

बिहार सरकार
सामान्य प्रशासन विभाग

प्रेषक,

कन्हैया लाल साह,
सरकार के अवर सचिव ।

सेवा में,

बिहार संवर्ग के सभी भा0प्र0से0 पदाधिकारी ।

पटना-15, दिनांक: 13 अगस्त, 2014

विषय:- परिसम्पत्तियों एवं दायित्वों की विवरणी का ऑनलाईन समर्पण ।

प्रसंग:- कार्मिक एवं प्रशिक्षण विभाग, भारत सरकार का पत्रांक- 6(1)/2014-
ई0 ओ0 (पी आर) दिनांक-25.07.2014 .

महाशय,

उपर्युक्त विषयक प्रासंगिक पत्र की छायाप्रति संलग्न करते हुए निदेशानुसार कहना है कि लोकपाल और लोकायुक्त अधिनियम, 2013 की धारा-59 द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए भारत सरकार द्वारा उक्त अधिनियम की धारा-44 के तहत लोक सेवकों के स्तर से प्रत्येक वर्ष की 31 मार्च की स्थिति पर आधारित परिसम्पत्तियों और दायित्वों की घोषणा सहित सूचना और वार्षिक विवरणी वर्ष, 31 जुलाई तक सक्षम प्राधिकार को समर्पित किये जाने संबंधी नियमों को अधिसूचित किया गया है ।

2. जिन सरकारी सेवकों द्वारा तत्समय लागू नियमों के तहत अपेक्षित घोषणाओं/सूचनाओं /वार्षिक सम्पत्ति विवरणी समर्पित की जा चुकी है, उनके द्वारा भी 01 अगस्त, 2014 की स्थिति के अनुरूप पुनरीक्षित विवरणी 15 सितम्बर, 2014 तक समर्पित की जानी हैं ।

3. भारत सरकार के प्रासंगिक पत्र के अनुसार उपर्युक्त नियमों के आलोक में भा0प्र0से0 पदाधिकारी द्वारा आलोच्य सूचनाएँ ऑनलाईन समर्पित की जायेंगी । इस संबंध में विस्तृत मार्गदर्शन भारत सरकार के उक्त पत्र (छायाप्रति संलग्न) में निहित है ।

4. अतः अपेक्षित प्रपत्र, जो भारत सरकार के पत्रांक-25/01/2014- सी एस-11(ए) का भाग है, की छायाप्रति संलग्न करते हुए अनुरोध है कि निर्धारित प्रपत्र में विषयाधीन घोषणा/सूचना/ विवरणी दिनांक-15.09.2014 तक भारत सरकार के संदर्भित वेबसाईट पर अपलोड करने की कृपा की जाय ।

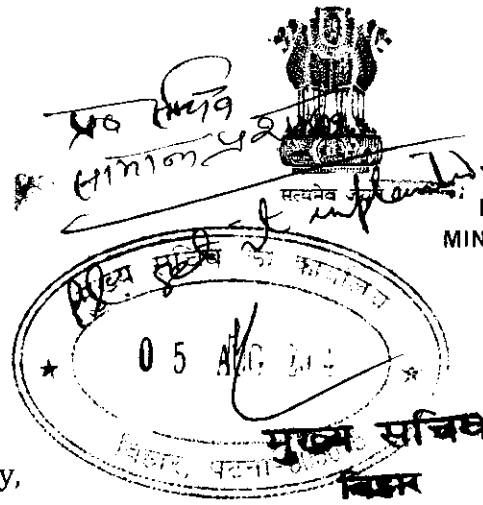
अनु0:- यथोक्त ।

विश्वासभाजन,
13/8/14
सरकार के अवर सचिव ।

1

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

AS (IAS)
[Handwritten signature]

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.

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

U/S-1
353-1
[Handwritten notes and stamps on the left margin]

8114
बिहार सरकार
प्रधान सचिव कोषांग
बिमान्द प्रशासन विभाग
नं० स० प्र० सं० 328-8
दिनांक 25/7/14

Copy also 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

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No. 25/1/2014-CS-II(A)
Government of India
Ministry of Personnel, Public Grievances and Pension
Department of Personnel and Training

3rd Floor, Lok Nayak Bhawan,
Khan Market, New Delhi-110003
Dated: 4th August, 2014

OFFICE MEMORANDUM

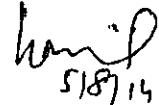
Subject: The Lokpal and Lokayuktas Act, 2013- Submission of declaration of assets and liabilities by the public servants belonging to CSSS & CSCS.

