

NATIONAL INSTITUTE OF SCIENCE COMMUNICATION
AND INFORMATION RESOURCES
DR. K.S KRISHNAN MARG, NEW DELHI-12.
14, SATSANG VIHAR MARG-110067.

No.1(163)/2014-Vig.

Dated :28-11-2014

OFFICE MEMORANDUM

Sub : The Lokpal and Lokayukta Act, 2013-Submission of Declaration of assets and liabilities by public servant for each year-reg.

Ref. : CSIR Circular letter No.5-2(17)/08-PD dated 25-09-2014.

In accordance with the provision of the Public Servant (Furnishing of Information and Annual Return of Assets and Liabilities and the limits for Exemption of Assets in Filing Returns) Rules, 14 under the Lokpal and Lokayuktas Act, 2013 every public servant shall file declaration of his assets and liabilities, (i) within a period of 30 days from the date on which he makes and subscribes an oath or affirmation to enter upon his office, and (ii) an annual return of assets and liabilities of which he, his spouse and his dependents children are jointly or severally, owners or beneficiaries as on 31 March of the year, on or before the 31st July of every year.

The definition of "Public Servant" as given in the Lokpal & Lokayukta Act, 2013, covers all Central Government Servants (Group A, B, C) and therefore, all Council Servants are required to file the declaration of assets & liabilities in the prescribed proforma within the stipulated date every year.


Further, the council servant who have filed declaration, information and annual returns of property under the provisions of CCS(Conduct) Rules, 1964, are required to file the revised declarations, information or annual returns as on the 1st day of August, 2014 to this office on or before the 31 day of December, 2014 positively in the prescribed proforma enclose with the O.M.

Under Section 45 of the Act, if any public servant willfully or for reasons which are not justifiable, fails to declare his assets or gives misleading information in respect of such assets and is found to be in possession of assets not disclosed or in respect of which misleading information was furnished, then, such assets shall, unless otherwise proved, be presumed to belong to the public servant and shall be presumed to be assets acquired by corrupt means.

It is also brought to kind attention of all concerned that as per DoPT OM No.11012/11/2007-Estt.A dated 27-09-2011, vigilance clearance shall be denied to an employee if she/he fails to submit her/his declaration of assets & liabilities and annual property return within the prescribed time.

Further, kind attention is invited to above referred CSIR circular letter dated 25-09-2014, endorsed by this office on 13-10-2014 wherein all HOD's of NISCAIR were requested to circulate the above said circular letter among all staff members working under them for their information and necessary action. In this connection all staff members were requested to submit declaration of assets and liabilities Proforma's duly filled in vigilance section latest by 30-11-2014 but it has been observed that most of the employees have not yet submitted their declaration of assets and liabilities in the prescribed Performa duly filled-up. All the employees who have not submitted their declaration of assets and liabilities Proforma's duly filled are once again requested to submit the same in vigilance section.

This is issued with the approval of Acting Director.


(K.S. Gaira) 28/11/2014
Section Officer (Vig.)

Copy to :

1. All HOD's of NISCAIR : with the request to circulate the OM among all staff members working under them.
2. All Notice Boards both the locations.
3. Head, IT for posting on NISCAIR Webside.
4. PS to Acting Director, NISCAIR
5. P.S. to COA, NISCAIR

Note : Prescribed proforma's are also available in NISCAIR Webside.

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 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.....

FORM No. II

Statement of movable property on first appointment or as on the 31st March, 20...

Details of the movable assets of self, spouse and dependent children:

Sl. 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 and 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)	Detail 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 receivables from debtors and the amount (exceeding (a) two months basic pay, where applicable. (b) Rupees one lakh in other cases)	Name of Debtor					
(vii)	Motor Vehicles/Aircrafts/ Yachts/Ships (Details of Make, registration number etc., year of purchase and amount)	Nature of vehicle, registration no. & year of purchase					
(viii)	Jewellery, bullion and valuable thing(s) (give details of weight) JEWELLERY *** Bullion	Gold					
		Silver					
		Precious stones/ precious metals					
		Gold					
		Silver					
		Precious stones/ precious metals					
(ix)	Any other assets						

Date.....

Signature.....

Note 1: Assets in joint name indicating the extent of joint ownership will also have to be given.

Note 2 : In case of 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 Debentures as per current market value in Stock exchange in respect of listed companies and books 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.

Statement of immovable property on first appointment or as on the 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 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 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.