

DEPARTMENT OF POSTS, INDIA
O/O THE CHIEF POSTMASTER GENERAL : WEST BENGAL CIRCLE
YOGAYOG BHAWAN : KOLKATA – 700012

ALL UNDER ENTRY

To
All Heads of Units
In West Bengal Circle.

No: SFB/Q-3/AIPR/2015

Dated at Kol-12, the

30 -11-2015

Subject: - **Central Civil Services (Conduct) Rules 1964 and Lokpal and Lokayuktas Act 2015 – Submission of declaration of assets and liabilities by the Public Servants for each year- regarding.**

A photocopy of Directorate's letter no. 20-1/2014-SPG dated 12-11-2015 on the captioned subject along with its enclosure is sent herewith for information, guidance and taking necessary action.

All are requested to bring the matter to the notice of all Government employees under your control and obtain the Annual Property Returns for the year 2015 (as on 31-12-2015) required to be filled under CCS (Conduct) Rules 1964 in the following forms as prescribed under CCS (Conduct) Rules 1964 from all the employees working under your control and submit the same to the undersigned latest by 31-01-2016.

1. Return of Assets and Liabilities
2. Form-I :- Statement of Immovable property
3. Form-II:- Statement of Liquid Assets
4. Form-III :- Statement of Movable property.
5. Form-IV:-Statement of Provident Fund LIC
6. Form-V:- Statement of Debts and other liabilities

All heads of units are requested to ensure submission of declarations / returns in the Form No. I to V as prescribed under CCS (Conduct) Rule, 1964 by all the Government servants belonging to Gr.'A', Gr.'B', Gr.'C', and erstwhile Gr.'D' to the undersigned on or before 31-01-2016 positively. The Forms No. I to V and declaration letter as prescribed under CCS (Conduct) Rule, 1964. are being sent through e-mail and they can also be downloaded from www.indiapostwb.gov.in

Enclo: As stated above



(S. Mallick)

Vigilance Officer

O/o The Chief Postmaster General,
West Bengal Circle, Kolkata – 12.

Copy forwarded for information and necessary action:-

1. The PMG, South Bengal Region, Kolkata-12 /North Bengal and Sikkim Region, Silliguri-734101
2. All ASPOs, Circle Office, Kol-12.
3. All Section Officers, Circle Office, Kolkata-12
4. All AOs/AOs in Circle Office, Kol-12
5. All Sr. PS/PS in Circle Office, Kol-12
6. All Section Supervisors, Circle Office, Kol-12.

All are requested to submit the declaration of assets and liabilities as per enclosed prescribed proforma positively as per guidelines under CCS (Conduct) Rule, 1964 within the period as stipulated.

- ✓ 7. The ADPS (TO), C.O., Kolkata-700012. He is requested to arrange for uploading the letter along with the enclosed forms in the Departmental Website of West Bengal Circle.

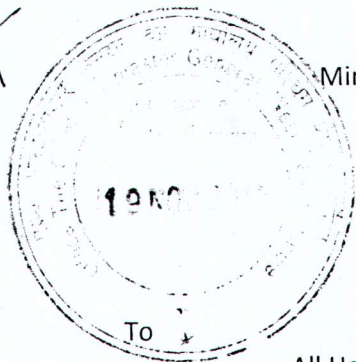


(S. Mallick)

Vigilance Officer

O/o The Chief Postmaster General,
West Bengal Circle, Kolkata – 12.

NO./SFB
1/8404



No. 20-1/2014-SPG

Government of India

Ministry of Communications & Information Technology

Department of Posts

Dak Bhawan, Sansad Marg, New Delhi- 110001

Dated: 12.11.2015

ST(SFB)

20.11.15

To
All Head of Circles

The Director, RAKNPA, Ghaziabad/All PTCs

CGM, PLI Dte/BD & M Dte/ Sr. DDG (Vig), Postal Dte/APS Dte.

Subject:- Central Civil Services (Conduct) Rules, 1964 and the Lokpal and Lokayuktas Act, 2015 – Submission of declaration of assets and liabilities by the public Servants for each year – regarding.

Sir/Madam,

Please find enclosed herewith an O.M. No. 10013/7/2014-Estt. (A-III) dated 26th October, 2015 received from Ministry of Personnel, Public Grievances and Pensions regarding 'Central Civil Services (Conduct) Rules, 1964 and the Lokpal and Lokayuktas Act, 2015 – Submission of declaration of assets and liabilities by the public Servants for each year' vide which the decision of the DOP&T has been conveyed that the Annual Property Returns required to be filed under the CCS (Conduct) Rules, 1964 for the year 2015 are required to be filed by the 31st January, 2016 by all the Government servants belonging to Group 'A', 'B', 'C' and erstwhile Group 'D'.

This is for information and ensuring necessary action/compliance.

Yours faithfully,

Manoj Sharma
(Manoj Sharma)

Assistant Director General (SGP)

Copy to:-

1. PPS to Secretary (Posts)
2. PPS to all Members, Postal Services Board
3. JS & FA/Secretary (PSB)/DDG (Personnel)
4. All DDsG GMS/All PMsG
5. GM (CEPT), Mysore with a request to upload this letter on India Post Website.
6. OSD to Secretary (Posts), Dak Bhawan, New Delhi
7. All other Postal Officers/officials working in Postal Dte.
8. The Section Officer, Vigilance Division, Postal Dte.
9. All officers/officials concerned.

Ajay Raj Singh Chauhan
(Ajay Raj Singh Chauhan)
Section Officer (SPG)

P.T.O.

