

ई-मेल

पत्र संख्या: 1/सी0-1005/2015-सा0प्र0-2.223/

**बिहार सरकार
सामान्य प्रशासन विभाग**

प्रेषक,

कन्हैया लाल साह,
सरकार के अवर सचिव ।

सेवा में,

बिहार संवर्ग के सभी भा0प्र0से0 पदाधिकारी ।

पटना-15, दिनांक: 10 फरवरी, 2015

विषय:- राज्य सरकार द्वारा अपेक्षित चल-अचल तथा कार्मिक एवं प्रशिक्षण विभाग, भारत सरकार के निर्देश के अनुरूप अचल /आस्तियों एवं दायित्वों की विवरणियों का निर्धारित प्रपत्रों में अलग-अलग समर्पण ।

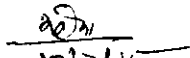
प्रसंग:- विभागीय पत्रांक-345 दिनांक 07.01.2015 एवं पत्रांक 753 दिनांक 15.01.2015 तथा कार्मिक एवं प्रशिक्षण विभाग, भारत सरकार, नई दिल्ली का पत्रांक-11017/03/2014-ए आई एस- 111 दिनांक 23.01.2015.

महाशय,

उपर्युक्त विषयक प्रासंगिक पत्रों के संबंध में निदेशानुसार कहना है कि भा0प्र0से0 (आचार) नियमावली, 1968 के अधीन अखिल भारतीय सेवाओं के पदाधिकारियों से गत वर्ष के 31 दिसम्बर की स्थिति पर आधारित अचल संपत्ति विवरणी का आगमी वर्ष के 31 जनवरी तक समर्पण की अनिवार्यता भारत सरकार द्वारा अभी समाप्त नहीं की गयी है। यद्यपि इस संबंध में संशोधन विचाराधीन है। फलस्वरूप, अखिल भारतीय सेवा के पदाधिकारियों द्वारा 01.01.2015 की स्थिति पर आधारित अचल संपत्ति का समर्पण 31.01.2015 तक आवश्यक है। इस संदर्भ में सामान्य प्रशासन विभाग, बिहार, पटना के पत्रांक-753 दिनांक 15.01.2015 द्वारा पंचाग वर्ष, 2014 की अचल संपत्ति विवरणी दिनांक 31.01.2015 तक समर्पित किये जाने का निर्देश भी पूर्व से निर्गत है। तदनुसार कतिपय पदाधिकारियों द्वारा विवरणियाँ समर्पित भी की गयी हैं। जिसकी स्थिति सूची से स्पष्ट होगी।

2. लोकपाल एवं लोकायुक्त अधिनियम, 2013 में प्रावधान है कि अखिल भारतीय सेवाओं के पदाधिकारी प्रत्येक वर्ष 31 मार्च की स्थिति पर आधारित आस्तियों एवं दायित्वों का समर्पण 31 जुलाई तक सुनिश्चित करेंगे। तदनुसार, 31. मार्च, 2015 की स्थिति पर आधारित आस्तियों एवं दायित्वों की विवरणी का 31 जुलाई, 2015 तक प्रिज्म/स्पैरो के माध्यम से प्रभाग स्थापना पदाधिकारी, कार्मिक एवं प्रशिक्षण विभाग, भारत सरकार को ऑनलाईन समर्पण अपरिहार्य है।

3. इस संबंध में भारत सरकार से प्राप्त संदर्भित पत्र (अनुलग्नक सहित छायाप्रति संलग्न) की कंडिका-2 यह भी स्पष्ट करती है कि अखिल भारतीय सेवाओं के पदाधिकारियों को 01.08.2014 की स्थिति पर आधारित आस्तियों एवं दायित्वों की विवरणी भी 30. 04.2015 तक प्रिज्म/स्पैरो के माध्यम से प्रभाग स्थापना पदाधिकारी, कार्मिक एवं प्रशिक्षण विभाग, भारत सरकार को ऑनलाईन समर्पित कर देनी है।


10/2/15

4. इसके अतिरिक्त, उल्लेखनीय है कि राज्य सरकार के निर्देश पर राज्य में पदस्थापित कार्मिकों द्वारा संबंधित वर्ष के 28 फरवरी तक चल-अचल सम्पत्ति का निर्धारित प्रपत्र में समर्पण अनिवार्य है। यह निर्देश राज्य संवर्ग के सभी भा0प्र0से0 के पदाधिकारियों पर भी पूर्णतः लागू है। सम्पत्ति इसमें कोई संशोधन भी नहीं हुआ है। तदनुसार वर्ष, 2015 की विवरणी 28. फरवरी, 2015 तक अपेक्षित है। विभागीय पत्रांक-345 दिनांक 07.01.2015 द्वारा इस आशय का निर्देश भी निर्गत है। इस आलोक में कुछ पदाधिकारियों को छोड़कर अन्य भा0प्र0से0 पदाधिकारियों द्वारा विवरणों समर्पित भी की गयीं हैं।

