

# NTPC LTD

## CORPORATE HR DIVISION

### (HR-POLICY GROUP)

Ref.No.:01:HR-Policy:7(13.2)

Date:28.02.2017

### CORPORATE HR CIRCULAR NO. 824 / 2017

Sub: **Modification in NTPC Conduct, Discipline and Appeal Rules**

- 1.0 As per the recent DoPT Notification regarding "Declaration of Assets and Liabilities by Public Servants", the Government is in the process of finalizing a fresh set of rules in the matter.
- 2.0 In view of the above and in order to have a provision of submitting property returns for NTPC Executives for the time being, i.e. till the time new set of rules are notified by the Government in terms of Lokpal & Lokayuktas Act, it has been decided to modify relevant provisions of NTPC CDA Rules as below:

Rule	Existing Provision	Revised provision
16 (3)	Every employee of the company shall report to the competent authority every transaction in movable property either in his name or in the name of any member of his / her family within one month of such transaction, if the value of such property exceeds 2 months basic pay or ₹ 1 lakh, whichever is higher.	Every employee of the company shall report to the competent authority every transaction in movable property, <b><u>acquired, owned or held by him/her</u></b> in his name or in the name of any member of his / her family within one month of such transaction, if the value of such property exceeds 2 months basic pay or ₹ 1 lakh, whichever is higher.
16(4)	Every employee shall, on first appointment in the Company, submit within thirty days of joining the company, a return of:  (i) The assets of which he, his spouse and his dependent children are, jointly or severally, owners or beneficiaries,  (ii) His liabilities and that of his spouse and his dependent children	Every employee shall, on first appointment in the Company, submit within thirty days of joining the company, a return of:  (i) Assets <b><i>acquired, owned or held by him/her</i></b> in his/her own name or in the name of any member of his/her <b><i>family in the format/Form A&amp;B attached herewith.</i></b>  (ii) Debt and other liabilities incurred by him/her directly or indirectly,

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	In the form prescribed in Section 44 of the Lokpal and Lokayuktas Act, 2013, as prescribed in the notification(s) issued by the Govt. under the said Act.	in the format/ <b>Form C</b> attached herewith.
16(5)	Every employee shall submit every year such return of Assets and Liabilities as on 31st March of the year on or before 31st July of that year in the form prescribed in Section 44 of the Lokpal and Lokayutas Act 2013, as per formats prescribed in the notifications(s) issued by the Govt. under the said Act.	Every employee shall submit every year such return of his/her Assets and Liabilities as on 31st March of the year on or before 31st July of that year in the formats/ Forms A, B & C attached herewith till the formats, rules & procedure are prescribed by the Govt. of India in terms of Section 44 of the Lokpal and Lokayutas Act 2013.

3.0 The amended formats, as per the details given below (Form A, B & C) are enclosed.

Form A: Statement of movable property on first appointment or as on 31<sup>st</sup> March, 20.....

Form B: Statement of immovable property on first appointment or as on 31<sup>st</sup> March, 20.....(e.g. Lands, House, Shops, Other Buildings, etc.)

Form C: Statement of Debts and Other Liabilities on first appointment or as on 31<sup>st</sup> March, 20.....

4.0 All below Board level Executives of NTPC shall have to file their annual returns of such assets and liabilities as on 31<sup>st</sup> March of each year in the prescribed formats (as specified in para 3.0 above) on or before 31<sup>st</sup> July each year.

5.0 This comes into force with effect from the year 2017.

6.0 All other terms and conditions of NTPC CDA Rules remain unaltered.

This issues with the approval of the Competent Authority.

*Rakesh* 28/2/17  
(RAKESH ARORA)  
SM (HR-Pol & Wages)

Distribution: Through Intranet & Email

**FORM No. A****Statement of movable property on first appointment or as on 31<sup>st</sup> March, 20.....**

(Use separate sheets for self, spouse and each dependent child)

Name of public servant with Emp. No.:.....

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 (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 had been acquired or no existing items had been disposed of, during the relevant year."

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## FORM NO. B

**Statement of immovable property on first appointment or as on the 31<sup>st</sup> March, 20...**  
**(e.g. Lands, House, Shops, Other Buildings etc.)**

[Held by Public Servant]

S. No.	Description of property (Land / House / Flat / Shop / Industrial etc.)	Precise location (Name of District, Division Taluk and Village in which property is situated and also its distinctive number etc.)	Area of land (in case of land and buildings)	Nature of land case landed property	Extent of interest	If not in name of servant, state in whose name held and his/her relationship, if any to the public servant	Date of acquisition	How acquired (whether purchase, mortgage, lease, inheritance, gift or otherwise) and name 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. C

Statement of Debts and Other Liabilities on first appointment or as on 31<sup>st</sup> March, 20.....

Sl. 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.....

Emp. No.:

Note1: Individual items of loans not exceeding two months basic pay (where applicable) and Rs.1.00 lakh in other cases need not be included.

Note2: 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.

