



दक्षिण रेलवे/SOUTHERN RAILWAY

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

प्रधानकार्यालय/ Headquarters Office
कार्मिक शाखा/ Personnel Branch
चेन्नै/Chennai - 600 003
दि./ Dated: 01-04-2015

आर बी ई सं/RBE No. 26 / 2015

पी बी सी सं/ PBC No:33 / 2015

PHODs / DRMs / CWMs / CEWE / CAO / CPM / Dy.CPOs / Sr.DPOs /
DPOs / SPOs / WPOs / APOs of HQ / Divisions / Workshops / 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
25-03-2015 (RBE No. 26 / 2015) alongwith with its enclosures is enclosed for
information, guidance and necessary action.

Railway Board's letter dated 01-09-2014 has been circulated under PBC
No. 143 of 2014.

(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, 25/03/2015

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 and assets and liabilities by the Railway Servants**

Attention is invited to Railway Board's letter of even no. dated 01.09.2014, whereby 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, [hereinafter referred to as Principal Rules], notified by Department of Personnel & Training vide Gazette notification G.S.R. No 501(E) dated 14.07.2014, were circulated on the Railways. Pursuant to these rules, all Railway servants are required to furnish information relating to their assets and liabilities under section 24 of the Lokpal and Lokayuktas Act, 2013, as per Appendix-I and Appendix-II (consisting of Forms No. I to IV) to the Rules.

2. These Rules have since been modified by 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, notified by Department of Personnel & Training vide Gazette notifications G.S.R. No. 638(E) dated 08.09.2014 and G.S.R. No. 918(E) dated 26.12.2014. These notifications are available at the Department of Personnel & Training's website at http://persmin.nic.in/Lokpal_Homepage_New.asp. These amendment rules have extended the time limit for filing of revised returns, referred to in proviso under sub-rule (2) of Rule 3 of the Principal Rules, to 30.04.2015. The notification dated 26.12.2014 also modified the Forms No. II and IV of Appendix-II to the Principal Rules.

3. In this regard it is clarified that :-

- (i) The first return (as on 1st August, 2014) under the Lokpal and Lokayuktas Act, 2013 should be filed on or before the 30th April, 2015;
- (ii) The next annual return under the Lokpal and Lokayuktas Act, 2013 for the year ending 31st March, 2015 should be filed on or before 31st July, 2015; and

(iii) The annual return for subsequent years as on 31st March every year should be filed on or before 31st July of that year.

4. 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 31st March, 20..... (Under Section 44 of the Lokpal and Lokayuktas Act, 2013.) [**Appendix-I of the notification dated 14.07.2014**]

B

(a) **FORM No. I** - Details of Railway 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 31st March, 20..... [**Appendix-II of the notification dated 14.07.2014 as modified vide notification dated 26.12.2014**]

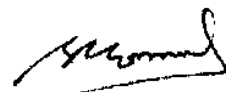
(c) **FORM No. III** - Statement of immovable property on first appointment or as on the 31st March, 20..... (e.g. Lands, House, Shops, Other Buildings, etc.) [**Appendix-II of the notification dated 14.07.2014**]

(d) **Modified FORM No. IV** - Statement of Debts and Other Liabilities on first appointment or as on the 31st March, 20..... [**Appendix-II of the notification dated 14.07.2014 as modified vide notification dated 26.12.2014**]

5. Railways etc. may ensure that all officers and staff in their organisation file the said declarations/returns within the prescribed time limits, in the aforementioned forms.

6. Hindi version will follow. Please acknowledge receipt.

DA: As above



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

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
2. (a) Present public position held
(Designation, name and address
or 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, 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 of 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 children) •

Name of Railway servant/spouse/dependent child: _____

| S.No. | Description | Remarks, if any |
|---------|---|-----------------|
| (i) * | Cash and bank balance: | |
| (ii) ** | Insurance (premia 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: (indicating 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 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 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 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 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 would 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.