5. बिहार संवर्ग के जिन भा0प्र0से0 पदाधिकारियों द्वारा वांछित विवरणियों अबतक समर्पित नहीं की गयीं हैं, वे विवरणियों (अचल सम्पत्ति विवरणी-2014/चल-अचल सम्पत्ति विवरणी, 2015/लोकपाल एवं लोकायुक्त अधिनियम, 2013 के अधीन 01.08.2014 की स्थिति पर आधारित आस्तियों एवं दायित्वों की विवरणी) उनसे निर्धारित प्रपत्रों में शीघ्रातिशीघ्र अपेक्षित हैं।

साथ ही, बिहार संवर्ग के सभी भा0प्र0से0 पदाधिकारियों से लोकपाल एवं लोकायुक्त अधिनियम, 2013 के तहत 31 मार्च, 2015 पर आधारित एवं 31.07.2015 तक वांछित तत्संबंधी विवरणी का निर्धारित प्रपत्र में समर्पण भी अपेक्षित है।

6. अतः अनुरोध है कि यथापेक्षित उपर्युक्त विवरणियों निर्धारित प्रपत्र में समर्पित करने की कृपा की जाय।

अनुलग्नक-यथोक्त।

विश्वासभाजन,

20/11
10/2/2015

सरकार के अवर सचिव।

वर्ष, २०१४ हेतु समर्पित अचल संपत्ति विवरणी की स्थिति

संख्या	पद का नाम एवं बैच संख्या	विवरणी समर्पण की तिथि
1	श्री आनन्द वर्द्धन सिन्हा (78)	28-01-15
2	श्री आलोक कुमार सिन्हा (79)	27-01-15
3	श्री अफजल अमानुल्लाह (79)	01-01-15
4	श्री नरेन्द्र कुमार सिन्हा (80)	23-01-15
5	श्री अशोक कुमार चौहान (80)	21-01-15
6	सुश्री अमृता पॉल (80)	05-01-15
7	श्री अरुण झा (81)	14-01-15
8	श्री अंजनी कुमार सिंह (81)	21-01-15
9	श्री विजय प्रकाश (81)	31-01-15
10	श्री एस0 के0 नेगी (81)	27-01-15
11	श्री सी ललसोता (81)	08-01-15
12	श्री गिरीश शंकर (82)	23-01-15
13	श्रीमती रश्मि वर्मा (82)	09-01-15
14	श्री नवीन वर्मा (82)	09-01-15
15	श्री रमेश अभिषेक (82)	16-01-15
16	श्री व्यास जी (82)	01-01-15
17	श्री सुधीर कुमार (82)	21-01-15
18	श्री राजेश गुप्ता (82)	16-01-15
19	श्री सुधीर कुमार राकेश(83)	29-01-15
20	श्री सी0 के0 मिश्रा (83)	13-01-15
21	श्री रामेश्वर सिंह (83)	28-01-15
22	श्री सुनील कुमार सिंह (83)	13-01-15
23	श्री दीपक कुमार (84)	22-01-15
24	श्री रविकान्त (84)	23-01-15
25	डॉ0 सुभाष शर्मा (84)	21-01-15
26	श्री अजय वी0 नायक (84)	04-02-15
27	श्री अजय कुमार (84)	27-01-15
28	श्री अरुण कुमार सिंह (85)	27-01-15
29	श्री लियान कुंगा (85)	20-01-15
30	श्री आलोक चतुर्वेदी (86)	19-01-15
31	श्री रवि मित्तल (86)	27-01-15
32	श्री ई0 एल0 एस0 एन0 बाला प्रसाद (86)	29-01-15
33	श्री संजीव कुमार सिन्हा (86)	16-01-15
34	श्री आमिर सुबहानी (87)	09-01-15
35	श्री अतुल प्रसाद (87)	24-01-15

