

**POWER SYSTEM OPERATION CORPORATION LIMITED  
CORPORATE HR DEPARTMENT**

Ref. No : CC/HR/Policy/

Date: 28.02.2018

**CORPORATE HR CIRCULAR NO: 4/2018**

**Sub : POSOCO CDA Rules – Modification thereof.**

- 1.0 As per Lokpal and Lokayuktas Act, 2013, Public servants have to furnish information regarding asset and liability (31st March annual return) by 31st July every year. In accordance with the above provision under the Act, amendments in Clause 16 (4) and 16 (5) of CDA Rules were notified vide Corporate HR Circular No. 330/15 dated 01.04.2015.
- 2.0 However, as per Govt. of India instructions, the annual filing of return of Assets and Liabilities under the Lokpal and Lokayuktas Act, 2013 has been withheld till further instructions
- 3.0 Accordingly, it has been decided to reinstate the previously existent provisions under Clause 16 (4) and (5) of the CDA Rules with one change that the employees have to submit Property Return every year instead of once in two years.

Following are the provisions:

- Clause 16 (4) Every employee shall, on first appointment in the company, submit a return of assets & liabilities in the prescribed form giving the particulars regarding:
- (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.
  - (b) Shares, Debentures & Cash including Bank deposits inherited by him or similarly owned acquired or held by him.
  - (c) Every employee shall on first appointment in the Company, submit a return of assets & liabilities in the prescribed form giving the particulars regarding other moveable property inherited by him or similarly owned, acquired or held by him if the value of such property exceeds two months basic pay of an employee. (Executive/ supervisor/ Workmen).
  - (d) Debts & other liabilities incurred by him directly or indirectly.

Clause 16 (5)

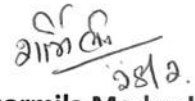
- (a) The competent authority may, at any time by general or special order ask an employee to submit, within a period specified in the order, a full & complete statement of such movable or immovable property held or acquired/owned/inherited by him or by any member of his family as

may be specified in the order. Such statement shall, if so required by the competent authority, include details of the means by which, or the source from which such property was acquired.

- (b) Every employee shall, by 31st of January every year, submit an annual return of immovable property inherited/owned/acquired during the previous year as on 1<sup>st</sup> January.
- (c) Every employee shall send an intimation regarding transaction in Shares, Securities, Debentures or Mutual Fund Schemes etc. held by him to the competent authority in case the total transaction exceed Rs. 50,000/- during a calendar year.

4.0 The closing date for submitting the annual returns shall be intimated by Vigilance Deptt. separately.

5.0 This issues with the approval of the Competent Authority.



(Sharmila Modwal)  
Dy. General Manager (HR)

**Distribution:**

All Heads of RLDCs/NLDC

HOPs/HOFs all RLDCs

Heads of deptt.-CC/NLDC

Dy.CVO

Corporate IT – with a request to upload

STA/ES to CMD/Dir.(MO)/Dir.(HR)/Dir.(Fin.)/CVO –for kind information