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: 26th 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 23rd 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 12th October, 2015, the deadline for filing these returns has again been extended up to 15th 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 31st 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)

28/10/15

TO CCS(CP)

28/10/15

28/10/15

28/10/15

3289/506/15
29/10/15

- Circulate -

Return of Assets and Liabilities

[Rule 18(1) of CCS (Conduct) Rules,1964]

1. Name of the Government Servant in full :
(In block letters)
2. Service to which he/she belongs :
3. Total length of service up to date :
 - (i) In non-Gazetted rank :
 - (ii) In Gazetted rank :
4. Present post held and place of posting :
5. Total annual income from all sources during
the Calendar year immediately preceding the 1st January,20.....
6. Declaration

I hereby declare that the return enclosed namely, Forms I to V are complete, true and correct as on to the best of my knowledge and belief, in respect of information due to be furnished by me under the provisions of sub- rule (1) of Rule 18 of the Central Civil Services (Conduct) Rules, 1964.

Date-

Signature.....

NOTE 1.- This return shall contain particulars of all assets and liabilities of the Govt. servants either in his own name or in the name of any other person.

NOTE 2.- If a Govt. servant is a member of Hindu Undivided Family with coparcenary rights in the properties of the family either as a "Karta" or as a member , he should indicate in the return in form No. 1 the value of his share in such properties and where it is not possible to indicate the exact value of such share, it's approximate value. Suitable explanatory notes may be added wherever necessary.

FORM No. I

STATEMENT OF IMMOVABLE PROPERTY ON FIRST APPOINTMENT AS ON 31ST DECEMBER -----

(e.g. Lands, House, Shops, Other Buildings, etc.)

Sl. No.	Description of property	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
(1)	(2)	(3)	(4)	(5)	(6)

If not in own name, state in whose name held and his / her relationship, if any, to the government 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 Govt. Servant, if any, with the person/persons concerned) Please see Note 1 below.	Value of the property(see Note 2 below)	Particulars of sanction of prescribed authority, if any	Total Annual income from the property.	Remarks.
(7)	(8)	(9)	(10)	(11)	(12)	(13)

Date :

(Signature with designation)
Telephone No.

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.

NOTE- 2. In Column 10 should be shown-

- Where the property has been acquired by purchase, mortgage or lease, the price or premium paid for such acquisition;
- Where it has been acquired by lease, the total annual rent thereof also; and
- Where the acquisition is by inheritance, gift or exchange, the approximate value of the property so acquired.

FORM II

Statement of liquid assets on first appointment as on the 31th December, 20.....

1. Cash and Bank balance exceeding 3 months' emoluments
2. Deposits, loans advances and investments (such as shares, securities, debentures, etc)

SL No.	Description	Name and Address of Company Bank etc.	Amount	If not in own name, name and address of person in whose name held and his/her relationship with the Government servant	Annual Income derived	Remarks
1	2	3	4	5	6	7

Date.....

Signature.....

Note 1. – In column 7, particulars regarding sanctions obtained or report made in respect of the various transactions may be given.

Note 2.- The term, “emoluments” means the pay and allowances received by the Govt. servant.

FORM III
Statement of movable property on first appointment
as on the 31st December 20.....

SL No.	Description of Items	Price or value at the time of acquisition and/or the total payments made up to the date of return, as the case may be in case of articles purchased on hire purchase or installment basis	If not in own name, name and address of the person in whose name and his/her relationship with the Govt. Servant.	How acquired with approximate date of acquisition	Remarks.

Date.....

Signature.....

NOTE 1.- In this Form, information may be given regarding items like (a) jewellery owned by him/her (total value); (b) silver and other precious metals and precious stones owned by him/her not forming part of jewellery (total value); (c)(i) Motor Cars, (ii) Scooters/Motor cycles, (iii) refrigerators/air conditioners (iv) radios/radiograms/television sets and any other articles, the value of which individually exceeds Rs. 1000/- , (d) value of items of movable property individually worth less than Rs. 1000/- other than articles of daily use such as clothes, utensils, books, crockery etc , added together as lump sum.

NOTE 2.- In Column 5, may be indicated whether the property was acquired by purchase, inheritance, gift or otherwise.

NOTE 3.- In Column 6, particulars regarding sanction obtained or report made in respect of various transactions may be given.

FORM IV
Statement of Provident Fund and Life Insurance Policy
on first Appointment as on the 31st December 20.....

Insurance Policies				
SL No.	Policy No. and date of policy	Name of Insurance Company	Sum insured/ date of maturity	Amount of annual premium

Provident Funds				
Type of Provident Funds/GPF/CPF Account No.	Closing balance as last reported by the Audit/Accounts Officer along with date of such balance	Contribution made subsequently	Total	Remarks (if there is dispute regarding closing balance, the figures , according to the Govt. servant should also be mentioned in this column.)

Date.....

Signature.....

FORM No. V
Statement of Debts and Other liabilities on
First Appointment as on the 31st December 20.....

SL No.	Amount	Name and address of Creditor	Date of incurring Liability	Details of Transaction	Remarks

Date.....

Signature.....

NOTE 1.- Individual items of loans not exceeding three months emoluments or Rs. 1000/- whichever is less, need not be included.

NOTE 2.- In Column 6, information regarding permission, if any, obtained from or report made to the Competent authority may also be given.

NOTE 3.- the term “emoluments” means pay and allowances received by the Government Servant.

NOTE 4.- The statement should also include various loans and advances available to Government servants like advance for purchase of conveyance, house building advance, etc. (other than advances of pay and travelling allowance, advances from the GP Fund and loans on Life Insurance Policies and fixed deposits).