

No.26012/01/2014-IPS.II  
Government of India/Bharat Sarkar  
Ministry of Home Affairs/Grih Mantralaya

North Block, New Delhi-1  
Dated the 26<sup>th</sup> August 2014

To  
The Chief Secretaries of all State Governments.

Subject: Filing of Annual Returns of Assets and Liabilities by AIS Officer 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 notified under the Lokpal and Lokayuktas Act, 2013 - Reg.

Sir,

I am directed to refer to the subject mentioned above and to say that the Government has notified the Public Servants (Furnishing of Information and Annual Return of assets and the limits of Exemption of Assets in Filing Returns) Rules, 2014 under the Lokpal and Lokayuktas Act, 2013 on 14.7.2014. The same is available on DoPT's website at <http://persmin.nic.in-DoPT-Lokpal>.

2. As per DoPT's letter number 11017/03/2014-AIS III dated 4<sup>th</sup> August 2014, AIS officers were hitherto filing annual returns of property under the provision of Rule 16 of AIS (Conduct) Rules, 1968. Proviso to Section 3(2) of Public Servants (Furnishing of Information and Annual Return of assets and the limits of Exemption of Assets in Filing Returns) Rules, 2014, mandates that even those AIS officers who have already filed returns of property under the provisions of the AIS (Conduct) Rules would also be required to file the revised declarations prescribed under the newly formulated Rules.

3. In terms of Rule 3(2) of Public Servants (Furnishing of Information and Annual Return of assets and the limits of Exemption of Assets in Filing Returns) Rules, 2014, *Every public servant is now required to file declaration, information or return, as the case may be, regarding his assets and liabilities as on 31<sup>st</sup> March every year, to the Competent Authority, on or before the 31<sup>st</sup> July of that year.*

4. AIS officers who have filed declarations, information and annual returns of property under the provisions of the AIS (Conduct) Rules would also require to file the revised declarations, information or as the case may be, annual returns as on the 1<sup>st</sup> August 2014, to the Competent Authority on or before, 15<sup>th</sup> September 2014.

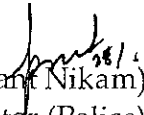
5. The IPS officers in your State/Organisation may please be advised to submit their Annual Returns of Assets and Liabilities in prescribed format to Ministry of Home Affairs, IPS.II Section (Room No. 219-A) North Block, New Delhi-1, well before the 15.9.2014.

Contd....

6. The above decision of the Government of India may be brought to the notice of all IPS officers and they may be requested to adhere the time schedule indicated in para 3 and 4 above. It is requested that strict compliance to the provisions of Rule 3(2) of Public Servants (Furnishing of Information and Annual Return of assets and the limits of Exemption of Assets in Filing Returns) Rules, 2014, may be ensured.

7. A copy of prescribed format of Annual Return of Assets and Liabilities is enclosed with this letter and also available on the website of this Ministry under IPS Cadre Management.

Yours faithfully,

  
(Prashant Nikam)  
Director (Police)

Copy forwarded for necessary action to :

1. All Ministries/Department of Government of India.
2. Joint Secretary (UT Division), Ministry of Home Affairs, New Delhi - in respect of AGMU cadre.
3. Director General-BSF/CRPF/CISF/SSB/ITBP/NSG/NIA/NCB/BPR&D/Civil Defence.
4. Director IB, CBI, R&AW, SPG.
5. Director NPA, NCRB, NICFS, NEPA.
6. President Secretariat/Cabinet Secretariat/PMO.
- ✓ 7. NIC MHA- for placing this circular on the website of MHA (under IPS Cadre Management/Immovable property Return).

**Return of Assets and Liabilities on First Appointment or as on the 1<sup>st</sup> 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 \_\_\_\_\_

## FORM No.II

## 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/<br>Financial Institutions &<br>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<br><br>(a) two months basic pay, where applicable,<br>(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,<br>registration number &<br>year of purchase |        |             |             |             |  |
|        |   |   |        |             |             |             |  |
|        |   |   |        |             |             |             |  |
| (viii) | JEWELLERY<br>(Give details of weight)   | Gold  |        |             |             |             |  |
|        |   | Silver  |        |             |             |             |  |
|        |   | Precious Stones/<br>precious metals                             |        |             |             |             |  |
|        | BULLION<br>(Give details of weight)   | Gold  |        |             |             |             |  |
|        |   | Silver  |        |             |             |             |  |
|        |   | Precious Stones/<br>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

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

| S.No. | Debtor<br>(Self/Spouse or<br>Dependent Children) | Amount | Name and Address of<br>Creditor | Date of<br>incurring<br>Liability | Details of<br>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.