The undersigned is directed to refer to the subject mentioned above and to say that the Government has since notified the Public Servants (Furnishing of Information and Annual Return of Assets and Liabilities and the limits for Exemption of Assets in Filing Returns) Rules, 2014 under the Lokpal and Lokayuktas Act, 2013 on 14.07.2014. The same is available at the website of this Department.

2 Every public servant is now required to file declaration, information or return, as the case may be, regarding his assets and liabilities as on 31st March every year, to the competent authority, on or before the 31st July of that year. Every public servant is also required to file revised declarations, information or as the case may be, annual returns as on the 1st August, 2014, to the competent authority on or before, 15th September, 2014.

3. All Ministries/Departments are, accordingly, requested to bring the provisions of the public Servants (Furnishing of Information and Annual Return of Assets and Liabilities and the limits for Exemption of Assets in Filing Returns) Rules, 2014 to the notice of all CSSS/CSCS officers under their administrative control.

4. The web based cadre management system will be modified to include all the forms now prescribed under the above quoted rules. However, it will take some time before it is incorporated in the system and made operational for filing of declarations, returns etc. In the meanwhile, all CSSS & CSCS Officers are advised to file hard copy of the revised declarations, information and returns to their Ministries/Departments well before the closing date of 15.09.2014. Ministries/Departments are requested to forward the declarations, information and returns submitted by PPS and above level officers of CSSS to CS-II Division, DoP&T for information and records.



(Kameshwar Mishra)

Under Secretary to the Govt. of India
Telefax: 24623157

To

Director/ Deputy Secretary (Admn.) of All Ministries/ Departments.

Return of Assets and Liabilities on First Appointment or as on the 1st August, 2014*
(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 organization)

- (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

S.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 1st August 2014

Details of the movable assets of self, spouse and dependent children

S.No.	Description	Amount in Rupees				
		Self	Spouse	Dependent-1	Dependent-2	Dependent-3
(i)	Cash in Hand					
(ii)	Details of deposit in Bank accounts (FDRs, Term Deposits and all other types of deposits including saving accounts), Deposits with Financial Institutions, Non-Banking Financial Companies & Cooperative Societies and the amount in each such deposit.	Name of Bank/ Financial Institutions & Nature of Deposit				
(iii)	Details of investment in Bonds, Debentures/ Shares and Units in Companies/ Mutual Funds and others.	Name of Company				
(iv)	Details of Investment in NSS, Postal Saving, Insurance Policies and investment in any financial instruments in Post Office or Insurance Company.	Nature of Investment				
(v)	Details of deposit in Provident Fund/ New Pension Scheme.	Nature of Investment				
(vi)	Personal loans/ advance given to any person or entity including Firm, Company, Trust, etc and other receivable from debtors and the amount (exceeding (a) two months basic pay, where applicable, (b) Rupees one lakh in other cases)	Name of Debtor				
(vii)	Motor Vehicles/Aircrafts/ Yatches/ Ships (Details of Make, Registration Number etc., Year of Purchase and amount)	Nature of Vehicle, registration number & year of purchase				
(viii)	Jewellery, Bullion and valuable thing(s) JEWELLERY (Give details of weight) BULLION (Give details of weight)	Gold				
		Silver				
		Precious Stones/ precious metals				
		Gold				
		Silver				
	Precious Stones/ precious metals					
(ix)	Any other assets					

Date _____

Signature _____

Note 1: Assets in joint name indicating the extent of joint ownership will also have to be given.

Note 2: In case of deposits/investments, the details including Amount, date of deposit, the scheme, Name of the Bank/ Institution and Branch are to be given.

Note 3: Value of Bonds/Share Debentures as per current market value in Stock Exchange in respect of listed companies and book values in case of unlisted firms.

Note 4: Details including amount is to be given separately in respect of each investment.

Note 5: Under (ix) details of movable assets not covered in (i) to (viii) above valuing individually over two months basic pay (where applicable), or Rs.1.00 lakh may be indicated.

FORM No.III

Statement of immovable property on first appointment or as on the 1st August, 2014
(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 in 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

2

Statement of Debts and Other Liabilities on first appointment or as on 1st August 2014

S.No.	Debtor (Self/Spouse or Dependent Children)	Amount	Name and Address of Creditor	Date of Incurring Liability	Details of Transaction	Remarks
1	2	3	4	5	6	7

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 also include various loans and advances (exceeding the value in Note 1) available from the employer like advance for purchase of conveyance, house building advance, etc. (other than advances of pay and travelling allowances), advance from GP Fund and loans on Life Insurance Policies and fixed deposits.