



जम्मू केंद्रीय विश्वविद्यालय
Central University of Jammu

राया-सूचानी (बागला), जिला सांबा-181143 (जम्मू एवं कश्मीर)
Rahya-Suchani (Bagla), District Samba – 181 143, Jammu (J &K)

No. CUJ/Admin/IV-14/6/2016/10488

19th October, 2016

NOTIFICATION

Sub: Central Civil Services (Conduct) Rules, 1964, and the Lokpal and Lokayuktas Act, 2013
- Submission of Declaration of Assets and Liabilities and Annual Property Return –
Reg.

Whereas, under **Central Civil Services (Conduct) Rules, 1964**, every government shall on his first appointment to any service or post submit a return of his assets and liabilities in the prescribed form, and shall submit an annual return in prescribed form giving full particulars of the immovable property inherited/owned/acquired by him/her or held by him/her on lease/mortgage either in his/her own name or in the name of member of his /her family or in the name of any other person.

Whereas, the Lokpal and Lokayuktas Act, 2013 requires all public servants to declare, on first appointment and subsequently every year, a declaration of his/her assets & Liabilities. As per DoPT OM No. 407/16/2016-AVD-IV (LP) dated 29th July, 2016 issued by DoPT the last date for furnishing of declaration/information/annual return of Assets and Liabilities as on 01.08.2014, 31.03.2015 and 31.03.2016 by public servants under section 44 of the Lokpal and Lokayuktas Act, 2013 has been extended to 31st December, 2016.

Keeping in view, all employees of Group 'A', 'B' and 'C' of the University are required to submit the declaration/information/annual return, as per format uploaded on University website, with timelines as follows:

As per Rule 18(1) of CCS (Conduct) Rules, 1964

- i. Return of Assets and Liabilities on First Appointment – on or before 30.11.2016
- ii. Immovable Property Return as on 31.12.2014 – on or before 30.11.2016
- iii. Immovable property return as on 31.12.2015 – on or before 30.11.2016

Handwritten signature and date: 19-10-2016

As per Lokpal & Lokayuktas Act, 2016

- i. The first return of assets and liabilities as on 1st August, 2014 – on or before the 31st December, 2016.
- ii. The annual return of assets and liabilities as on 31st March, 2015 – on or before the 31st December, 2016.
- iii. The annual return of assets and liabilities as on 31st March, 2016 – on or before the 31st December, 2016.

For returns to be filled for future/subsequent periods, it is informed to all employees:

- i. As required under Rule 18(4) of CCS (Conduct) rules, Government servant are required to fill the annual property return as on 31st December of the year is to be submitted by 31st January of the following year.
- ii. As required under Section 44(4) of Lokpal and Lokayuktas Act, 2013, every public servant shall file with the competent authority, on or before the 31st July of every year, an annual return of such assets and liabilities, as referred to in sub-section (2), as on the 31st March of that year.

[Handwritten Signature]
r/c. Registrar
19/10/16
/sm

Encl.: As stated (13 pages)

AR (Estates)

To:

1. All Deans of Schools
 2. All Heads of Departments
 3. Academic Administrator
 4. Incharge Library
 5. All Deputy Registrars/ Assistant Registrars/ Hindi Officer
 6. Executive-Engineer
 7. Security Officer
 8. PS to the Vice-Chancellor
 9. PA to Registrar
 10. ICT Branch (with request to upload the Notification alongwith enclosures on University Website)
 11. Notice Boards (Campus and TAB)
 12. Concerned Files
 13. Notice Boards (Campus and TAB)
 14. Concerned Files
- (with request to circulate among faculty and staff of their schools and Departments: Faculty shall forward the return to Estab. Teaching Branch and staff shall submit to Admin Branch)
- (with request to circulate among staff of the Branch/Office who shall submit the return to Admin Branch)

**Return of Assets and Liabilities on First Appointment on the 31st
December, 20..**

1. Name of the Government servant in full:
(in block letters)
2. Service to which he belongs:
3. Total length of service upto 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 day of 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 Services (Conduct) Rules, 1964.

Date.....

Signature.....

Note 1. This return shall contain particulars of all assets and liabilities of the Government servant either in his own name or in the name of any other person.

Note 2. If a Government 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. I 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.

FORM NO. 1

Statement of immovable property on first appointment
as on the 31st December, 20.. (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	If not in own name, state in whose name held and his/her relationship, if any to the Government servant
1	2	3	4	5	6	7

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)	Value of the property (see Note 2 below)	Particulars of sanction of prescribed authority if any	Total annual income from the property	Remarks
8	9	10	11	12	13

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.

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. II

Statement of liquid assets on first appointment as on the 31st 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 & 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 Government servant.

FORM NO. 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 upto the date of return, as the case may be, in case of articles purchased on hire purchase or instalment basis	If not in own name, name and address of the person in whose name and his/her relationship with the Government servant	How acquired with approximate date of acquisition	Remarks
1	2	3	4	5	6

Date.....

Signature.....

Note 1. In this Form information may be given regarding items like (a) jewellery owned by him (total value); (b) silver and other precious metals and precious stones owned by him 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. 1,000 (d) value of items of movable property individually worth less than Rs. 1,000 other than articles of daily use such as cloths, utensils, books, crockery, etc., added together as lumpsum.

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 NO. IV
Statement of Provident Fund and Life Insurance Policy on First Appointment as on the 31st December, 19

S. No.	Policy No. and date of policy	Name of Insurance Company	Sum insured date of maturity	Amount of annual premium	Type of Provident Funds /GPF / CPF, (Insurance Policies) account No.	Closing balance as last reported by the Audit/ Accounts Officer alongwith date of such balance	Contribution made subsequently	Total	Remarks (if there is dispute regarding closing balance the figures according to the Government servant should also be mentioned in this column)
1	2	3	4	5	6	7	8	9	10

Date.....

Signature

FORM NO. V

Statement of Debts and Other Liabilities on First Appointment as on 31st December, 20..

Sl. No.	Amount	Name and address of Creditor	Date of incurring Liability	Details of Transaction	Remarks
1	2	3	4	5	6

Date

Signature.....

- Note 1. Individual items of loans not exceeding three months emoluments or Rs. 1,000 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), advance from the GP Fund and loans on Life Insurance Policies and fixed deposits.

[Cab. Sectt. DP&AR O.M. No. 25/7/65-Ests. (A) dated 6th January, 1973]

Statement of Immoveable Property Return for the year - 20... (as on 31.12.20..)

Name of Officer (in full) _____
 and Service the officer belongs: _____

1. Present Post: _____
2. Present Pay: _____

1 Name of District, Sub-Division, Taluk, Village in which property is situated	2 Name & detail of Property Housing, Land and other buildings	3 Present Value*	4 If not in own name state in whose name held & his/her relationship to the Govt. servant	5 How acquired W/hether by purchase, lease**, mortgage, inheritance, gift or otherwise with date of acquisition & name with details of person(s) from whom acquired	6 Annual income from the property	7 Remarks

Date.....

Signature.....

1. * In case where it is not possible to assess the value accurately, the approximate value in relation to present conditions may be indicated.
2. ** Includes short-term lease also.
3. The word 'no change' or 'no addition' or 'as in the previous year; should be avoided and full details provided.
4. The columns should be filled up neatly in capital letters.

Return of Assets and Liabilities on First Appointment or as on the 31st 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 organisation)
- (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

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, 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 and 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.) 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.;

FORM NO. III

**Statement of immovable property on first appointment or as on the 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 District, Division, Taluk and Village in which the property is situated and its 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 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 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 31st 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.....

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.