पहली नियुक्ति पर या 31 मार्च, 20.....को यथाविद्यमान आस्तियों और दायित्वों की विवरणी
(लोकपाल और लोकायुक्त अधिनियम, 2013 की धारा 44 के अधीन)

1. लोक सेवक का पूरा नाम (स्पष्ट अक्षरों में)
2. (क) वर्तमान में धारित लोक स्थिति
- (ख) किस सेवा से संबंधित है (यदि लागू है)

घोषणा --

यह घोषणा करता हूँ कि लोकपाल और लोकायुक्त अधिनियम, 2013 की धारा 44 के उपबंधों के अधीन, मेरे द्वारा प्रस्तुत की जाने वाली सूचना की बाबत संलग्न विवरणी अर्थात् प्ररूप 1 से प्ररूप 4 मेरे सर्वोत्तम ज्ञान और विश्वास के अनुसार सत्य और ठीक है।

तारीख.....

हस्ताक्षर.....

*पहली नियुक्ति की दशा में, कृपया नियुक्ति की तारीख उपदर्शित करें।

टिप्पण 1. इस विवरणी में या तो उसके स्वयं के नाम या किसी अन्य व्यक्ति के नाम लोक सेवक की सभी आस्तियों और दायित्वों की विशिष्टियाँ अंतर्विष्ट होंगी। विवरणी में लोकपाल और लोकायुक्त अधिनियम, 2013 की धारा 44 (2) में यथाउपबंधित पति या पत्नी और आश्रित बालकों की आस्तियों/दायित्वों की बाबत ब्यौरे सम्मिलित होंगे।

(धारा 44(2) लोक सेवक उस तारीख से जिसको वह अपना पदग्रहण करने के लिए शपथ लेता है या प्रतिज्ञान करता है, तीस दिन की अवधि के भीतर सक्षम प्राधिकारी को ---

(क) उन आस्तियों के संबंध में जिनका वह उसका पति या पत्नी और उसके आश्रित बालक संयुक्ततः या पृथकतः रखे हैं या फारदाग्राही हैं ;

(ख) अपने और अपने पति या पत्नी और अपने आश्रित बालकों के दायित्वों के संबंध में,

सूचना देगा।

टिप्पण 2. यदि कोई लोक सेवक, या तो "कतौ" या किसी सदस्य के रूप में कुटुंब की संपत्तियों में सह समंशी अधिकारों के साथ हिंदू अल्पेभक्त कुटुंब का सदस्य है तो उसे ऐसे संपत्ति में अपने भाग का मूल्य प्ररूप सं 3 की विवरणी में उपदर्शित करना चाहिए और जहां ऐसे भाग का ठीक मूल्य उपदर्शित करना संभव नहीं है वहां इसका लगभग मूल्य उपदर्शित हो, स्पष्टीकारक टिप्पणियों को जोड़ा जा सकेगा, जहां कहीं आवश्यकता हो।

टिप्पण 3. "आश्रित बालक" से ऐसे पुत्र और पुत्रियाँ अभिप्रेत हैं जिनके पास उपार्जन का कोई पृथक साधन नहीं है और वे अपनी आजीविका के लिए पूर्णतः लोकसेवक पर आश्रित हैं। (नीचे लोकपाल और लोकायुक्त अधिनियम, 2013 की धारा 44(3) का स्पष्टीकरण

प्ररूप संख्या 1

लोकसेवक, उसके पति या पत्नी और आश्रित बालकों के ब्यौरे

| क्रम संख्या | नाम | धारित लोक स्थिति यदि कोई हो | क्या विवरणी, उसके द्वारा पृथक रूप से फाइल की जाती है। |
|-------------|--------------|-----------------------------|---|
| 1 | स्वयं | | |
| 2 | पति या पत्नी | | |
| 3 | आश्रित - 1 | | |
| 4 | आश्रित - 2 | | |
| 5* | आश्रित - 3 | | |

*और पांकेत जोड़े, यदि आवश्यक हैं

तारीख

हस्ताक्षर.....

