

**MOST IMMEDIATE/TIME BOUND**

No. 6(1)/2014 – EO(PR)  
Government of India  
M/o Personnel, Public Grievances & Pensions  
Department of Personnel & Training  
\*\*\*\*

North Block, New Delhi.  
Dated: 04.04.2016,

**OFFICE MEMORANDUM**

**Subject: Declaration of Assets and Liabilities by IAS officers under Section 44 of the Lokpal and Lokayuktas Act, 2013- regarding.**

The undersigned is directed to refer to the Establishment Officer's D.O. No. 6(1)/2014-EO(PR) dated 25.07.2014(copy enclosed) wherein the procedure for online filing of the declaration of Assets and Liabilities by IAS officer under Section 44 of the Lokpal and Lokayuktas Act, 2013 on the Property Related Information System(PRISM) was explained in detail.

2 Now, the AV Division of this Department vide their O.M. No. 407/12/2014-AVD-IV(B) dated 28.03.2016(copy enclosed) has issued the revised timelines for filling of returns which are mentioned as under:

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

3. All the Ministries/Departments and the cadre controlling authorities in the State Governments are requested to take immediate steps to facilitate filling of returns by all IAS officers by strictly adhering to the timelines prescribed in para 2 above.

  
(Anand Madhukar)  
Director (ACC)  
Tele: 23092272

1. **Secretary**  
All Ministries/Department of the Government of India (as per standard mailing list)
2. **The Chief Secretary**  
All State Government /Administrators, UTs (as per standard mailing list)

Copy to :

- i. The President's Secretariat, New Delhi.
- ii. The Prime Minister's Office, New Delhi.
- iii. The Cabinet Secretariat, New Delhi [Secretary(Co-ordination)]
- iv. The Rajya Sabha Secretariat, New Delhi.
- v. The Lok Sabha Secretariat, New Delhi.
- vi. Election Commission, New Delhi.
- vii. UPSC, New Delhi.
- viii. Central Vigilance Commission, New Delhi.
- ix. O/o Comptroller & Auditor General, New Delhi.
- x. Joint Secretary, UT, MHA, North Block New Delhi.

  
(Anand Madhukar)  
Director (ACC)  
Tele: 23092272

भानु प्रताप शर्मा

B. SHARMA

स्थापना अधिकारी

और अपर सचिव

ESTABLISHMENT OFFICER

& ADDL. SECRETARY

Tel. : 23092370

Fax : 23093142



सत्यमेव जयते

D.O. No. 6(1)/2014 - EO(PR)

भारत सरकार

कार्मिक और प्रशिक्षण विभाग

कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय

नोर्थ ब्लॉक, नई दिल्ली - 110001

GOVERNMENT OF INDIA

DEPARTMENT OF PERSONNEL & TRAINING

MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES

AND PENSIONS

NORTH BLOCK, NEW DELHI - 110001

Dated, the 25<sup>th</sup> July, 2014

28 JUL 2014

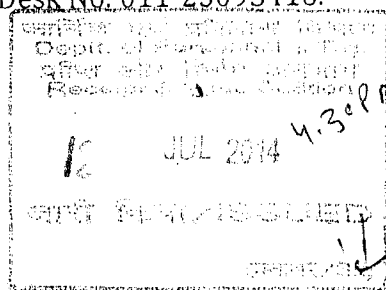
Dear Chief Secretary,

In exercise of the powers conferred by Section 59 of the Lokpal and Lokayuktas Act, 2013, the Government of India has notified the rules to provide for furnishing of information and annual return containing declaration of assets and liabilities by public servants as on 31<sup>st</sup> day of March every year, to the competent authority, on or before the 31<sup>st</sup> day of July of that year under section 44 of the said Act. It is further provided that the public servants who have filed declarations, information and annual returns of property under the provisions of the rules applicable to such public servants shall file the revised declarations, information or as the case may be, annual returns as on the 1<sup>st</sup> day of August, 2014, to the competent authority on or before the 15<sup>th</sup> day of September, 2014.

2. It has been decided by the Government that IAS officers would file the information related to assets and liabilities **online** as envisaged under the above rules. In this regard, an application, namely, Property Related Information System (PRISM) has been designed and would become operational w.e.f. 1.8.2014 to enable the officer to file the information and declaration online. The navigation tab for PRISM > 'Declaration' has been provided in the menu on Home Page of SPARROW. Since the application would be available in the SPARROW itself, no separate user ID and password would be required once the officer accesses SPARROW by using his existing user ID and password.

3. After filing the declaration and information online, the officer would have to authenticate it by using the Digital Signature Certificate (DSC) already issued to him under SPARROW. A provision for 'Upload Form' has also been provided to enable the officer to scan and upload the declaration and information relating to assets and liabilities in case s/he does not have a DSC or is not able to use his DSC for any reasons. A 'User Manual' to facilitate filling up the forms has been provided in the help menu on the Welcome Page of SPARROW. In case of any difficulty, the officer could send an e-mail at [support-sparrow@nic.in](mailto:support-sparrow@nic.in) or could call at the Help Desk No. 011-23093416.

