

Most Immediate

F.No.11017/03/2014-AIS III
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training

--
North Block, New Delhi, 23rd January, 2015.

To

The Chief Secretaries of all States/Administrators of UTs.

Subject: **Filing of Immoveable Property Returns under Rule 16 of AIS(Conduct) Rules 1968 and Annual Returns of Assets and Liabilities by AIS Officers in compliance with the provision of Public Servants (Furnishing of Information and Annual Return of assets and the limits of Exemption of Assets in Filing Returns) Rules, 2014.**

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Sir / Madam,

I am directed to refer to the provisions of Rule 16 of AIS(Conduct) Rules 1968 and to state that in accordance with provisions of said rules, the AIS officers shall continue to file Immoveable Property Returns (IPR) till the time necessary amendments are carried out in the AIS(Conduct) Rules 1968 in order to harmonize them with the provisions of the section 44 of the Lokpal and Lokayuktas Act, 2013. **It is, thus, reiterated and clarified that IPRs indicating the position as on 01.01.2015 are required to be filed on or before 31.01.2015.** Apart from this, relevant information will also be required to be filed by AIS officers in the proforma prescribed in the Public Servants (Furnishing of Information and Annual Return of assets and the limits of Exemption of Assets in Filing Returns) Rules, 2014 in compliance with the provisions of the Lokpal and Lokayuktas Act, 2013.

2. The Public Servants (Furnishing of Information and Annual Return of assets and the limits of Exemption of Assets in Filing Returns) Rules, 2014 have further been amended; vide **Central Government's notification no. G.S.R. 918(E) dated 26.12.2014, extending the time limit for filing of revised returns by all the public servants from 31st December 2014 to 30th April, 2015**, implying thereby that the AIS officers have to now file revised annual returns as on 01.08.2014 to their respective competent authorities on or before 30.04.2015. The filing has to be done online through PRISM/SPARROW for which Establishment Officer Division has issued instructions (copy enclosed as **Annexure - I**).

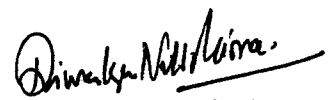
3. Further, form no. II and IV(i.e., statement of moveable property and Debts & liabilities respectively) prescribed under the Public Servants (Furnishing of Information and Annual Return of assets and the limits of Exemption of Assets in Filing Returns) Rules, 2014 also stands revised vide notification no. G.S.R. 918(E) dated 26.12.2014; however, there is no change in the format of form no. I & III. Accordingly, AIS officers who have already filed the annual returns are also required to file revised complete annual returns in compliance with the provisions of section 44 of the Lokpal and Lokayuktas Act, 2013. This Department has already circulated, **Notification No. G.S.R. 918(E) notifying the Public Servants (Furnishing of Information and Annual Return of assets and the limits of Exemption of Assets in Filing Returns) Second Amendment Rules, 2014, vide office memorandum no. 407/12/2014-AVD-IV(B) dated 29.12.2014**, which can also be accessed at DOPT's website : **www.persmin.nic.in** – DOPT – LOKPAL.

4. Further, the annual returns for the year 2015 are also required to be filed by the AIS officers in revised format as per sub-rule 2 of Rule 3 of the Public Servants (Furnishing of Information and Annual Return of assets and the limits of Exemption of Assets in Filing Returns) Rules, 2014, which provides that *“Every public servant shall file declaration, information or return, as the case may be, regarding his assets and liabilities as on the 31st day of March every year, to the competent authority as referred to in clause(c) of sub-section 2, on or before 31st day of July of that year.”*

5. In view of the above, it is requested that these instructions may be widely circulated to all concerned and strict compliance for filing IPRs under AIS(Conduct) Rules 1968 as well as annual returns under the provisions of the Lokpal and Lokayuktas Act, 2013 within the prescribed time limit may be ensured. A set of form No. I, II, III & IV of annual returns as stands now, required to be filed in compliance with the provisions of section 44 of the Lokpal and Lokayuktas Act, 2013, is also enclosed (**Annexure - II**) for ready reference.

