

**OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS  
NO.1, STAFF ROAD, SECUNDERABAD - 500 009  
TELEPHONE NO.040-27843385, FAX NO.040-27817275**

**CIRCULAR**

No. AN/I/1040-SAO/1041-AAO/IPRs

Dated: 23 .12.2015

To

1. THE CDA, IT & SDC, SECUNDERABAD
2. ALL SUB-OFFICES UNDER CDA SECUNDERABAD  
(SECUNDERABAD/HYDERABAD/VIZAG)
3. ALL SECTIONS IN MAIN OFFICE

Sub: Central Civil Services (Conduct) Rules, 1964 and the Lokpal and Lokayuktas Act -2013-Submission of declaration of assets and liabilities by the public servants for each year - Reg.

Ref :This office Circular No. AN/I/1040-SAO/1041-AAO/IPRs dated 28.01.15 & 30.04.2015 , 07.08.2015 & 14.10.2015

\* \* \*

A Copy of DOPT O M No. 11013/7/2014-Estt.(A-III) dated 26.10.2015 on the above subject is enclosed herewith for information, guidance necessary action and compliance please.

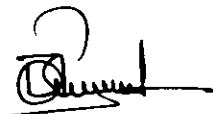
2. As per ibid OM/Notification, the time lines for filing the returns regarding assets and liability under the Lokpal Act are as follows.

- (i) **The deadline for filing of returns under the Lokpal and Lokayuktas Act, 2013 by all public servants, has been extended up to 15<sup>th</sup> April 2016.**
- (ii) **The Annual Property Returns required to be filed under the CCS (Conduct) Rules, 1964 for the year 2015 which are required to be filled by the 31<sup>st</sup> January, 2016 may be filled in the forms prescribed under the CCS (Conduct) Rules, 1964.**

3. It is therefore, all the sub offices under CDA Secunderabad are requested to ensure compliance of these Rules by filing of returns by all public servant under **Lokpal and Lokayuktas Act, 2013 by 31.03.2016** and **Annual Property Returns** required to be filled under the CCS (Conduct Rules, 1964 for the year 2015 which are required to be filled by **31<sup>st</sup> January 2016**, in a prescribed proforma (copy enclosed) by all officers and staff (Group A, B and C and erstwhile Group 'D' employees) by **18.01.2016** and the same may be forwarded to Admin-I Section for further necessary action.

Please acknowledge receipt.

CDA has seen.



**(B. Bala Jawahar )  
Asst. CONTROLLER (AN)**

Copy to:  
The EDP Centre  
(Local)

for uploading in the website please.

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**Sr. ACCOUNTS OFFICER(AN)**

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: 26<sup>th</sup> October, 2015

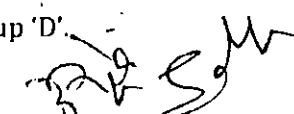
OFFICE MEMORANDUM

**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 the O.M. of even number dated the 23<sup>rd</sup> July, 2015 on the above subject wherein the time lines for filing returns regarding assets and liabilities were laid down. It was mentioned therein that all Government servants i.e. belonging to Group 'A', 'B', 'C' and erstwhile Group D are now required to furnish the declaration of their assets and liabilities in the formats prescribed under the Lokpal and Lokayuktas Act, 2013 ('the Act').

2. Vide the Order No. 407/12/2014-AVD-IV(B) dated 30.4.2014 the date for filing returns under the Act was extended in view of the difficulties faced in filing returns under the Act and the need to simplify the forms and the process in which public servants are required to make a declaration of assets and liabilities. Vide the Order No. 407/12/2014-AVD-IV(B) dated 12<sup>th</sup> October, 2015, the deadline for filing these returns has again been extended up to 15<sup>th</sup> April, 2016 as the circumstances enumerated in the earlier orders which necessitated extension still continue.

3. In view of the difficulty faced in filing returns under the formats prescribed under the Lokpal and Lokayuktas Act, it has been decided that the Annual Property Returns required to be filed under the CCS(Conduct) Rules, 1964 for the year 2015 which are required to be filed by the 31<sup>st</sup> January, 2016, may be filed in the forms prescribed under the CCS(Conduct) Rules, 1964. The returns would be required to be filed by all the Government servants belonging to Group 'A', 'B', 'C' and erstwhile Group 'D'.

