



# नेहरु युवा केन्द्र संगठन

## NEHRU YUVA KENDRA SANGATHAN

स्वायत्तशासी संस्था  
युवा कार्यक्रम एवं खेल मंत्रालय  
भारत सरकार

*an Autonomous Body under the  
Ministry of Youth Affairs & Sports  
Government of India*



Ref.No. NYKS/PERS: emp-lokayukt / 400/ 2014

Date: 21.04.2015

To: All Zonal Directors, NYKS and Officers, NYKS headquarters, Delhi

Subject: Declaration of Assets and Liabilities by public servants under section 44 of the Lokpal and Lokayuktas Act, 2013 — reg

Madam/ Sir

This has reference to our letter No.NYKS/PERS:emp-lokayukt dated 04.09.2014 regarding submission of declaration of assets and liabilities by public servants for each year and placing the same in public domain. The information in respect of officers of your zone in the prescribed proforma was to be submitted to NYKS headquarters by 9<sup>th</sup> of September, 2014.

Now, I am to refer to DOPT letter of No. No.407/12/2014-AVD-IV-B dated 18<sup>th</sup> of March, 2015, regarding furnishing of information relating to assets and liabilities by public servants under section 44 of the Lokpal and Lokayuktas Act, 2013 and also the Central Government's notifications dated 26<sup>th</sup> of December, 2014 containing -

- (a) Amendment to the Lokpal & Lokayuktas (Removal of Difficulties) Order, 2014, for the purpose of extending the time limit for carrying out necessary changes in the relevant rules relating to different services from "three hundred and sixty days" to "eighteen months" , from the date on which the Act came into force, i.e., 16<sup>th</sup> of January, 2014; and
- (b) The Public Servants (Furnishing of Information and Annual Return of Assets and Liabilities and the Limits for Exemption of Assets in Filing Returns) Amendment Rules, 2014, extending the time limit for filing of revised returns (pl see proviso under sub- rule 2 of rule 3 of the principal rules) by all public servants from 31<sup>st</sup> of December 2014 to 30<sup>th</sup> of April, 2015.

2. In this regard, it is clarified that:-

- (i) The first return (as on 1<sup>st</sup> of August, 2014) under the Lokpal Act should be filed on or before the **30<sup>th</sup> of April, 2015**;
- (ii) The next annual return under the the Lokpal and Lokayuktas Act, 2013 for the year ending 31<sup>st</sup> of March, 2015 should be filed on or before **31<sup>st</sup> of July, 2015**; and
- (iii) The annual return for subsequent years as on 31' March every year should be filed on or before **31<sup>st</sup> of July** of that year.

द्वितीय तल, कोर-IV, स्कोप मीनार, लक्ष्मी नगर जिला केन्द्र, विकास मार्ग, दिल्ली-110092  
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3. The following Assets & Liabilities Return forms are enclosed herewith as indicated below :-

A. Declaration to be filed with Return of Assets and Liabilities on First Appointment or as on the 31<sup>st</sup> of March, 20---- (Under Sec 44 of the Lokpal and Lokayuktas Act, 2013.) [Appendix-I of the notification dated 14.07.2014].

B. Formats

(a) FORM No.I: Details of Public Servant, his/ her spouse and dependent children [Appendix-II of the notification dated 14.07.2014].

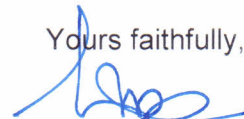
(b) Modified FORM No.II: Statement of movable property on first appointment or as on the 31st March, 20... [Appendix-II of the notification dated 14.07.2014 as modified vide notification dated 26.12.2014].

(c) 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] [Appendix-II of the notification dated 14.07.2014].

(d) Modified FORM No.IV: Statement of Debts and Other Liabilities on first appointment or as on 31st March, 20 [Appendix-II of the notification dated 14.07.2014 as modified vide notification dated 26.12.2014].

All officers of NYKS are hereby informed to comply with the above notification as per the guidelines specified and file the said declarations/returns within the prescribed time-limits, in the afore-mentioned forms to The Director (Vigilance), Nehru Yuva Kendra Sangathan, 2<sup>nd</sup> Floor, Core-IV, Scope Minar, Lakshmi Nagar District Centre, Vikas Marg, Delhi – 110092 and by email to [nehruyuvakendrasangathan@yahoo.co.in](mailto:nehruyuvakendrasangathan@yahoo.co.in). Zonal Directors should ensure that these guidelines are conveyed to the officers working under their jurisdiction for information and strict adherence.

Yours faithfully,



(George Varghese)

**Deputy Director (Pers)**

Enl: As above

Copy to

- PS to DG, NYKS, Delhi
- Director-Vigilance, NYKS, Delhi
- Concerned files



**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 organization) .....
  
- (b) Services 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.  
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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 thirty days from the date on which the 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 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 (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 gm. in respect of gold and precious stones; plus or minus 100gm. in respect of silver)]	
	Gold:	
	Silver:	
	Precious metals and precious stones:	
	Composite items: (including 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 subsequently 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 31<sup>st</sup> of March 20...  
(eg 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, mortgages, 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 31<sup>st</sup> of 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.....

Note1: 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.