

F.No. 9/1/2014/Vig/363  
Government of India  
Ministry of Commerce & Industry  
Department of Commerce  
Directorate General of Foreign Trade  
(Vigilance Section)

Udyog Bhavan, New Delhi  
Dated 28.10.2015

CIRCULAR

**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.**

Please refer to DGFT's Circular dated 06.08.2015 on the above mentioned subject.

2. It may be noted that vide O.M. No. 11013/7/2014-Estt.(A-III) dated 23.07.2015, DoP&T has informed all concerned regarding the time lines for filing the returns relating to assets and liabilities under the Lokpal Act, which are as follows :

- (i) **The first return under the Lokpal Act (as on 1<sup>st</sup> August, 2014) should be filed on or before 15<sup>th</sup> October, 2015;**
- (ii) **The next annual return under the Lokpal Act, for the year ending 31<sup>st</sup> March, 2015 should be filed on or before 15<sup>th</sup> October, 2015; and**
- (iii) **The annual returns 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.**

3. It is, therefore, requested that all concerned may be suitably advised to file the return (s) within the time indicated in the above said paragraph. It is relevant to state here that as per section 45 of the Lokpal Act, if any public servant willfully or for reasons which are not justifiable, fails to (a) to declare his assets; or (b) gives misleading information in respect of such assets and is found to be in possession of assets not disclosed or in respect of which misleading information was furnished, then, such assets shall, unless otherwise proved, be presumed to belong to the public servant and shall be presumed to be assets acquired by corrupt means.

*Ashish Mohan*  
(Ashish Mohan)  
Deputy Director General of Foreign Trade  
Email: ashish.m@nic.in  
Tele: No.23061562 Extn, 228

To

1. PPS to DG
2. PS to all Addl. DGs
3. All Group 'A', Group 'B' & Group 'C' Officers/officials at Headquarters of DGFT with the request to ensure necessary compliance.
4. All Heads of Zonal/ Regional Officers of DGFT. The contents of this circular may be conveyed to all Group 'A', Group 'B' and Group 'C' officers/officials working under their control.
5. HRD-II and HRD-III Sections are requested to bring the contents of this circular to the knowledge of all the Group 'B' and Group 'C' officials in Headquarters of DGFT especially those who are on the strength of DGFT Headquarter but are not specifically attached to any of the sections of the Headquarters.
6. Section Incharge/ FTDOs in DGFT are requested to bring the revised schedule to the knowledge of all the officials working under their control (Group 'B' and 'C' officials of their respective Section(s)).
7. EDI Section, DGFT HQ is requested to upload the circular on the website of this Organization.