

F. No. 11013/7/2014-Estt.(A-III)  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel & Training  
Establishment Division

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North Block, New Delhi — 110001  
Dated: 26<sup>th</sup> October, 2015

OFFICE MEMORANDUM

Subject: Central Civil Services (Conduct) Rules, 1964 and the Lokpal and Lokayuktas Act, 2013 - Submission of Declaration of Assets and Liabilities by the Public Servant for each year - Regarding

The undersigned is directed to refer to the O.M. of even number dated the 23<sup>rd</sup> July, 2015 on the above subject wherein the time lines for filing returns regarding assets and liabilities were laid down. It was mentioned therein that all Government servants i.e. belonging to Group 'A', 'B', 'C' and erstwhile Group D are now required to furnish the declaration of their assets and liabilities in the formats prescribed under the Lokpal and Lokayuktas Act, 2013 ('the Act').

2. Vide the Order No. 407/12/2014-AVD-IV(B) dated 30.4.2014 the date for filing returns under the Act was extended in view of the difficulties faced in filing returns under the Act and the need to simplify the forms and the process in which public servants are required to make a declaration of assets and liabilities. Vide the Order No. 407/12/2014-AVD-IV(B) dated 12<sup>th</sup> October, 2015, the deadline for filing these returns has again been extended up to 15<sup>th</sup> April, 2016 as the circumstances enumerated in the earlier orders which necessitated extension still continue.

3. In view of the difficulty faced in filing returns under the formats prescribed under the Lokpal and Lokayuktas Act, it has been decided that the Annual Property Returns required to be filed under the CCS(Conduct) Rules, 1964 for the year 2015 which are required to be filed by the 31<sup>st</sup> January, 2016, may be filed in the forms prescribed under the CCS(Conduct) Rules, 1964. The returns would be required to be filed by all the Government servants belonging to Group 'A', 'B', 'C' and erstwhile Group 'D'.

  
(Mukesh Chaturvedi)  
Director (E)  
Tel: 23093176

To

The Secretaries of All Ministries/Departments  
(as per the standard list)

Statement of Immovable Property Return for the year 201 (as on 31.12.20

Service: Central Secretariat Service

Name of Officer (in full): \_\_\_\_\_

Designation: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Ministry/Department/Office: \_\_\_\_\_

CSL No.: \_\_\_\_\_

Present pay: \_\_\_\_\_

Name of district sub-division, Taluk and Village in which property is situated.	Name and details of property housing, lands and other buildings.	Cost of construction/ acquisition including land in case of house and year when purchased.	Present Value	If not in own state in whose name held and his/her relationship to the Government servant.	How acquired- whether by purchase, lease*, mortgage, gift or inheritance with date-of-acquisition and name with details of persons from whom acquired.	Annual Income from the property.	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

- NOTES:
- 1) 'In case where it is not possible to assess the value accurately the approximately value in relation to present conditions may be indicated.
  - 2) \*Includes short term lease also.
  - 3) The declaration form is required to be filled in and submitted by every member of Class I and Class II (Group A and Group B) services under rule 15(3) of the Central Civil Services (Conduct) Rules, 1955. [now rule 18(1) of the CCS (Conduct) Rules, 1964] on the first appointment to the service and thereafter at the interval of every twelve months, giving particulars of all immovable property owned, acquired or inherited by him or held by him on lease or mortgage, either in his own name or in the name of any members of his family or in the name of any other person dependent on Government servant.
  - 4) The wording 'no change' or 'no addition' or 'as in the previous year' should be avoided and full details provided.
  - 5) The columns should be filled up neatly in capital letters.