

No. C-29011/9/2014-Vig.  
Government of India  
Ministry of Corporate Affairs  
\*\*\*

New Delhi, the 16<sup>th</sup> January, 2015.

To

1. All RDs/RoCs/OLs, Ministry of Corporate Affairs.
2. CLB, New Delhi, Kolkata, Chennai, Mumbai/SFIO, New Delhi/CCI, New Delhi/IICA/CAT.

(By e-mail)

Subject:- The Lokpal and Lokayuktas Act, 2013 – submission of declaration of Assets & Liabilities by the public servants – regarding.

Sir/Madam,

Kind attention is invited to this Ministry's Circular of even number dated 11.8.2014 requesting for submission of declaration of assets and liabilities by all the public servants (Group A, B and C) by 15<sup>th</sup> September, 2014 in prescribed formats. The last date for aforesaid submission had initially been extended to 31<sup>st</sup> December, 2014.

2. The Government has subsequently 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 dated 26<sup>th</sup> December, 2014, in terms of which, the last date for submission of returns of assets and liabilities by public servants has now been extended to 30<sup>th</sup> April, 2015. The Government have also modified Form No.II and Form No. IV for filing of returns. The relevant notification/orders are available on the website of DOPT [[http://www.persmin.nic.in/Lokpal\\_HomePage\\_From\\_CCIS.asp](http://www.persmin.nic.in/Lokpal_HomePage_From_CCIS.asp)]

3. All Public Servants (Group A, B & C) are therefore, requested to file hard copy of the declaration (specified in Appendix-I) and returns (as on 1.8.2014) in the prescribed format (Appendix-II, Form No. I to IV) (Copies enclosed) to the respective competent authorities **on or before 30<sup>th</sup> April, 2015**. In respect of all Group 'A' officers aforesaid returns may be forwarded to the Vigilance Division of the Ministry for record/necessary action.

4. Strict compliance of these Government instructions may please be ensured.

5. Hindi version will follow.

Encl: As stated

Yours faithfully

*B. P. Pant*

(B.P. Pant)

Deputy Secretary to the Govt. of India  
Tele No.23389204

Copy to:

All Officers/Staff at the Headquarters of Ministry of Corporate Affairs for information and necessary compliance. The aforesaid declaration and returns may be forwarded to the Vigilance Section for record/necessary action.

Copy also to Dy. Director, e-governance, MCA with a request to upload this circular on the website of this Ministry under "employees Corner"



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 \_\_\_\_\_



FORM No.II

**Statement of movable property on first appointment or as on 1.8.2014/31st March 20.....**

( Use separate sheets for self, spouse and each dependent child )

Name of public servant/spouse/dependent child: \_\_\_\_\_

S.No.	Description	Remarks, if any
(i)*	Cash in Bank Balance	
(ii)**	Insurance (Premia paid)	
	Fixed/Recurring Deposit(s)	
	Shares/Bonds	
	Mutual Fund(s)	
	Pension Scheme/Provident Fund	
	Other investments, if any	
(iii)	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.) exceeding two months basic pay or Rs 1.00 lakhs, 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.

**Statement of immovable property on first appointment or as on the 1st August, 2014/ 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.



FORM No.IV

Statement of Debts and Other Liabilities on first appointment or as on 1.8.2014/31st March 20.....

S.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."