Encl: as mentioned above.

Yours faithfully,


(Diwakar Nath Misra)
Director(Services)
Tele: 23092483

Copy to:

1. Secretaries of all Central Ministries/Departments (as per standard list).
2. Joint Secretary (Police -I)(Shri M. Gopal Reddy), MHA, North Block, New Delhi.
3. Joint Secretary (UTS)(Shri Rakesh Singh), MHA, North Block, New Delhi.
4. IG, Forests (Ms. Rekha Pai), M/o Environment & Forests, Paryavaran Bhavan, Jor Bagh, New Delhi.
- ✓ 5. NIC, DOPT – with request to upload this letter on the website of this Department.

F. No. 6/1/2014 – EO (PR)
Government of India
M/o Personnel, PG and Pension
Department of Personnel & Training

North Block, New Delhi
the, January, 2015

Subject : Clarification regarding filing of returns etc. under Lokpal Act and under service rules.

Sir/Madam,

As per various notifications issued by DoPT relating to Public Servants (Furnishing of Information and Annual Returns of Assets & Liabilities and the limits for Exemptions of Assets in filing returns) under Lokpal Act 2013, every member of the service is required to file declaration, information and return indicating his assets and liabilities. The last date for filing these returns has been extended upto 30th April, 2015.

2. In view of above, the Members of service are now required to file the following in the current year:-

- a) Declaration, Information and Return relating to his assets and liabilities as on 1st day of August, 2014 by 30th April, 2015 and
- b) Subsequently as on 31st March, 2015 by 31st July, 2015.

3. Form –II relating to statement of movable property and form IV relating to debts and other liabilities have also been simplified and made available in **Property related Information System (PRISM)** under SPARROW. The members of the service are, therefore, requested to file relevant declaration, information and return by prescribed dates **online**. It is advisable that those officers who have already filed these in the earlier format should also file afresh in the revised format as after 30th April, 2015 these details would be put in public domain. In case of officers who had already filed and do not submit the information afresh, their earlier details would go public after 30th April, 2015.

4. 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 or could call at the Help Desk No. 011-23093416. A copy of the letter dated 28th July, 2014 written in this regard to the Chief Secretary of the States is enclosed herewith.

5. DoPT has also clarified vide its O.M. dated 13th January, 2015 that over and above the declaration, information and return to be filed under Lokpal Act, 2013, like in the previous years all IAS officers would have to file an Annual Property Return under existing provisions of AIS(Conduct) Rules in this year(copy enclosed). There is no facility to file the IPR online. The officer may give their property return in hard copy to their Cadre Controlling Authorities as well to the Establishment Officer, DoPT as in the previous years.

Regards,

Yours faithfully,

Support Sparrow

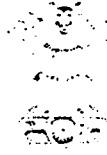
To

[The Members of Service]

Copy to:

- 1) Principal Secretary of GAD of all States/UTs **and**
- 2) JS(Admn.) of Central Ministries/Departments with the request to inform all IAS officers of the above.

भानु प्रताप शर्मा
B. P. SHARMA
स्थापना अधिकारी
और अपर सचिव
ESTABLISHMENT OFFICER
& ADDL. SECRETARY
Tel. : 23092370
Fax : 23093142



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 25th July, 2014

25/7/2014

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 31st day of March every year, to the competent authority, on or before the 31st 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 1st day of August, 2014, to the competent authority on or before the 15th 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 or could call at the Help Desk No. 011-23093416.

Ka p...

4.3.08 PM

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

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.....

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

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

Name of public servant/spouse/dependent child: _____

S.No	Description	Remarks, if any
(i) *	Cash and bank balance:	
(ii) **	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.]	

Signature.....

Date

* 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 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.

Revised

"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."