36	श्री आर० के० महाजन (87)	27-01-15
37	श्री बी० प्रधान (87)	29-01-15
38	श्री सुधीर कुमार (87)	29-01-15
39	श्री सुधीर कुमार (88)	27-01-15
40	डॉ० धर्मेन्द्र सिंह गंगवार (88)	20-01-15
41	श्रीमती अंशुली आर्या (89)	19-01-15
42	श्री आर०के० खण्डेलवाल (89)	17-01-15
43	श्री सुनील बर्धवाल (89)	30-01-15
44	श्री विवेक कुमार सिंह (89)	23-01-15
45	श्रीतमी बन्दना किन्नी (89)	27-01-15
46	श्री अमृत लाल मीणा (89)	31-01-15
47	श्री चैतन्य प्रसाद(90)	19-12-14
48	श्री केशव कुमार पाठक (90)	14-01-15
49	श्री प्रत्यय अमृत (91)	30-01-15
50	श्री सी० के० अनिल (91)	30-01-15
51	श्री राजित पुनहानी (91)	12-01-15
52	श्री एस० सिद्धार्थ (91)	29-01-15
53	श्री दीपक कुमार सिंह (92)	30-01-15
54	श्री चंचल कुमार (92)	19-01-15
55	श्रीमती हरजोत कौर (92)	30-01-15
56	श्री रवि मनुभाई परमार (92)	17-01-15
57	श्री संदीप पॉड्रिक (93)	30-01-15
58	श्री अतीश चन्द्रा (94)	24-01-15
59	डॉ० एन० विजयलक्ष्मी (95)	28-01-15
60	डॉ० बी० राजेन्द्र (95)	29-01-15
61	श्री आनंद किशोर (96)	30-01-15
62	श्री राहुल सिंह (96)	20-01-15
63	श्री विपिन कुमार (96)	28-01-15
64	श्री के० सैथिल कुमार (96)	27-01-15
65	श्री एच०आर० श्रीनिवास (96)	20-01-15
66	श्री प्रदीप कुमार (96)	27-01-15
67	श्री पंकज कुमार (97)	22-01-15
68	श्री संजीव हंस (97)	30-01-15
69	डॉ० सफीना ए०एन०(97)	06-01-15
70	श्री रॉबर्ट एल० चॉग्थू (97)	30-01-15
71	श्री नर्मदेश्वर लाल (98)	27-01-15
72	श्री रामरूप सिंह (98)	24-01-15
73	श्री उपेन्द्र कुमार (98)	28-01-15
74	श्री संजय कुमार सिंह (98)	16-01-15
75	श्री विनय कुमार (99)	07-01-15

76	श्री प्रभात शंकर (99)	27-01-15
77	श्री कृष्ण मोहन (99)	23-01-15
78	श्री प्रेम सिंह मीणा (2000)	28-01-15
79	श्री शशिमूषण कुमार (2000)	27-01-15
80	श्री सैयद परवेज आलम (2000)	30-01-15
81	श्री कुंवर जंग बहादुर (2000)	30-01-15
82	सुश्री नीलिमा गुप्ता (2000)	27-01-15
83	श्री रामाशीष पासवान (2000)	30-12-14
84	श्री प्रकाश कुमार (2000)	31-12-14
85	श्री नवीन चन्द्र झा (2000)	31-12-14
86	श्री ललन जी()	30-01-15
87	श्री श्रीधर चिरीवोलू (2001)	23-01-15
88	श्री संजय कुमार अग्रवाल (2002)	12-01-15
89	श्री पंकज कुमार पाल (2002)	28-01-15
90	श्रीमती प्रतिमा सतीश कुमार वर्मा (2002)	28-01-15
91	श्री लोकेश कुमार सिंह (2003)	31-12-14
92	श्री अनुपम कुमार (2003)	03-01-15
93	श्री असंगबा चुबा आओ (2003)	05-01-15
94	श्रीमती पलका साहनी (2004)	09-01-15
95	श्री आर० लक्ष्मणन (2004)	23-01-15
96	श्री कुन्दन कुमार (2004)	09-01-15
97	श्री अभय कुमार सिंह (2004)	28-01-15
98	डॉ० बीरेन्द्र प्रसाद यादव (2004)	27-01-15
99	श्री मनीष कुमार (2005)	31-01-15
100	श्री कुमार रवि (2005)	31-01-15
101	श्री दिवेश सेहरा (2005)	16-01-15
102	श्री कुलदीप नारायण (2005)	20-01-15
103	श्री बालामुरुग्न डी० (2005)	30-01-15
104	श्री आदेश तितरमारे (2006)	10-01-15
105	श्रीमती अश्विनी दत्तात्रेय ठकरे(2006)	06-01-15
106	श्री संदीप कुमार आर० पुडकलकट्टी (2006)	27-01-15
107	श्री धर्मन्द्र सिंह (2006)	30-01-15
108	श्री शशिकान्त तिवारी (2006)	17-01-15
109	श्री आदित्य कुमार दास (2006)	27-01-15
110	श्री नरेन्द्र कुमार सिंह (2006)	13-01-15
111	श्री जय सिंह (2007)	27-01-15
112	श्री दीपक आनन्द (2007)	21-01-15
113	श्री गोपाल मीणा (2007)	28-01-15
114	श्री विनोद सिंह गुंजियाल (2007)	29-12-14
115	श्री दिनेश कुमार (2007)	30-01-15

