Civ))

**EDP Cell** : for uploading the Appendix-I & II and Form-II, III, IV attached with letter dated 7/1/15 on CAO's website.

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, Loknaya Bhawan,  
Khan Market, New Delhi

Dated: 7.1.2015

OFFICE MEMORANDUM

**Subject: The Lokpal and Lokayktas Act, 2013 – Submission of declaration of assets and liabilities by the public servants**

Ministries/ Departments may refer to CS.I Division, DoPT's O.M. of even number dated 31<sup>st</sup> July 2014 and 9<sup>th</sup> September 2014 on the subject mentioned above.

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 under the Lokpal and Lokayuktas Act, 2013 vide Notification No.G.S.R. 918(E) dated 26<sup>th</sup> December 2014, in terms of which, the last date of revised returns of assets and liabilities by public servants has been extended to 30<sup>th</sup> April 2015. The Notification is available on the website of this Department. Further, the Govt. have also modified Form No.II and Form No. IV for filing of the returns. The revised formats are attached herewith. Accordingly, all the CSS Officers shall be required to file the revised declarations, information as on the 1.8.2014 by 30.4.2015.

3. The extended date and the modified formats for filing of the returns may be brought to the notice of all CSS Officers. Ministries/ Departments are also requested to forward the declarations, information, returns submitted by US and above level officers of CSS to CS.I Division, DoPT for records.

*By No. 90 Dir (E&A)  
Date 13.1.15*

*Dis (E & A) may please  
see for necessary action.  
12/01/15*

*Utkarsh B. Tiwari*  
(Utkarsh B. Tiwari)  
Director  
Telefax: 24629411

*Dis (E & A)*  
Encl.: As above  
Joint Secretary (Admn.)  
All Ministries/ Departments

*Action as discussed.  
Gayatri  
31/1/15*

KV Gohai / SAO - A-7



**Return of Assets and Liabilities on First Appointment or as on the 1<sup>st</sup> August, 2014/31<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

## FORM No.1

## 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 \_\_\_\_\_

