

**Immediate**

North Delhi Municipal Corporation  
 Central Establishment Department  
 (Property Return Cell)  
 13<sup>th</sup> Floor, SPM Civic Centre  
 New Delhi - 110002

No. F. 15(145)/CED/NDMC/PR/2015/3792

Dated : 26.11.15

Office Memorandum

**Sub: Central Civil Services (Conduct) Rules, 1964 and the Lokpal and Lokayuktas Act 2013- Submission of Declaration of Assets and Liabilities by the Public Servant for each year-regarding.**

The undersigned is directed to refer to this Department's O.M. No. F. 15(145)/CED/NDMC/PR/2015/3273 dated 10.09.2015 vide which the date for filing returns under the Act was extended up to 15.10.2015 in view of the difficulties faced in filing returns under the Act and the need to simplify the forms and the process in which public servants are required to make a declaration of assets and liabilities.

vide this Department's O.M. No. F. 15(145)/CED/NDMC/PR/2015/3597 dated 23.10.2015, the deadline for filing these returns has again been extended up to 15th April, 2016 as the circumstances enumerated in the earlier orders which necessitated extension still continue.

In this regard please find enclosed herewith a copy of DoP&T O.M. No. 11013/7/2014-Estt (A-III) dated 26.10.2015 vide which instructions have been issued to file the Annual Property Returns under the CCS (Conduct) Rules, 1964.

Every government servant of North DMC in respect of Group "A", "B", "C" and erstwhile Group "D" is directed to do the needful as per aforementioned DoP&T O.M. dated 26.10.2015.

This issues with the approval of Competent Authority/North DMC.

*[Signature]*  
 Assistant Commissioner (CED)

encl:

1. DoP&T O.M. dated 26.10.2015
2. Prescribed format under CCS (Conduct) Rules, 1964.

Distribution:-

1. All HODs including Zonal Dy. Commissioners for onward circulation to every Public Servant of North DMC under their jurisdiction.
2. All Medical Superintendent / Hospitals (North DMC).

Copy for information:-

1. Secretary to Comm. for information of Commissioner /North DMC.
2. P.A to Addl. Comm. (Estt.) for information of Addl. Commissioner.

Copy also to:-

Addl. Director (IT) with the to upload it on the website of North DMC under the Columns (1) NEWS & EVENTS, and (2) "FLASH" [Extreme Left and Extreme Right Column of the main page/opening page of North DMC website (3) DOWNLOAD - CIRCULAR - CED

*[Signature]*  
 Assistant Commissioner (CED)



F. No. 11013/7/2014-Estt. (A-III)

Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel & Training  
Establishment Division

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North Block, New Delhi — 110001

Dated: 26<sup>th</sup> October, 2015

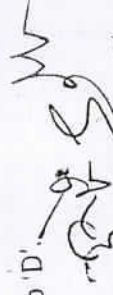
OFFICE MEMORANDUM

Subject: Central Civil Services (Conduct) Rules, 1964 and the Lokpal and Lokayuktas Act, 2013 – Submission of Declaration of Assets and Liabilities by the Public Servant for each year - Regarding

The undersigned is directed to refer to the O.M. of even number dated the 23<sup>rd</sup> July, 2015 on the above subject wherein the time lines for filing returns regarding assets and liabilities were laid down. It was mentioned therein that all Government servants i.e. belonging to Group 'A', 'B', 'C' and erstwhile Group D are now required to furnish the declaration of their assets and liabilities in the formats prescribed under the Lokpal and Lokayuktas Act, 2013 ('the Act').

2. Vide the Order No. 407/12/2014-AVD-IV(B) dated 30.4.2014 the date for filing returns under the Act was extended in view of the difficulties faced in filing returns under the Act and the need to simplify the forms and the process in which public servants are required to make a declaration of assets and liabilities. Vide the Order No. 407/12/2014-AVD-IV(B) dated 12<sup>th</sup> October, 2015, the deadline for filing these returns has again been extended up to 15<sup>th</sup> April, 2016 as the circumstances enumerated in the earlier orders which necessitated extension still continue.

3. In view of the difficulty faced in filing returns under the formats prescribed under the Lokpal and Lokayuktas Act, it has been decided that the Annual Property Returns required to be filed under the CCS(Conduct) Rules, 1964 for the year 2015 which are required to be filed by the 31<sup>st</sup> January, 2016, may be filed in the forms prescribed under the CCS(Conduct) Rules, 1964. The returns would be required to be filed by all the Government servants belonging to Group 'A', 'B', 'C' and erstwhile Group 'D'.

  
(Mukesh Chaturvedi)  
Director (E)  
Tel: 23093176

To

The Secretaries of All Ministries/Departments  
(as per the standard list)



Copy to:

1. President's Secretariat, New Delhi.
2. Vice-President's Secretariat, New Delhi.
3. The Prime Minister's Office, New Delhi.
4. Cabinet Secretariat, New Delhi.
5. Rajya Sabha Secretariat/Lok Sabha Secretariat, New Delhi.
6. The Comptroller and Auditor General of India, New Delhi.
7. The Secretary, Union Public Service Commission, New Delhi.
8. The Secretary, Staff Selection Commission, New Delhi.
9. All attached offices under the Ministry of Personnel, Public Grievances and Pensions.
10. National Commission for Scheduled Castes, New Delhi.
11. National Commission for Scheduled Tribes, New Delhi.
12. National Commission for OBCs, New Delhi.
13. Secretary, National Council (JCM), 13, Feroze Shah Road, New Delhi.
14. CVOs of all Ministries/Departments.
15. ADG (M&C), Press Information Bureau, DoP&T
16. MIC, Department of Personnel & Training, North Block, New Delhi (for uploading the same on the website of this Ministry under the Head OMs & Orders → Establishment → Conduct Rules).
17. Hindi Section, DoP&T

**ANNEXURE  
FORM**

**STATEMENT OF IMMOVABLE PROPERTY ON FIRST APPOINTMENT/FOR THE YEAR ENDING UPTO DEC. ....**

1. Name of Officer (in full) with Father's/Husband's name (In Block Letters).....
2. Present post held..... 3. Present pay scale..... 4. Date of Birth.....
5. If on deputation the cadre to which the officer belongs.....
6. Address of cadre controlling authority to whom the return is to be sent.....

Name of District, Sub-Division, Taluka and Village in which property is situated	Name and details of property		Present value*	If not in own name state in whose name held and his/her relationship to the Govt. servant	How acquired whether by purchase, lease**, mortgage, inheritance, gift or otherwise, with date of acquisition and name with details of person/persons from whom acquired	Annual income from the property	Remarks
	Housing and other bldgs. (Showing area Floor-wise)	Lands/Plots (Showing Agricultural, Commercial, Residential or Other)					
1	2	3	4	5	6	7	8

Inapplicable clause to be struck out.

\* This Column must COMPULSORILY filled. In case where it is not possible to assess the value accurately the approximate value in relation to present conditions may be indicated.

\*\* Includes short-term lease also.

**Note** :- The declaration from is required to be filled in and submitted by every member of Class-I and Class-II (Group 'A' and 'B') services under Rule 18(1) of the CCS (Conduct) Rules, 1964, on the first appointment to the service and thereafter at the interval of every twelve months, giving particulars of all immovable property owned, acquired or inherited by him or held by him on lease or mortgage, either in his own name or in the name of any members of his family or in the name of any other person. If no immovable property is acquired/inherited/held, a nil report should be submitted.

Signature.....

Date.....

Present place of posting.....

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