

No.2/13/2014-Vig.(PR)

Dated : 16.4.2015

CIRCULAR

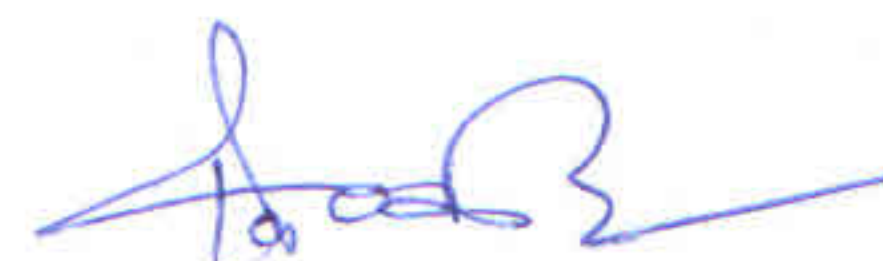
Subject : Submission of Annual Property Returns as on 31.3.2015.

Kind attention is invited to this office circular of even number dated 23.01.2015 regarding declaration of Assets & Liabilities under Section 44 of the Lokpal and Lokayuktas Act, 2013 in addition to the Annual Immovable Property Return in the prescribed proforme.

Accordingly, Returns **as on 31.8.2014** as per the Lokpal and Lokayuktas Act, 2013 are to be submitted on **or before 30.4.2015**. Further, Returns **as on 31.3.2015** as per Lokpal and Lokayuktas Act, 2013 are also to be submitted **on or before 31.7.2015**. Therefore, two separate 'Returns' as on (i) 31.8.2014 and (ii) 31.3.2015 are to be submitted on or before 30.04.2015 and on or before 31.7.2015 respectively.

In this context, the revised form as notified by DOPT OM No.407/12/2014-AVD-IV(B) dated 13.1.2015 is brought to kind notice of all Group A, B & C staff of CSIR-NPL and the same may be utilized for the purpose as stated in above para. The forms are also available in NPL intranet and may be downloaded for use.

The 'Returns' may be submitted to Section Officer (Vigilance) in Room No.216 Main Building **within the stipulated date**. No 'returns' will be accepted at later date, hence all staff members are advised to take action for furnishing the required 'Returns' on first priority.



(V.K. Kaushika)

Controller of Administration

Copy to :

1. PS to DNPL
2. All Divisional/Section Heads – as per list attached
3. PS to COA
4. PA to AO(i) & AO(ii)
5. Head, Computer Facility – with the request to place the circular and proformae in NPL intranet.
6. Section Officer EII – with the request to ensure that proformae under CCS(Conduct) Rules, 1964 and Lokpat & Lokayukt Act, 2013 are filled up for each new entrant to NPL service
7. All notice boards in NPL

Return of Assets and Liabilities on First Appointment or as on the 31st March, 2015 (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 & 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 the 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.

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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 thrity days from the date on which he makes and subscribes on 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 separately, owners of 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

NATIONAL PHYSICAL LABORATORY, DR. K.S. KRISHNAN MARG, NEW DELHI – 12

Details of Public Servant, his/her spouse and dependent children

Sl.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, 2015

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

Name of public servant/spouse/dependent child _____

S.No.	Description	Remarks if any
(i)*	Cash and bank balance	
(ii)**	Insurance (premium paid)	
	Fixed/Recurring Deposits	
	Share/Bonds	
	Mutual Funds	
	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 receivable from debtors and the amount (exceeding two months basic pay or rupee one lakh as the case may be)	
(iv)	Motor Vehicles (Details of Make, registration No. 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)	
(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 amount 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 to be given separately.

** Investments above Rs.2 lakhs to be reported individually, Investments below Rs.2 Lakhs may 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.

FORM NO. III

NATIONAL PHYSICAL LABORATORY, DR. K.S. KRISHNAN MARG, NEW DELHI – 12

Name Designation Section/Division..... Property statement as on **31st March 2015**
(in block letters)

SN	I.D. No.	Pay Scale	Area of land (in case of land and buildings)	Nature of land in case of landed property	Extent of interest	Grade Pay	Present Basic Pay	Phone No.	Value of the property (see note 2 below)	Total Annual Income From the property	Remarks
1	2	3	4	5	6	7	8	9	10	11	12
						If not in own name, state in whose name held and his/her relationship if any to the Govt. servant	How acquired (whether by purchase, mortgage, lease, inheritance, gift or otherwise) and name with details of persons from whom acquired (address and connection of the Govt. Servant, if any, with the person concerned) Pl see note 1 below				

Signature with date

- Note 1. For purpose of Column 9, the term "lease" would mean a lease of immovable property for any term exceeding one 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 terms or long term and the periodicity of the payment of rent.
- Note 2. In column 10 should be shown
- (a) Where the property has been acquired by purchase, mortgage or lease, the price or premium paid for such acquisition;
- (b) Where it has been acquired by lease, the total annual rent thereof also; and
- (c) Where the acquisition is by inheritance, gift or exchange, the approximate value of the property so acquired.

FORM NO.IV

**NATIONAL PHYSICAL LABORATORY, DR. K.S. KRISHNAN MARG, NEW
DELHI – 12**

Statement of Debts and Other Liabilities on first appointment or as on 31st March 2015

S.No.	Debtor (Self/ Spouse or dependent children)	Amount	Name and address of Creditor	Date of incurring Liability	Details of 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 allowance), advance from the GP Fund and loans on Life Insurance Policies and fixed deposits