



दक्षिण मध्य रेलवे SOUTH CENTRAL RAILWAY
विसमुलेधि का कार्यालय F A & C A O's Office
रेल निलयम Rail Nilayam,सिकंदराबाद Secunderabad

No.AAD/Lokpal & Lokayukta/2016

Dated : 07.04.2016.

All Accounting Units

Sub : The Lokpal and Lokayuktas Act, 2013 – Submission of declarations and assets and liabilities by the Railway servants.

Ref : This office letters of even No. Dated. 23.04.2015, 15.05.2015 & 17.07.2015.

Further, to this office letters cited above, it is once again reiterated that the following Appendices/Forms connected to the captioned subject are required to be submitted by all the employees by 15.04.2016 as on 01.08.2014 and also 31.03.2015.

Sl.No.	Appendix/ Form No.	Description of the statement
1.	Appendix-I	Return of Assets and Liabilities on First appointment or as on the 01.08.2014 & 31.03.2015.
2.	Form No.I under Appendix-I	Details of Rly.Servant, his/her spouse and dependent children.
3.	Form No.II under Appendix -I	Statment of Movable Property on first appointment or as on 01.08.2014 & 31.03.2015.
4.	FormNo.III under Appendix-I	Statment of immovable property on first appointment or as on 01.08.2014 & 31.03.2015.
5.	FormNo.IV under Appendix-I	Statement of Debits and other Liabilities on first appointment or as on 01.08.2014 & 31.03.2015.

Further, with regard to preservation of the above statements the following guidelines are issued for necessary compliance at your end.

Sl.No	Designation/Officers	To whom the returns to be submitted for preservation.
1	Group "D", ACs, JAAs, AA and ASVs, Sr.ASVs	Respective stenos of Controlling Officers
2	SSOs, ISAs, TIAs, Sr.DAs	Confidential Cell of FA & CAO
3	All Gazetted Officers of Accounts Branch of SCR	DGM/SC through Confidential cell of FA & CAO

This issues with the approval of FA&CAO/G.

Encl: As above.

(बी.रामकृष्णन B.RAMAKRISHNAN)

वसविस /सा Sr.AFA/G

कृते विसमुलेधि for FA&CAO/SC

Copy to:

FA&CAO/SC, FA&CAO/C & C-I, FA&CAO/IRIFM
FA&CAO/T, FA&CAO/S&W, FA&CAO/G, Director/C-TARA
Dy. FA/B&B, Dy.CAO/G, Dy. FA/FINANCE, Dy.CAO/S&W
Dy.CAO/T-I & T-II, Dy.FA&CAO/C-I, C-II & C-III,
Sr.EDPM/SC, Dy.FA&CAO/W&S/LGD ,
Sr.DFMs/ SC, HYB, BZA, GNT, GTL, NED
Sr. AFA/Estt., Sr. AFA/Budget, Sr. AFA/SF, Sr. AFA/FX
Sr. AFA/FE & GI, AAO/Effy., Audit, AAO/Books
AAO/PF & PN, AAO/EXP, Secy. to FA&CAO, AAO/SF
PS to FA & CAO, AAO/Trg. & IT, S&AO/SC, WAO/RYPs,
WAO/CRS/TPTY, Sr. AFAs/C/SC, C/BZA,
Sr.AFA/C/TPTY, AAO/C/NED, Asst.Chief Cashier/SC,

कृते विसमुलेधि for FA&CAO/SC



OFFICE OF THE

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SOUTH CENTRAL RAILWAY

Headquarters Office,
Personnel Department
Secunderabad.
Dated:06-04-2016

P(R)182/V

CSTE, CSTE[Con], CEE, COS, PCE, SDGM, COM, CCM, CCO, CME,
FA&CAO, CAOR/CN, CMD, CSC/RPF, Pr.Dir. Of Audit,
Secy to GM,Chairman/RRB, Registrar/RCT/LGD,
DRMs/SC, HYB, BZA, GNT, GTL, NED, Director/IRISET/SC,
CWMs/LGD/TPTY, GTPL, Dy.CSTE/S&T/MFT, Dy.Chief Manager /P&S/SC
Dy.CMM/G&S/MFT, Dy.CE/EWS/LGD, Dy.CEE/Shops/LGD
Principals, RDC/LGD, ZRTI/MLY, STC/LGD, Chief Cashier/SC

*Sub: The Lokpal and Lokayuktas Act, 2013 – Submission of
declarations and assets and liabilities by the Railway servants.*

Attention is invited to Railway Board's letter dated 31.08.2015 [SC No.98/15], all Railway servants are required to furnish information relating to their assets and liabilities under Section 44 of the Lokpal and Lokayuktas Act, 2013 in the forms prescribed therein.


Subsequently, Railway Board in their letter dated 12.10.2015 [SC No.111/2015], extended the last date for filing the return under the aforesaid rules from 15.10.2015 to 15.04.2016. No further extension of the last date has been given by the DOP&T for submission of returns by the public servants under Section 44 of the Lokpal and Lokayuktas Act, 2013.

It is therefore, advised that all the railway employees both Gazetted and Non-gazetted including erstwhile Group 'D', should file the first return as on 01.08.2014 and return as on 31.03.2015 on or before 15.04.2016 and the annual return as on 31.03.2016 is to be filed by 31st July, 2016. The annual return for the subsequent years as on 31st March every year should be filed on or before 31st July of that year. Copies of the prescribed forms i.e. Appendix I, II and Forms II, III & IV was already circulated under Serial Circular No. 98/2015. Further the Forms can now be downloaded from the official website of SCR at the address: www.scr.indianrailways.gov.in – about us – departments – personnel – rulz – circulars- non serial circulars 2016.

It is also advised that the returns of non-gaz. staff are to be obtained and preserved by the Secretary to the respective PHODs in HQrs, the Confidential Cell under the control of DRM/CWM in respect of Divisions / Workshops and the officer in charge in respect of Extra Divisional Units as is being done in the case of APARsas already notified under this office letter of even number dated 16.04.2015. In respect of Gazetted officers of HQrs/Divns/Workshops, the same should be maintained under the custody of Asst. Secretary /Confdl. to GM.

All PHODs/HODs/DRMs/CWMs and Extra Divisional Officers are requested to ensure strict compliance of the above instructions.

This issues with the approval of Chief Personnel Officer.


6/4/16
[K.Ravi Kumar]
APO/E&HQ
For Chief Personnel Officer

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

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 Railway 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

(30)

Details of Railway 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:

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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 Railway servant/spouse/dependent child: _____

S.No.	Description	Remarks, if any
(i) *	Cash and bank balance:	
(ii) **	Insurance (premium paid) :	
	Fixed/Recurring Deposits(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 has 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 Railway Servant, his/her spouse and dependent children]

S.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 Railway servant, state in whose name held and his/her relationship, if any to the Railway 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 Railway 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 the 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 Railway 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 the 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	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.