Regards,



Yours sincerely,

(B.P.Sharma)

All Chief Secretaries of States/UTs (as per list attached)

Copy to: The Secretaries of all the Departments/Ministries of GoI (as per list attached)



सूचना  
का अधिकार

No. 407/12/2014-AVD-IV(B)  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel and Training

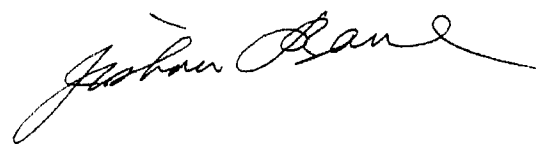
North Block, New Delhi,  
28<sup>th</sup> March, 2016

**Office Memorandum**

**Subject:** Declaration of Assets and Liabilities by public servants under section 44 of the Lokpal and Lokayuktas Act, 2013 –filing of Returns by public servants on or before 15<sup>th</sup> April, 2016 - regarding

The undersigned is directed to refer to this Department's O.M. of even number dated 11<sup>th</sup> October, 2015 on the subject mentioned above whereby it was informed that the **last date** of furnishing of information relating to assets and liabilities by public servants under section 44 of the Lokpal and Lokayuktas Act, 2013 was extended upto 15.04.2016.

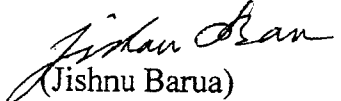
2. In this regard, it is stated that **there shall be no further extension of the aforesaid last date i.e. 15.04.2016.**
3. The formats to be used for submission of these returns to competent authorities have already been communicated to all concerned vide para-3 of OM of even number dated 18.03.2015. However, a copy of the same is enclosed for ready reference.
4. In this regard, it is informed that :-
  - i. The first return **as on 1st August, 2014** under the Lokpal and Lokayuktas Act, 2013 should be filed **on or before the 15th April, 2016**
  - ii. The next return **as on 31st March, 2015** under the Lokpal and Lokayuktas Act, 2013 should be filed **on or before the 15th April, 2016.**
  - iii. The annual return **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.

5. All Ministries/Departments and cadre authorities are requested to kindly issue order towards ensuring compliance of above timelines by all officers and staff in the respective Ministry/Department/Organizations/PSUs under their control. This OM may be given wide publicity including publishing the same on the respective websites of Ministry/Department/Organization/PSU.

Encl: As above.

  
(Jishnu Barua)  
Joint Secretary to the Govt. of India  
Tel. 23093591

To

**1. Secretary**

All Ministries/Departments of the Government of India  
(as per standard mailing list)

**2. The Chief Secretary**

All State Government/Administrators, UTs (as per standard mailing list)  
{ It is also requested to place this OM on the State Government /UT  
Administration websites for information of AIS officers. }

Copy, with a request for similar action, forwarded to:

- (i) Secretary General, Lok Sabha
- (ii) Secretary General, Rajya Sabha
- (iii) Comptroller and Auditor General of India
- (iv) Secretary, Election Commission of India

No.407/12/2014-AVD-IV-B  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel and Training

North Block, New Delhi-110001.  
Dated the 18.03.2015.

**Office Memorandum**

**Subject : Declaration of Assets and Liabilities by public servants under section 44 of the Lokpal and Lokayuktas Act, 2013 – Clarification regarding formats to be used for filing returns under the Act.**

The undersigned is directed to refer to this Department's DO letter of even No. dated 29<sup>th</sup> December, 2014 and the O.M. of even No. dated 13<sup>th</sup> January, 2015 regarding furnishing of information relating to assets and liabilities by public servants under section 44 of the Lokpal and Lokayuktas Act, 2013, forwarding therewith copies of the Central Government's notifications dated 26<sup>th</sup> December, 2014 containing –

- (a) Amendment to the Lokpal & Lokayuktas (Removal of Difficulties) Order, 2014, for the purpose of extending the time limit for carrying out necessary changes in the relevant rules relating to different services from "three hundred and sixty days" to "eighteen months" , from the date on which the Act came into force, i.e., 16<sup>th</sup> January, 2014; and
- (b) 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, extending the time limit for filing of revised returns ( pl see proviso under sub- rule 2 of rule 3 of the principal rules) by all public servants from 31<sup>st</sup> December, 2014 to 30<sup>th</sup> April, 2015.

2. In this regard, it is clarified that :-

- (i) The first return (as on 1<sup>st</sup> August, 2014) under the Lokpal Act should be filed on or before the 30<sup>th</sup> April, 2015;
- (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 31<sup>st</sup> July, 2015; and
- (iii) 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.

3. 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 the 31<sup>st</sup> March, 20..... (Under Sec 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].

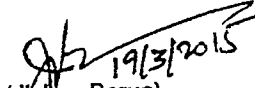
(b) Modified FORM No. II - Statement of movable property on first appointment or as on the 31<sup>st</sup> March, 20... [Appendix-II of the notification dated 14.07.2014 as modified vide notification dated 26.12.2014].

(c) FORM NO. III - Statement of immovable property on first appointment or as on the 31<sup>st</sup> 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 31<sup>st</sup> March, 20..... [Appendix-II of the notification dated 14.07.2014 as modified vide notification dated 26.12.2014].

4. It is requested to ensure that all officers and staff in your Ministry/Department/organizations file the said declarations/returns within the prescribed time-limits, in the afore-mentioned forms.

Enc:- As above.

  
(Jishnu Barua)  
Joint Secretary(V-2)

**1. Secretary**

All Ministries/Departments of the Government of India  
(as per standard mailing list)

**2. The Chief Secretary**

All State Governments/Administrators, UTs (as per standard mailing list)

Copy, with a request for similar action, forwarded to :

- (i) Secretary General, Lok Sabha
- (ii) Secretary General, Rajya Sabha
- (iii) Comptroller and Auditor General of India
- (iv) Secretary, Election Commission of India

**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.....

**"FORM No. II**

**Statement of movable property on first appointment or as on the 31<sup>st</sup> 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]  (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 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.]	

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 of, during the relevant year.”;

FORM NO. III

Statement of immovable property on first appointment or as on the 31<sup>st</sup> 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.

"FORM No. IV

Statement of Debts and Other Liabilities on first appointment or as on 31<sup>st</sup> 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.”.