प्ररूप सं० 2

पहली नियुक्ति पर या 31 मार्च, 20..... को यथाविद्यमान जंगम संपत्ति का विवरण
(स्वयं, पति या पत्नी और आश्रित प्रत्येक बालक के लिए पृथक शीट का प्रयोग करें)

| क्रम सं० | विवरण | टिप्पणियां, यदि कोई हों |
|----------|---|-------------------------|
| (i) | नकदी और बैंक में अतिशेष : | |
| (ii) | बीमा (सदत्त प्रीनियम) : | |
| | नियत/आवती जमा : | |
| | शेयर/बॉन्ड : | |
| | पारस्परिक निधि (निधियां) : | |
| | पेंशन स्कीम/भविष्य निधि | |
| | अन्य विनिधान, यदि कोई हों : | |
| (iii) | किसी व्यक्ति या अस्तित्व जिसके अंतर्गत फर्म, कंपनी, न्यास आदि भी हैं को दिया गया व्यक्तिगत ऋण/अभिदाय (एडवांस) और ऋणियों से प्राप्त अन्य प्राप्तियां और रकम (यथास्थिति, दो मास का मूल वेतन या एक लाख रुपए से अधिक) : | |
| (iv) | मोटर यान (निर्माण, रजिस्ट्रीकरण संख्या, क्रय करने का वर्ष और सदत्त रकम के ब्यौरे) : | |
| (v) | आभूषण [अनुमानित भार (सोना बहुमूल्य रत्न की बाबत 10 ग्राम अधिक या कम ; चांदी की बाबत 100 ग्राम अधिक या कम)] | |
| | सोना : | |
| | चांदी : | |
| | बहुमूल्य धातुएं और बहुमूल्य रत्न : | |
| | मिश्रित मर्दें : (अनुमानित मूल्य उपदर्शित करें)*** | |
| (vi) | कोई अन्य आस्ति : [उपरोक्त (i) से (v) के अंतर्गत न आने वाली जंगम आस्तियों के ब्यौरे दें] (क) फर्नीचर (ख) पिक्चर (ग) प्राचीन वस्तुएं (घ) रंगचित्र (पेंटिंग) (ङ) इलेक्ट्रॉनिक उपस्कर (च) अन्य | |

| | |
|---|--|
| <p>(किसी प्रवर्ग की बाबत ब्यौरे तभी उपदर्शित करें यदि उस विशिष्ट प्रवर्ग (अर्थात् फर्नीचर, फिक्सचर, इलेक्ट्रॉनिक उपस्कर आदि) में सम्मिलित किसी विशिष्ट आस्ति का कुल वर्तमान मूल्य, यथास्थिति, दो मास के मूल वेतन या 1.00 लाख रुपए से अधिक हो)</p> | |
|---|--|

तारीख.....

हस्ताक्षर.....

*विदेशी बैंक (बैंको) में जमाओं के ब्यौरे पृथक रूप से दिए जाएंगे ।

**2 लाख रुपए से अधिक के विनिधानों व्यक्तिगतरूप से रिपोर्ट किए जाएंगे । 2 लाख रुपए से कम के विनिधान एक साथ रिपोर्ट किया जा सकता है ।

***पहली विवरणी में उपदर्शित मूल्य को पश्चातवर्ती विवरणियों में पुनरीक्षित करने की आवश्यकता नहीं है जहां तक सुसंगत वर्ष के दौरान कोई नई संयुक्त मद अर्जित नहीं की गई हो या किन्हीं विद्यमान मदों का निपटारा नहीं किया गया हो ।”

परूप सं० 4

पहली नियुक्ति पर या 31 मार्च, 20.....को यथाविद्यमान ऋणों और अन्य दायित्वों का
विवरण

| क्रम सं० | ऋणी (स्वयं/ पति या पत्नी या आश्रित बालक) | लेनदार का नाम और पता | ऋण/दायित्व की प्रकृति और रकम | टिप्पणियां |
|----------|--|----------------------|------------------------------|------------|
| 1 | 2 | 3 | 4 | 5 |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

तारीख

हस्ताक्षर.....

टिप्पण 1 उधारों की व्यक्तिगत मदों को जो दो मास के मूल वेतन से अधिक नहीं है (जहां लागू हों) और अन्य दशाओं में 1.00 लाख रुपये है, सम्मिलित किए जाने की आवश्यकता नहीं है।

टिप्पण 2 : विवरण में बैंको, कंपनियों, वित्तीय संस्थाओं, केन्द्रीय सरकार/राज्य सरकार से और व्यष्टियों से लिए गए विभिन्न ऋणों और अभिदायों (एडवांसी) को सम्मिलित करना होगा।