

**Government of India**  
**Ministry of Home Affairs**  
**Foreigners Division (FCRA Wing)**  
**(Monitoring Unit)**

NDCC-II BUILDING, JAI SINGH ROAD,  
NEW DELHI-110001

Dated the 20<sup>th</sup> July, 2016


**ORDER**

Subject: The Lokpal and Lokayuktas Act, 2013- Online submission of declaration of assets and liabilities Return

With reference to the above subject and in conformation with the Notification S.O 2156(E) dated 20 June 2016 by Department of Personnel and Training, Ministry of Personnel, Public Grievances, and Pensions, notifying the competent authority in relation to public servants referred in Clause h of sub-section 1 of Section 14 of the said Act, the public servants as defined under section 2(o) read with section 14 (1) (h) namely ***“any person who is or has been a director, manager, secretary or other officer of every other society or association of persons or trust (whether registered under any law for the time being in force or not), in receipt of any donation from any foreign source under the Foreign Contribution (Regulation) Act, 2010 (42 of 2010) in excess of Rs. 10 lakh rupees in a year”*** are required to furnish on or before 31<sup>st</sup> July every year an annual return of assets and liabilities, as referred to in sub-section 2 of section 44 of the Act, as on 31<sup>st</sup> March of that year.

2. All the public servants as referred in para 1 above, are requested to file/upload their returns online on the website <https://fcraonline.nic.in>, in Appendix-I & II, enclosed herewith, within the stipulated period without fail to avoid any action as prescribed by the Lokpal and Lokayuktas Act, 2013. The return for the F/y 2015-16 is to be filed on or before 31.07.2016.

Encl: Appendix-I & II

  
(Rajalakshmi Devaraj)  
Director (MU)  
Ph: 23438035

Return of Assets and Liabilities on First Appointment or as on the 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 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 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.

.....  
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 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 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).

**APPENDIX-II**  
**[Rule 3 (1)]**

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 the movable assets of self, spouse and dependent children:**

Details of movable assets of self, spouse and dependent children.

Sl. No.	Description	Amount in Rupees				
		Self	Spouse	Dependent 1	Dependent 2	Dependent 3
(i)	Cash in hand					
(ii)	Details of deposit in Bank accounts (FDRs, Term Deposits and all other types of deposits including saving accounts), Deposits with financial Institutions, Non-Banking financial Companies and Cooperative societies and the amount in each such deposit	Name of Bank/ Financial Institutions, & Nature of Deposit				
(iii)	Details of investment in Bonds, debentures/ shares and units in companies/ mutual funds and others	Name of company				
(iv)	Details of investment in NSS, Postal Saving, Insurance Policies and investment in any Financial instruments in Post office or Insurance Company	Nature of investment				
(v)	Detail of deposit in Provident Fund/ New Pension Scheme	Nature of Investment				
(vi)	Personal loans/ advance given to any person or entity including firm, company, Trust etc. and other receivables from debtors and the amount (exceeding (a)two months basic pay, where applicable) (b) Rupees one lakh in other cases	Name of Debtor				
(vii)	Motor Vehicles/ Aircrafts/ Yachts/ Ships (Details of Make, registration number etc., year of purchase and amount)	Nature of vehicle, registration no. & year of purchases				
(viii)	Jewellery, bullion and valuable thing(s) (give details of weight)  JEWELLERY	Gold				
		Silver				
		Precious stones/ precious metals				

	**** Bullion					
		Gold				
		Silver				
		Precious stones/ precious metals				
(ix)	Any other assets					

Date.....

Signature.....

Note 1: Assets in joint name indicating the extent of joint ownership will also have to be given.

Note 2: In case of deposits/ Investments, the details including Amount, date of deposit, the scheme, Name of the Bank/ Institution and Branch are to be given

Note 3: Value of Bonds/ Share Debentures as per current market value in Stock exchange in respect of listed companies and books values in case of unlisted firms.

Note 4: Details including amount is to be given separately in respect of each investment.

Note 5: Under (ix) details of movable assets not covered in (i) to (viii) above valuing individually over two months basic pay (where applicable), or Rs. 1.00 lakh may be indicated.

**FORM NO.III**

**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, 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 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 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.....

Note (1) For purpose of Column 9, the term “lease” would mean a lease of immovable property from 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 31<sup>st</sup> March, 20.....

Sl. 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.

[F. No. 407/12/2014-AVD-IV (B)]