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F.No.Z-28015/55/2014-E-I
Government of India
Ministry of Health & Family Welfare
Department of Health & Family Welfare

Nirman Bhawan, New Delhi
Dated 5th July, 2016

OFFICE MEMORANDUM

Sub: Declaration of Assets and Liabilities and filing of returns by public servants under Section 44 of the Lokpal and Lokayuktas Act, 2013 and rules framed thereunder- reg.

The undersigned is directed to refer to the Lokpal and Lokayuktas Act, 2013 and the rules framed thereunder and to say that all the public servants as defined in the Act, working in the organisations under administrative control of this Ministry, are required to make declaration of Assets and Liabilities and to file returns in the prescribed form **on or before 31st July, 2016** as detailed hereunder:-

- (i) The first return of assets and liabilities as on 1st August, 2014 under the Lokpal and Lokayuktas Act, 2013 – on or before the 31st July, 2016
- (ii) The next annual return of assets and liabilities as on 31st March, 2015 under the Lokpal and Lokayuktas Act, 2013 – on or before the 31st July, 2016.
- (iii) The annual return of assets and liabilities as on 31st March, 2016 under the Lokpal and Lokayuktas Act, 2013 should be filed on or before 31st July, 2016.
- (iv) The annual return for subsequent years as on 31st March every year should be filed on or before 31st July of that year.

2. The Assets and 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 the 31st March, 20..... (Under Section 44 of the Lokpal and Lokayuktas Act, 2013) [**Appendix-I** of the notification dated 14.07.2014].

B.

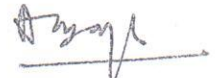
a) **FORM No. I** - Details of Public Servant, his/her spouse and dependent children [**Appendix-II** of the notification dated 14.07.2014].

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..... (e.g. Lands, House, Shops, Other Buildings, etc.) [Held by Public Servant, his/her spouse and dependent children] [**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 31st March, 20..... [**Appendix-II** of the notification dated 14.07.2014 as **modified vide notification dated 26.12.2014**].

3. All attached/subordinate offices, autonomous institutions including regulatory bodies, PSUs etc. are requested to disseminate the provisions of the Lokpal and Lokayuktas Act, 2013 and the rules framed thereunder for ensuring compliance of above timelines for filing of declaration of Assets and Liabilities and returns, by all public servants working in their organizations.


(A.K. Singh)

Under Secretary to the Government of India
Tel. No. (011)23061323

To

- 1) Secretary(HR) & DG, ICMR – for necessary action in r/o D/o HR
- 2) DGHS – in respect of public servants working in Dte.GHS and the subordinate office under administrative control of Dte.GHS
- 3) All Joint Secretaries – in respect of public servants as per clause (g) of sub-section (I) of Section 14 of the Act.
- 4) Director/Head of all autonomous institutions including regulatory bodies and PSUs under administrative control of MoHFW.
- 5) All the public servants working in the Ministry of Health & Family Welfare including Department of Health Research.

Copy to:

1. PS to HFM
2. PS to MoS (Health)
3. PS to Secretary (HFW)
4. DoP&T, AV Division

APPENDIX-I
[Rule 3(1)]

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...

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

of public servant/spouse/dependent child: _____

No	Description	Remarks, if any
*	Cash and bank balance:	
(i)**	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] <ul style="list-style-type: none"> (a) Furniture (b) Fixtures (c) Antiques (d) Paintings (e) Electronic equipments (f) Others <p>[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.) exceeds two months' basic pay or Rs. 1,00 lakh, as the case may be.]</p>	

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 during the relevant year.”;

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 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 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 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 31st March,
20.....

Sl. 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.”.