

**RSKS/10-5/Reg/Circular/2013/  
RASHTRIYA SANSKRIT SANSTHAN  
(Deemed University)  
Janak Puri, New Delhi-110058**

03.03.2015

**NOTIFICATION**

**Sub: The Lokpal and Lokayuktas Act 2013-Submission of declaration of Assets and Liabilities by the public servants.**

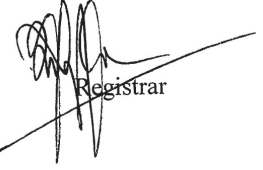
With reference to Office Memorandum No. F.NO. 4-19/2014-L-CC/3470/15 dated 14.01.2015 received from Ministry of Human Resource Development, Govt. of India, New Delhi, all group A, B & C employees of this Sansthan are hereby informed that they are required to submit their Annual Return as detailed below:-

1. Statement of immoveable property Returns for the year 2014 (as on 1.01.2015) (Proforma attached).
2. Statement of moveable property on first appointment or as on 31.03.2015 (Format No. 2)
3. Statement of Debts and Other Liabilities on first appointment or as on 31.03.2015 (Format No. 4).

The above return on the said formats attached with this notification will be submitted to office of the undersigned by or **before 30.04.2015 positively**.

The Principals/Principals I/c of the campuses of this Sansthan will also ensure to send their own Annual Returns on above formats to office of the undersigned latest by **30.04.2015** and submit a certificate to the effect that they have collected Annual Returns on the formats from all the group A, B & C employees posted in their respective campuses and kept in the records of the concerned campus.

Strict compliance for the above by all concerned is requested.

  
Registrar

**To**

1. All the Principal/Principal I/c of the campuses of this Sansthan.
2. Deputy Director (Admn.) for information and to arrange for issue of copy of this notification along with its enclosures to each of group A, B & employees at the headquarter office and submit copy their receipt latest by **15.02.2015**.

**RASHTRIYA SANSKRIT SANSTHAN  
(DEEMED UNIVERSITY)  
JANAKPURI, NEW DELHI**

**STATEMENT OF IMMOVEABLE PROPERTY RETURNS FOR THE YEAR 2014 (AS ON 01.01.2015)**

1) Name (in full) \_\_\_\_\_

2) Deptt./Section/Campus \_\_\_\_\_

3) Present post held \_\_\_\_\_

4) Present pay Rs. \_\_\_\_\_

<b>Name of District, sub-Division, Taluk &amp; village or City in which Property is situated (full location &amp; postal address)</b>	<b>Name &amp; Details of Property, Housing land and other buildings</b>	<b>Cost of construction/acquirement (and year when purchased) including of land in case of house</b>	<b>Present value*</b>	<b>If not in own name, state in whose name held &amp; his/her relationship to the Govt. servant</b>	<b>How acquired, whether by purchase, lease*, mortgage inheritance, gift or otherwise with date of acquisition &amp; name with details of the person(s) from whom acquired</b>	<b>Annual income from property (Rs.)</b>	<b>Remarks</b>
1	2	3	4	5	6	7	8

Note: Please read the notes overleaf before filling up the Form

Signature:

Name:

Designation

Date

P.T.O.

### NOTES

- i) \*In case where it is not possible to assess the value accurately, the approximate value in relation to present conditions may be indicated.
- ii) \*\*Includes short-term lease also.
- iii) The declaration form is required to be filled in and submitted by every employees under relevant provision of Conduct Rules and 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 member of his family or in the name of any other person dependent on Government servant.
- iv) The wording 'No change or no addition or as in previous year' may be avoided and all details filled up.

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**Statement of moveable 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 receivables from debtors and the amount (exceeding two months basic pay or Rupees on 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 had been acquired or no existing items had been disposed of, during the relevant year.”

P.T.O.

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**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 loan and advances (exceeding the value in Note 1) taken from banks, companies financial institutions, Central/State Government and from individuals."