



दक्षिण रेलवे/SOUTHERN RAILWAY

No.P(R)182/P/Vol.VI

प्रधानकार्यालय/ Headquarters Office
कार्मिक शाखा/ Personnel Branch
चेन्नई/Chennai - 600 003
दि./ Dated: 22-09-2015

आर बी ई सं/RBE No. 98 / 2015

पी बी सी सं/ PBC No:138 / 2015

All PHODs / DRMs / CWMs / CEWE / CAO / CPM / Dy.CPOs / Sr.DPOs /
DPOs / SPOs / WPOs / APOs of HQ / Divisions / Wokshops / other Units, etc.,
(As per mailing list -'A')

**विषय/Sub: The Lokpal and Lokayuktas Act, 2013 – Submission of
declarations and assets and liabilities by the Railway
Servants.**

A copy of Railway Board's letter No.E(D&A)2014 GS1-2 dated
31-08-2015 (RBE No. 98 / 2015) alongwith a copy of OM No. 11013/7/2014-
Estt.(A-III) dated 23-07-2015 issued by Department of Personnel and Training
is enclosed for information, guidance and necessary action.

Railway Board's letter dated 27-04-2015 has been circulated under PBC
No. 51 of 2015.

(V.SRINIVASAN)

वरिष्ठ कार्मिक अधिकारी/नियम
Senior Personnel Officer/Rules
कृते मुख्य कार्मिक अधिकारी
For Chief Personnel Officer

संलग्न/Encl: as above

प्रतिलिपि/Copy to : The Genl Secy / SRMU
The Genl Secy / AISCSTREA
The Genl Secy / AIOBCREA

The Genl Secy / NFIR

**GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)**

No. E(D&A) 2014 GS1-2

New Delhi, 31/08/2015

The General Manager(P)
All Indian Railways and
Production Units etc.
(As per standard list).



**Sub: The Lokpal and Lokayuktas Act, 2013 - Submission of
declarations of assets and liabilities by the Railway Servant**

Attention is invited to Railway Board's letter of even number dated 27.04.2015, whereby Department of Personnel and Training's O.M. No. 407/12/2014-AVD-IV(B) dated 25.04.2015 was circulated, extending the last date for filing the returns under the Public Servants (Furnishing of Information and Assets and Liabilities and the Limits for Exemption of Assets in Filing Returns) Amendment Rules, 2014, from 30.04.2015 to 15.10.2015.

2. In this regard, Department of Personnel and Training has issued O.M. No. 11013/7/2014-Estt.(A-III) dated 23.07.2015 reiterating the last date for filing of returns under the aforesaid Rules. A copy of the O.M. dated 23.07.2015 aforesaid is also enclosed alongwith annexures thereto.

3. Rule 18(1)(i) of the Central Civil Services (Conduct) Rules, 1964 referred to in para 1 of the O.M. dated 23.07.2015 corresponds to Rule 18(1)(i) of Railway Services (Conduct) Rules, 1966. The Department of Personnel and Training's d.o. letter dated 30.04.2015, referred to in para 3 of their O.M. dated 23.07.2015 is available at their website 'persmin.nic.in/DOPT.asp' under 'OMs & Orders' - 'Vigilance'.

DA: As above

**(S. Modi)
Dy. Director Estt. (D&A)
Railway Board**

भारत सरकार
रेल मंत्रालय
(रेलवे बोर्ड)

सं. (डी एण्ड ए) 2014 ओएस1-2

नई दिल्ली, दिनांक 31.08.2015

महाप्रबंधक (कार्मिक)
सभी भारतीय रेलों और
उत्पादन इकाइयां आदि
(मानक सूची के अनुसार).

विषय : लोकपाल और लोकायुक्त अधिनियम, 2013 - रेल सेवकों द्वारा परिसंपत्तियों और
देवताओं के बारे में घोषणा प्रस्तुत करना

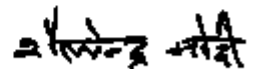
आपका ध्यान रेलवे बोर्ड के दिनांक 27.04.2015 के समसंख्यक पत्र की ओर आकर्षित किया जाता है जिसके तहत कार्मिक तथा प्रशिक्षण विभाग द्वारा दिनांक 25.04.2015 का कार्यालय जापन सं 407/12/2014-ए.वी.डी - IV(बी) परिपत्रित किया गया था जिसमें लोक सेवक (सूचना और आस्तियों तथा दायित्वों की विवरणी देने तथा विवरणीयां फाइल करने में आस्तियों की छूट के लिए सीमाएं) नियम, 2014 के तहत घोषणा प्रस्तुत करने की अंतिम तिथि 30.04.2015 से बढ़ाकर 15.10.2015 की गयी थी.

2. इस सम्बन्ध में कार्मिक एवं प्रशिक्षण विभाग द्वारा दिनांक 23.07.2015 का कार्यालय जापन सं 11013/7/2014-Estt. (A-III) जारी किया गया है जिसमें उक्त नियमों के तहत घोषणा प्रस्तुत करने की अंतिम तिथि की पुनरावृत्ति की गयी है. दिनांक 23.07.2015 के उक्त कार्यालय जापन कि प्रति अनुलग्नकों सहित संलग्न है.