  
(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. NIC, 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

प्रपत्र  
FORM

दिनांक [ ] को वर्ष [ ] के लिए अचल संपत्ति का विवरण

STATEMENT OF IMMOVABLE PROPERTY FOR THE YEAR [ ] AS ON [ ]

अधिकारी का नाम : [ ] वर्तमान वेतन Present Pay [ ]  
Name of the officer: [ ]

सेवा का नाम जिससे अधिकारी संबंधित है [ ]

वर्तमान पद : [ ]  
Present Post held : [ ]

1. जिला, सब डिवीजन, ताल्लुक और गाँव का नाम जहाँ संपत्ति है Name of District, Sub Division, Taluk and Village in which the property is situated.	2. संपत्ति, आवासीय भूमि और अन्य भवनों आदि का नाम व ब्यौचा Name and details of property, Housing lands & other buildings	3. वर्तमान मूल्य Present Value	4. यदि संपत्ति अपने स्वयं के नाम पर नहीं है तो बताएं कि किसके नाम से है तथा उससे सरकारी कर्मचारी का संबंध क्या है ? If not in own name, state in whose name held & his/her relationship to Govt. Servant.	5. संपत्ति कैसे अर्जित की गई ? क्या खरीदी गई, पट्टे पर ली गई, बंधक, उत्तराधिकार, उपहार अथवा किसी अन्य स्रोत से ली गई । तारीख जिसको अधिकार में ली गई तथा उस व्यक्ति का नाम जिससे ली गई । How acquired ? Whether by purchase, lease, mortgage, inheritance, gift or otherwise with date of acquisition and name with details of persons from whom acquired.	6. संपत्ति से वार्षिक आय Annual Income from the property.	7. अभ्युक्तियों Remarks
1.	2.	3.	4.	5.	6.	7.

जो खंड लागू नहीं है, उसे काट दिया जाए । Inapplicable clause be struck out.

\*जहां मूल्य का सटीक आंकड़न संभव नहीं है वहां वर्तमान स्थिति के संदर्भ में अनुमानित मूल्य उल्लिखित किया जाए ।

In case where it is not possible to assess the value accurately the approximately value in relation to present conditions may be indicated.

\*\* अल्पकालीक पट्टे पर ली गई भी शामिल हैं । Includes short term lease also.

टिप्पणी : घोषणा पत्र भरना तथा इसे केंद्रीय सिविल सेवा (आचरण) नियमावली, 1964 के नियम 18(1) के अधीन सेवा में प्रथम नियुक्ति पर श्रेणी- II (वर्ग(अ) एवं वर्ग (ब))के प्रत्येक सदस्य द्वारा प्रस्तुत करना आवश्यक है और इसके पश्चात इसे प्रत्येक वर्ष के अंतराल पर भरा जाए जिसमें उसके नाम पर अथवा उसके परिवार के किसी सदस्य के नाम पर अथवा अन्य किसी व्यक्ति के नाम पर अर्जित, उत्तराधिकार में प्राप्त, पट्टे पर ली गई अथवा बंधक संपूर्ण अचल संपत्ति का विवरण दिया गया हो ।

Note : The declaration form is required to be filled and submitted by every member of Class-I and class-II service under Rule 18(1) of the Central Civil Services (Conduct) Rules 1964 on the first appointment to the service and thereafter at the interval of every year giving particulars of all immovable property owned, acquired or inherited by him or held by him on lease or mortgage either in his own name or in the name of any members of his family or in the name of any other person.

हस्ताक्षर/Signature  
दिनांक/Date

extra sheet

अधिकारी का नाम :

Name of the officer:

1. जिला, सब डिवीजन, ताल्लुक और गाँव का नाम जहाँ सम्पत्ति है Name of District, Sub Division, Taluk and Village in which the property is situated.	2. सम्पत्ति, आवासीय भूमि और अन्य भवनों आदि का नाम व ब्यौरा Name and details of property, Housing lands & other, buildings	3. वर्तमान मूल्य Present Value	4. यदि सम्पत्ति अपने स्वयं के नाम पर नहीं है तो बताएं कि किसके नाम से है तथा उससे सरकारी कर्मचारी का संबंध क्या है ? If not in own name, state in whose name held & his/her relationship to Govt. Servant.	5. सम्पत्ति कैसे अर्जित की गई ? क्या खरीदी गई, पट्टे पर ली गई, बंधक, उत्तराधिकार, उपहार अथवा किसी अन्य स्रोत से ली गई । तारीख जिसको अधिकार में ली गई तथा उस व्यक्ति का नाम जिससे ली गई । How acquired ? Whether by purchase, lease, mortgage, inheritance, gift or otherwise with date of acquisition and name with details of persons from whom acquired.	6. सम्पत्ति से वार्षिक आय Annual Income from the property.	7. अभ्युक्तियों Remarks

हस्ताक्षर/Signature  
दिनांक/Date