

Sr. DPO/SC 107

No.P(R)/182N

ALL CONCERNED

PERSONNEL BRANCH SERIAL CIRCULAR NO.21/2015

Headquarters Office.
Personnel Branch.
Secunderabad.
Date:02.04.2015

Copy of Board's letter No.E[D&A]2014 GS1-2 dated 25.03.2015 is forwarded for information, guidance and necessary action. Board's letter dated 01.09.2014 quoted therein was circulated under S.C.No.104/2014.

who
24/4/15
(P.RADHA KRISHNA)
Secretary to CPO
for Chief Personnel Officer.

Board's letter No. E[D&A]2014 GS1-2 dated 25.03.2015 [RBE No.26/2015]

Sub: The Lokpal and Lokayuktas Act, 2013 – Submission of declarations and assets and liabilities by the Railway servants.

Attention is invited to Railway Board's letter of even No. dated 01.09.2014, whereby 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, [hereinafter referred to as Principal Rules, notified by Department of Personnel & Training vide Gazette notification G.S.R. No.501[E] dated 14.07.2014, were circulated on the Railways. Pursuant to these rules, all Railway servants are required to furnish information relating to their assets and liabilities under section 44 of the Lokpal and Lokayuktas Act, 2013, as per Appendix-I and Appendix-II [consisting of Forms No. I to IV] to the Rules.

2. These Rules have since been modified by 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, notified by Department of Personnel & Training vide Gazette notifications G.S.R. No.638[E] dated 08.09.2014 and G.S.R. No.918[E] dated 26.12.2014. These notifications are available at the Department of Personnel & Training's website at http://persmin.nic.in/Lokpal_Homepage_New.asp. These amendment rules have extended the time limit for filing of revised returns, referred to in proviso under sub-rule[2] of Rule 3 of the Principal Rules to 30.04.2015. The notification dated 26.12.2014 also modified the Forms No. II and IV of Appendix-II to the Principal Rules.

3. In this regard it is clarified that:-

- [i] The first return [as on 1st August, 2014] under the Lokpal and Lokayuktas Act, 2013, should be filed on or before the 30th April, 2015.
- [ii] The next annual return under the Lokpal and Lokayuktas Act, 2013, for the year ending 31st March, 2015 should be filed on or before 31st July, 2015; and
- [iii] The annual return for subsequent years as on 31st March every year should be filed on or before 31st July of that year.

4. The following Assets & Liabilities Return forms [both in English and Hindi] are enclosed herewith as indicated below:

- A. Declaration to be filed with Return of Assets and Liabilities on First Appointment or as on 31st March, 20.... [Under Section 44 of the Lokpal and Lokayuktas Act, 2013].
[Appendix-I of the notification dated 14.07.2014]

B [a] **FORM No. I** – Details of Railway servant, his/her spouse and dependent children
[Appendix-II of the notification dated 14.07.2014]

[b] **Modified FORM No.II** - Statement of movable property on first appointment or as on the 31st March, 20.... [Appendix-II of the notification dated 14.07.2014 as modified vide notification dated 26.12.2014]

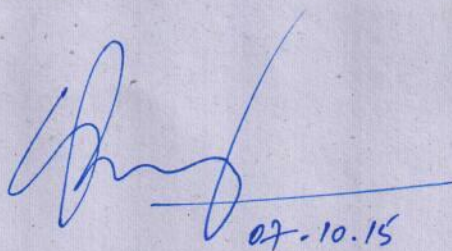
[c] **FORM No.III** - Statement of immovable property on first appointment or as on the 31st March, 20.... [eg. Lands, House, Shops, Other Buildings, etc. [Appendix-II of the notification dated 14.07.2014]

[d] **Modified FORM No. IV** - Statement of Debts and Other Liabilities on first appointment or as on the 31st March, 20.... [Appendix-II of the notification dated 14.07.2014 as modified vide notification dated 26.12.2014]

5. Railways etc. may ensure that all officers and staff in their organisation file the said declarations/ returns within the prescribed time limits, in the aforementioned forms.

Sd/-
(S.Modi)/DDE(D&A)

INDEX No.1023 CONDUCT RULES	S.C.No.
Instructions regarding submission of declarations relating to their assets and liabilities under the Lokpal and Lokayuktas Act, 2013 in modified forms, are circulated.	21/2015


07.10.15

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 Railway Servant in
full
2. (a) Present public position held
(Designation, name and address
or 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, indicate date of appointment.

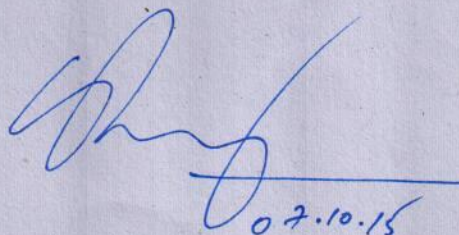
Note 1. This return shall contain particulars of all assets and liabilities of the public servant either in his/her own name or in the name of any other person. The return should include details in respect of assets/liabilities of spouse and dependent children as provided in Section 44(2) of the Lokpal 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 of 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]


07.10.15

FORM No. I

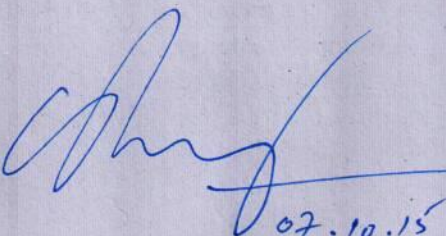
Details of Railway Servant, his/her spouse and dependent children

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:


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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 children)

Name of Railway servant/spouse/dependent child: _____

S.No.	Description	Remarks, if any
(i) *	Cash and bank balance:	
(ii) **	Insurance (premium paid) :	
	Fixed/Recurring Deposits(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: (indicating 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 category (e.g. furniture, fixtures, electronic equipments, etc.) exceeds two months' basic pay or Rs. 1.00 lakh, as the case may be)	

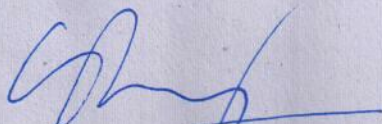
Date:

Signature:

* Details of deposits in 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 has been acquired or no existing items had been disposed of, during the relevant year.


07.10.15

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 Railway Servant, his/her spouse and dependent children]

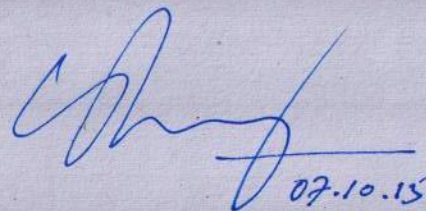
S.No.	Description of property (Land/ House/ Flat/ Shop/ Industrial etc.)	Precise location (Name of discript, Division, Taluk and Village in which the property is situated and also its distinctive number, etc.)	Area of land (in case of land and buildings)	Nature of land in case of landed property	Extent of interest	If not in name of Railway servant, state in whose name held and his/her relationship, if any to the Railway 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 Railway 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 the 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 Railway servant, such a lease would 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 the 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.


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