



**GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY**  
**SECTOR-16 C, DWARKA, NEW DELHI-110078**

No.F.1(6)(9)/2016/Pers.-II/2263

Dated the 16th June, 2016

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

**Subject : Declaration of Assets/ Liabilities and Annual Property Return by the GGSIP University employees.**

All the employees (Teaching & Non-Teaching) of the University are hereby informed that it is mandatory for each to submit the following declaration within the prescribed time-limit:

- (i) The annual return as on 31<sup>st</sup> March, 2016 under the Lokpal and Lokayuktas Act, 2013 should be filed on or before 31<sup>st</sup> July, 2016.
- (ii) The annual return for subsequent years as on 31<sup>st</sup> March every year should be filed on or before 31<sup>st</sup> July of that year.
- (iii) Declaration with regard to Return of Assets & Liabilities, as per enclosed performa.

The following Assets & Liabilities Return Forms are enclosed herewith as indicated below :

1. Declaration to be filled with 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) [Appendix-I]
2. FORM No.I – Details of Public Servant, his/ her spouse and dependent children [Appendix-II].
3. FORM No.II – Statement of movable property on first appointment or as on the 31<sup>st</sup> March, 20..... [Appendix-III].
4. 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.) [Appendix-IV].
5. FORM No.IV – Statement of Debts and Other Liabilities on first appointment or as on 31<sup>st</sup> March, 20..... [Appendix-V].

All employees of the University are requested to file/submit the said declarations/ returns within the prescribed time-limits in the above-mentioned forms.

  
(Sushil Kumar )  
Joint Registrar (Pers.)

Encl. : As above.

No.F.1(6)(9)/2016/Pers.-II

Dated the June, 2016

Copy forwarded to the following for kind information and necessary action :

1. All Deans, GGS Indraprastha University.
2. Controller of Finance, GGS Indraprastha University.
3. Controller of Examinations, GGS Indraprastha University.
4. All Directors, GGS Indraprastha University.
5. Incharge Librarian, GGS Indraprastha University.

6. All Joint Registrars/Dy. Registrars/ Branch Hears/ Assistant Registrars/ Finance Officers/ Superintending Engineer/ PRO, GGS Indraprastha University.
7. Asstt. Registrar, Vice Chancellor's Secretariat, GGS Indraprastha University.
8. Section Officer, O/o the Pro-VC, GGS Indraprastha University.
9. P.S. to the Registrar for kind information of the Registrar, GGS Indraprastha University.
10. Server Room Incharge for uploading the Circular alongwith the Forms on the University's website.
11. Notice Board.

(Ajay Kumar)  
Assistant Registrar (P-II)



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 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

APPENDIX-

## Details of Public Servant, his/ her spouse and dependent children

Sr. 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)**

Details of public servant/ spouse/ dependent child : \_\_\_\_\_

Sr. 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 100gms. in respect of sliver)	
	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) Painting (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 equipment, 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 had been acquired or no existing items had been disposed of during the year.

**FORM NO. III**

**Statement of immovable property on first appointment Or as on the 31<sup>st</sup> December, 20.... (e.g., Lands, House, Shops, Other Buildings, etc.).**

**(Held by Public Servant, his/her spouse and dependent children)**

S. No.	Description of Property	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 own name, state in whose name held and his/her relationship, if any to the Government Servant.
1.	2.	3.	4.	5.	6.	7.

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	Value of the property (see Note 2 below)	Particulars of sanction of prescribed authority, if any	Total Annual income from the property	Remarks
8.	9.	10.	11.	12.	13.

Date :

Signature : \_\_\_\_\_

Name of employee : \_\_\_\_\_

Designation & Employee Code: \_\_\_\_\_

Branch/School : \_\_\_\_\_

**NOTE :-**

- 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> March, 20.....**

Sr. 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 basis 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.