

**DREDGING CORPORATION OF INDIA LIMITED  
VISA KHAPATNAM**

DCI/VIG/3/11/2015/

Date 12-10-2015.

**CIRCULAR**

Sub: Declaration of assets and liabilities by public servants under section 44 of Lokpal and Lokayuktas Act, 2013 –Extension of last date of filing of revised returns for the year 2014 and the returns for the year 2015 by Executive employees of the Corporation – reg.

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Please refer to the Circular No DCI/VIG/3/11/2015/283 dated 05-10-2015 regarding furnishing of information relating to assets and liabilities under Lokpal and Lokayuktas Act 2015.

In this regard, it is to inform all that the last date of filing of revised returns for the year 2014 (as on 01.08.2014) and the returns for the year 2015 (as on 31.03.2015) is **extended from 15<sup>th</sup> October 2015 to 15<sup>th</sup> April 2016.**

Necessary Forms in MS Word format are uploaded to DCI website ([www.dredge-india.com](http://www.dredge-india.com)) for the convenience of Employees. Employees in Executive cadre are requested to furnish the details at the earliest.

It is also to be noted by all concerned that as per DoPT Guide Lines, issue of vigilance clearance after due date is subject to submission of the above return in time.



Chief Vigilance Officer

Encl: As above

All Heads of Departments  
All Project Heads  
Resident Manager, Regd. Office, New Delhi

Copy to:

CMD }  
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**DREDGING CORPORATION OF INDIA LIMITED  
VISAKHAPATNAM**

DCI/VIG/3/11/2015/ 283

Date 05-10-2015.

**CIRCULAR**

Sub: Submission of Annual Property Statement / Returns on Assets and Liabilities for the year 2015 (As on 31.03.2015) – The Lokpal and Lokayuktas Act, 2013 – Public Servants (furnishing information and Annual Return of assets and liabilities and limits of Assets in Filling Return) Act, 2014 – reg.

\*\*\*\*

The Government has notified the Public Servants (Furnishing of Information and Annual Return of Assets and Liabilities and the limits for Exemption of Assets in Filling Returns) Rules, 2014 under the Lokpal and Lokayukta Act, 2013 on 14.07.2014 vide Gazette of India dated 14.07.2014. Consequently, vide circular No.10/2015 (Ref.No.DCI/HR/1130/2015), dated 21.05.2015, the CDA rules of DCI have been amended in line with the provisions contained in the Act.

Accordingly, all the executive employees of the Corporation may declare their assets and liabilities in the revised formats as follows:

- i) FORM NO.I: Details of Public Servant, his/her spouse and dependent children (Appendix-II of the notification dated 14.07.2014)
- ii) Modified FORM NO.II: Statement of movable property on first appointment or as on the 31<sup>st</sup> March, 2015 (Appendix-II of the notification dated 14.07.2014 as modified vide notification dated 26.12.2014).
- iii) FORM NO.III: Statement of immovable property on first appointment or as on the 31<sup>st</sup> March, 2015 (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).
- iv) Modified FORM NO.IV: Statement of details and other Liabilities on first appointment or as on 31<sup>st</sup> March, 2015 (Appendix-II of the notification dated 14.07.2014 as modified vide notification dated 26.12.2014).

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In this regard, all the Heads of departments/Project Heads may bring the contents of this circular to notice of all executive employees and ensure that declaration of assets and liabilities to be submitted as detailed below :

- a) The first return(as on 1<sup>st</sup> August,2014)( as was initially required to be filled by 15<sup>th</sup> September, 2014) can now be filled by 15<sup>th</sup> October, 2105.
- b) The annual return (as on 31<sup>st</sup> March,2015)( as was initially required to be filled by 31<sup>st</sup> July, 2015) can now be filled by 15<sup>th</sup> October, 2105.
- c) The subsequent annual returns (as on 31<sup>st</sup> March of each year) are required to be filled by 31<sup>st</sup> July of that year.

The revised format for filling the returns can be downloaded from the DCI website ([www.dredge-india.com](http://www.dredge-india.com)).

The circular supersedes earlier circulars on submission of Annual Property Return.

  
Chief Vigilance Officer

Encl: As above

All Heads of Departments  
All Project Heads  
Resident Manager, Regd. Office, New Delhi

Copy to:

CMD  
DOT  
DFN

} For information

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 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.

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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 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. ifi 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.1

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 : \_\_\_\_\_

| Sl.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 reeivables 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 :<br>(indicate approximate value) ***   |                 |
| (vi)    | Any other assets (Give details of movable assets not covered in (i) to (v) above)<br>(a) Furniture<br>(b) Fixtures<br>(c) Antiques<br>(d) Paintings<br>(e) Electronic equipments<br>(f) Others<br><br>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 reasons as long as no new composite item had been acquired or no existing item had been disposed of, during the relevant year.

**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/Shops/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 building) | 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.....

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 the person having official dealings with the Government servants, 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) | 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:.