3. दिनांक 23.07.2015 के कार्यालय जापन के प्रथम अनुच्छेद में संदर्भित केंद्रीय सिविल सेवा (आचरण) नियम, 1964 का नियम 18(1)(i), रेल सेवक (आचरण) नियम, 1966, के नियम 18(1)(i) के अनुरूप है. दिनांक 23.07.2015 के कार्यालय जापन के तृतीय अनुच्छेद में संदर्भित कार्मिक एवं प्रशिक्षण विभाग का दिनांक 30.04.2015 का अर्ध शासकीय पत्र, उनकी वेबसाइट 'persmin.nic.in/DOPT.asp' पर OMs & Orders - Vigilance में उपलब्ध है.

4. कृपया पावती दें।

संलग्नक: यथोक्त



(एस. मोदी)

उप निदेशक स्या. (डी एण्ड ए)

रेलवे बोर्ड

F. No. 11013/7/2014-Estt.(A-III)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training
Establishment Division

North Block, New Delhi — 110001
Dated July 23rd, 2015

OFFICE MEMORANDUM

Subject: Central Civil Services (Conduct) Rules, 1964 and the Lokpal and Lokayuktas Act, 2013 – Submission of Declaration of Assets and Liabilities by the Public Servant for each year - Regarding

The undersigned is directed to refer to this Department's OM No. 11013/3/2014-Estt.(A) dated the 17th February, 2015 regarding submission of declaration of assets and liabilities by the public servants under the Central Civil services (Conduct) rules, and the Lokpal and Lokayuktas Act, 2013 and to say that as per the rule 18 (1) (i) of the Central Civil Services (Conduct) Rules, 1964, every Government servant shall on his first appointment to any service or post submit a return of his assets and liabilities, in the form prescribed by the Government, giving the full particulars of movable, immovable and valuable property and debts and other liabilities, etc.. Similarly, Government servants other than newly appointed, belonging to Group 'A' and Group 'B' are required to submit an annual return in prescribed form giving full particulars of the immovable property inherited/ owned/ acquired by him/ her or held by him/her on lease/ mortgage either in his/ her own name or in the name of any member of his/ her family or in the name of any other persons.

2. The Lokpal and Lokayuktas Act, 2013 (Lokpal Act) notified by the Government requires all public servants to declare, on first appointment and subsequently every year, a declaration of his/ her assets & liabilities. In exercise of powers conferred by sub-section (1), clause (k) and clause (l) of sub-section (2) of Section 59 read with section 44 and 45 of the Act, this Department has 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. The form for declarations is at Annexure-I. All Government servants i.e., belonging to Group A, Group B, Group C and erstwhile Group D, are now required to furnish the declaration of their assets & liabilities in the enclosed format.

3. Vide D. O. No. 407/12/2014-AVD-IV-B dated the 30th April, 2015, this Department has informed all concerned the time-lines for filing the returns regarding assets and liabilities under the Lokpal Act, which are as follows:

- (i) The first return under the Lokpal Act (as on 1st August, 2014) should be filed on or before 15th October, 2015;
- (ii) The next annual return under the Lokpal Act, for the year ending 31st March, 2015 should be filed on or before 15th October, 2015; and
- (iii) The annual returns for subsequent years as on 31st March every year should be filed on or before 31st July of that year.

Contd.....2/-

4. It is, therefore, requested that all concerned may be suitably advised to file the return within the time indicated in paragraph 3. It is relevant to state here that as per section 45 of the Lokpal Act, if any public servant wilfully or for reasons which are not justifiable, fails to (a) to declare his assets; or (b) gives misleading information in respect of such assets and is found to be in possession of assets not disclosed or in respect of which misleading information was furnished, then, such assets shall, unless otherwise proved, be presumed to belong to the public servant and shall be presumed to be assets acquired by corrupt means.


(Mukesh Chaturvedi)
Director (E)
Tel: 23093176

To

The Secretaries of All Ministries/Departments
(as per the standard list)

Copy to:

1. President's Secretariat, New Delhi.
2. Vice-President's Secretariat, New Delhi.
3. The Prime Minister's Office, New Delhi.
4. Cabinet Secretariat, New Delhi.
5. Rajya Sabha Secretariat/Lok Sabha Secretariat, New Delhi.
6. The Comptroller and Auditor General of India, New Delhi.
7. The Secretary, Union Public Service Commission, New Delhi.
8. The Secretary, Staff Selection Commission, New Delhi.
9. All attached offices under the Ministry of Personnel, Public Grievances and Pensions.
10. National Commission for Scheduled Castes, New Delhi.
11. National Commission for Scheduled Tribes, New Delhi.
12. National Commission for OBCs, New Delhi.
13. Secretary, National Council (JCM), 13, Feroze Shah Road, New Delhi.
14. CVOs of all Ministries/Departments.
15. ADG (M&C), Press Information Bureau, DoP&T
16. NTC, Department of Personnel & Training, North Block, New Delhi (for uploading the same on the website of this Ministry under the Head OMs & Orders → Establishment → Conduct Rules).
17. Hindi Section, DoP&T

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 Railway 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 Railway 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:

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)

Name of Railway servant/spouse/dependent child: _____

S.No.	Description	Remarks, if any
(i) *	Cash and bank balance:	
(ii) **	Insurance (premium paid) :	
	Fixed/Recurring Deposits(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 has 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 Railway Servant, his/her spouse and dependent children]

S.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 Railway servant, state in whose name held and his/her relationship, if any to the Railway 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 Railway 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 the 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 Railway 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 the 31st March, 20.....

S.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.