



ऑयल एण्ड नैचुरल गैस कॉरपोरेशन लिमिटेड  
Oil and Natural Gas Corporation Limited

Department of Employee Relations

Corporate Policy Section

"ग्रीन हिल्स", ग्राउण्ड फ्लोर ए-विंग, तेल भवन, देहरादून

'Green Hills', Ground Floor, A-Wing, Tel Bhavan, DEHRADUN

No. 17(7)/14/CP

Date: April 10, 2015

**OFFICE ORDER (16/2015)**

**SUBJECT: AMENDMENT OF RULE 22 (4) AND RULE 22 (5) OF ONGC CDA RULES, 1994 (AMENDED 2011).**

Rule 22 (4) and Rule 22 (5) of ONGC CDA Rules, 1994 (Amended-2011) contain the provisions regarding submission of information with regard to acquiring of movable, immovable and valuable property by employees.

2. ONGC Board, in its 267<sup>th</sup> meeting held on 20<sup>th</sup> March, 2015 at New Delhi, accorded approval to align the same with the Public Servants (Furnishing of Information and Annual Return of Assets and Liabilities and the limits for Exemption of Assets in Filing Returns) Rules, 2014 under the Lokpal and Lokayuktas Act, 2013.

3. In accordance with approval of the Board following amendments are made in ONGC CDA Rules, 1994 (Amended-2011):

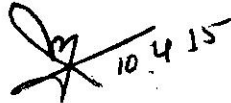
(a) Rule 22 (4) and Rule 22 (5) are amended as under:

Existing provisions	Amended provisions
<p><b>Rule 22(4)</b> Every Employee shall, on first appointment in the Company, submit a return of assets and liabilities in Annexure CDA-1 giving the particulars regarding :-</p> <p>(a) the immovable property inherited by him or owned or acquired 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;</p> <p>(b) shares, debentures and cash including bank deposits inherited by him or similarly owned, acquired, or held by him;</p>	<p><b>Rule 22(4)</b> Every Employee shall, on first appointment in the Company, shall file declarations, information or return, as the case may be, regarding his assets and liabilities in Annexure-1: ONGC CDA-1.</p>

<p>(c) other movable property inherited by him or similarly owned, acquired or held by him if the value of such property exceeds Rs. 15,000/-;</p> <p>(d) debts and other liabilities incurred by him directly or indirectly;</p>	
<p><b>Rule 22(5)</b> Every Employee shall submit a return of immovable property inherited / owned / acquired through gift or otherwise by him as on 1<sup>st</sup> January of each calendar year or within such period as may be stipulated under executive instructions in that behalf.</p> <p><i>Note:</i> All Employees shall submit by 30th April every year, full and complete statement of movable and immovable property held or acquired by them or on their behalf by any member of their family in the proforma given in Annexure CDA-2 .</p>	<p><b>Rule 22(5)</b> Every Employee shall file declarations, information or return, as the case may be, regarding his assets and liabilities as on the 31<sup>st</sup> day of March every year, on or before the 31<sup>st</sup> day of July of that year in Annexure-II: ONGC CDA-2.</p>

- (b) The formats prescribed in Annexure-I ONGC: CDA-1 for furnishing of return of assets and liabilities on first appointment and Annexure-II ONGC: CDA-2 for furnishing annual immovable and movable property returns have been revised. The revised formats are annexed with this order and the same have been mapped in Webice.
4. Employees shall submit declarations, information or return, as the case may be, in Webice as per the following schedule:

Return as on	To be submitted by
01.08.2104	30.4.2015
31.03.2015	31.07.2015
31 <sup>st</sup> March of every year	31 <sup>st</sup> July of that year

  
 (Pradeep Sahariya)  
 ED-Chief, Employee Relation

Encls: As above

**Return of Assets and Liabilities on First Appointment \*  
(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.

Note3. "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

S.No.		Name	Public Position held, if any	Whether return being filed by him/her, separately
1.	Self			
2.	Spouse			
3.	Dependent-I			
4.	Dependent-II			
5.*	Dependent-III			

\* Add more rows, if necessary.

Date.....

Signature.....

## FORM No. II

## Statement of movable property on first appointment

(Use separate sheets for self, spouse and each dependent child)

Name of public servant/spouse/dependent child \_\_\_\_\_

S.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 receivable 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) Fixture (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, fixture, electronic equipments etc.] exceeds two months basic pay or Rs. 1.00 lakh as the case may be]	

Date .....

Signature.....

\* Details of deposit 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 items had been acquired or no existing items had been disposed of, during the relevant year.

FORM NO. III

Statement of immovable property on first appointment

(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/ 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 public servant, state in whose name held and his/her relationship to the public servant	Date of acquisition	How acquired (whether by purchase, mortgage, lease, inheritance, gift or otherwise 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 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 payment of rent.

**FORM No. IV**

**Statement of Debts and Other Liabilities on first appointment**

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 Governments and from individuals.

**Return of Assets and Liabilities 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.....

.....  
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 -

- (c) the assets of which he, his spouse and his dependent children are, jointly or severally, owners or beneficiaries;
- (d) 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.

Note3. "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

Details of Public 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-I			
4.	Dependent-II			
5.*	Dependent-III			

\* Add more rows, if necessary.

Date.....

Signature.....

## FORM No. II

Statement of movable property 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 \_\_\_\_\_

S.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 receivable 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] (g) Furniture (h) Fixture (i) Antiques (j) Paintings (k) Electronic equipments (l) Others [Indicate the details of an asset, only if the total current value of any particular asset in any particular category [e.g. furniture, fixture, electronic equipments etc.] exceeds two months basic pay or Rs. 1.00 lakh as the case may be]	

Date .....

Signature.....

\* Details of deposit 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 items had been acquired or no existing items had been disposed of, during the relevant year.

## FORM NO. III

Statement of immovable property 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/ 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 public servant, state in whose name held and his/her relation-ship, if any to the public servant	Date of acquisition	How acquired (whether by purchase, mortgage, lease, inheritance, gift or otherwise 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 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 payment of rent.

FORM No. IV

Statement of Debts and Other Liabilities as on the 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 Governments and from individuals.