

**Immediate/Reminder**

No. 34/9/2014-Vig.  
Government of India  
Ministry of Law and Justice  
Department of Legal Affairs

...

Shastri Bhawan, New Delhi  
Dated the 4<sup>th</sup> April, 2016

**CIRCULAR**

**Sub: The Lokpal and Lokayuktas Act, 2013- Submission of declaration of assets and liabilities by the public servants.**

\*\*\*\*\*

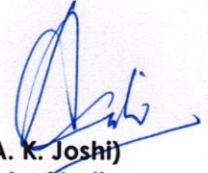
In continuation to this Department's earlier Circular of even number dated 07.10.2015 on the above mentioned subject, the undersigned is directed to say that the Government has since notified the Public Servants (Furnishing of Information and Annual Return of Assets and Liabilities and the limits for Exemption of Assets in Filing Returns) Rules, 2014 under the Lokpal and Lokayuktas Act, 2013 on 14.07.2014.

2. Every public servant is now required to file declaration, information or return, as the case may be regarding his/her assets and liabilities as on 31<sup>st</sup> March every year, to the competent authority, on or before the 31<sup>st</sup> July, of that year.

3. Thus every public servant is required to file revised declarations, information as under: -

- (i) The first return (as on **1<sup>st</sup> August, 2014**) under the Lokpal Act should be filed on or before the **15<sup>th</sup> April, 2016**;
- (ii) The next annual return under the the Lokpal and Lokayuktas Act, 2013 for the year ending **31<sup>st</sup> March, 2015** should be filed on or before **15<sup>th</sup> April, 2016**; and
- (iii) The annual return under the the Lokpal and Lokayuktas Act, 2013 as on **31<sup>st</sup> March 2016** should be filed on or before **31<sup>st</sup> July 2016**.
- (iv) The annual return for subsequent years as on 31<sup>st</sup> March every year should be filed on or before 31<sup>st</sup> July of that year.

4. All the Officers/Officials are, therefore, requested to download the prescribed proformas from DOPT's website ([www.persmin.gov.in](http://www.persmin.gov.in)), fill it up and submit the returns to Vigilance Unit before 15<sup>th</sup> April, 2016.



(A. K. Joshi)

Deputy Secretary to the Govt. of India

To

- 1) All the Officers/Officials/Sections in the Department of Legal Affairs. (All the Officials/Officers of CSS and CSSS cadre are requested to file the return online at [cscms.nic.in](http://cscms.nic.in) and submit a copy to this Department).

**Copy also for similar action to: -**

- 1) In-charge, Branch Secretariat, Kolkata/Mumbai/Bengaluru/Chennai
- 2) Registrar, ITAT, Mumbai.
- 3) Judicial Section with the request to obtain such information in respect of Law Officers and keep it with them.

**APPENDIX-I**  
**[ Rule 3(1) ]**

**Return of Assets and Liabilities on First Appointment or as on the 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 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.....