

No.6/101/2014-PER/3151  
Administration of Daman & Diu,  
Department of Personnel &  
Administrative Reforms,  
Secretariat,  
Daman – 396 220.


Dated:- 12/02/2015.

**C I R C U L A R**

**Sub:- The Lokpal and Lokayuktas Act, 2013 – Submission of declaration of assets and liabilities by the public servants for each year-simplification of forms to be used for declaration – reg.**

Attention of all Heads of Office is invited to this department's letter No.6/101/2014-PER/1584 dated 25.09.2014 regarding furnishing of information relating to assets and liabilities by public servants under section 44 of the Lokpal and Lokayuktas Act. 2013.

2. The Government of India has since amended the Public Servants (Furnishing of Information and Annual Return of Assets and Liabilities and the limits for Exemption of Assets in Filing Returns) Rules, 2014 vide Notification dated 26<sup>th</sup> December, 2014, in terms of which, the last date for filing of returns of assets and liabilities by public servants has been extended from 31<sup>st</sup> December, 2014 to 30<sup>th</sup> April, 2015.
3. The formats for submission of statements regarding details of movable properties (Form-II) and for submission of statements regarding debts and liabilities (Form-IV) under the said rules have also been modified and the revised formats are attached herewith.
4. All the Head of Offices, Daman & Diu shall ensure that all such statements are published on Daman & Diu official website by 31<sup>st</sup> August of that year.
5. All Heads of Offices, Daman & Diu may take note of the revised time-limit and forms for filing of aforementioned returns and directed to bring to the notice of all concerned employees working under their control for compliance.

  
( Kishore J. Bamania )  
Deputy Secretary (Per)

Encl:- As above.

To,  
All Head of Offices,  
Daman & Diu.

Copy to :

1. The Staff Officer to Administrator, Secretariat, Daman for information, please.
2. The SIO, NIC for uploading in official website.
3. The Deputy Collector, Diu for circulation to all offices located in Diu District.
4. The Guard file.

In the principal rules, in Appendix II, —  
for Form No. II, the following Form shall be substituted, namely:—

**"FORM No. II**

**Statement of movable property on first appointment or as on the 31<sup>st</sup> 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 (premium 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.]	

Signature.....

Date .....

\* 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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for Form No. IV, the following Form shall be substituted, namely:—

"FORM No. IV.

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

Signature.....

Date .....

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."