116	श्री अमरेन्द्र प्रसाद सिंह (2007)	31-12-14
117	मो० सोहैल (2007)	28-01-15
118	श्री राजेश्वर प्रसाद सिंह (2007)	30-01-15
119	श्री गिरिवर दयाल सिंह (2008)	30-01-15
120	डॉ० असिमा जैन (2008)	13-01-15
121	श्री साकेत कुमार (2009)	28-01-15
122	श्री मनोज कुमार सिंह (2009)	27-01-15
123	श्रीमती सीमा त्रिपाठी (2009)	21-01-15
124	श्री रमण कुमार (2009)	28-01-15
125	श्री राजीव रौशन (2010)	29-01-15
126	श्री अनिमेष कुमार पराशर (2010)	30-01-15
127	श्री कौशल किशोर (2010)	21-01-15
128	श्री कंबल तनुज (2010)	28-01-15
129	श्री अवनीश कुमार सिंह (2010)	28-01-15
130	श्री चन्द्रशेखर सिंह(2010)	29-01-15
131	श्री राज कुमार(2010)	21-01-15
132	श्री राहुल कुमार (2011)	28-01-15
133	श्री महेन्द्र कुमार (2011)	29-01-15
134	श्री मिथिलेश मिश्र (2011)	30-01-15
135	श्री हिमांशु शर्मा (2011)	28-01-15
136	श्री शीर्षत कपिल अशोक (2011)	31-01-15
137	श्री निलेश देवरे (2011)	29-01-15
138	श्री त्यागराजन एम० एम० (2011)	28-01-15
139	श्री मुकेश पाण्डेय (2012)	23-01-15
140	श्री कौशल कुमार (2012)	29-01-15
141	श्री संजीव कुमार (2012)	30-01-15
142	श्री कुन्दन कुमार (2012)	28-01-15
143	श्री अमीत कुमार (2012)	30-01-15
144	श्री योगेन्द्र सिंह (2013)	10-01-15
145	डॉ० नवल किशोर चौधरी (2013)	28-01-15
146	श्री नवदीप शुक्ला (2013)	28-01-15
147	श्री नवल किशोर चौधरी(2013)	28-01-15
148	सुश्री अभिलाषा कुमारी शर्मा (पी)	17-12-14
149	डॉ० आदित्य प्रकाश (पी)	19-12-14
150	श्री रौशन कुशवाहा (पी)	18-12-14
151	श्री सौरभ जोरवाल (पी)	17-12-14
152	श्री शशांक स्वर्णकार (पी)	19-12-14
153	श्री उदित सिंह (पी)	18-12-14

Most Immediate

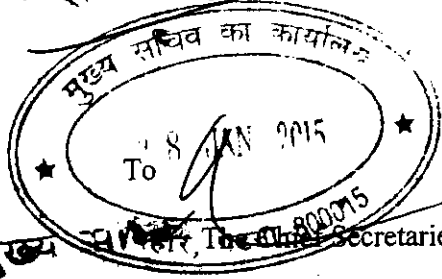
F.No.11017/03/2014-AIS III

Government of India

Ministry of Personnel, Public Grievances and Pensions

Department of Personnel and Training

फुलमिन
बिनाम यथावत्



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

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.**

A.S.G.A.S.

Inform all IAS officers
Also, pr. Spk

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.**

36.1.15
DSC(I)
432
27.1.15
2015

विभागाध्यक्ष
पर्सनल
कर्मचारी विभाग
सि. ए. नं. 47/100
दिल्ली

Self signed
Signature


12

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

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 supportsparrow@nic.in or could call at the Help Desk No. 011-23093416.

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).

5

APPENDIX-II
[Rule 3(1)]

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

REVISED

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 I 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.”