

No.8-ITPO(1)Vig/2010  
India Trade Promotion Organisation  
(Vigilance Division)

New Delhi, the 7<sup>th</sup> May, 2015

**CIRCULAR**

This is in continuation of earlier circular of even number dated 20<sup>th</sup> January, 2015 regarding giving information on Annual Return of Assets and Liabilities, under the Lokpal & Lokayukt Act. 2013.

This is to inform all concerned that the last date for furnishing information on annual returns of assets and liabilities **as on 01.08.2014 has been extended from 30<sup>th</sup> April, 2015 to 15<sup>th</sup> October, 2015.**

All concerned officials are advised to note and comply with the revised time limit.

  
(Ashutosh Varma)

Dy. Chief Vigilance Officer

**To:**

All Group A, B & C officials at Headquarters and  
Regional Offices

**Copy for information:**

1. PS to CMD
2. PA to CVO
3. Notice Board
4. SD & CS Division - For uploading Form I to IV of Annual Property Return along with this circular in the ITPO's website.

**APPENDIX-I**

**[Rule3(1)]**

**Return of Assets and Liabilities on First Appointment or as on the 1<sup>st</sup> August, 2014/31<sup>st</sup> March 20.....\***  
(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 1.8.2014/31st March 20....**

( 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 in Bank Balance	
(ii)**	Insurance (Premia paid)	
	Fixed/Recurring Deposit(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.) exceeding two months basic pay or Rs 1.00 lakhs, 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.

FORM No.III

**Statement of immovable property on first appointment or as on the 1st August, 2014/ 31st March 20.....**  
(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 1.8.2014/31st March 20.....**

S.No.	Debtor (Self/Spouse or Dependent Children)	Name and Address of Creditor	Nature of debt/liability and amount	Remarks
1	2	4	5	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 include various loans and advances (exceeding the value in Note 1) taken from banks, companies, financial institutions, Central/State Government and from individuals."