

No.99/VGL/69  
Government of India  
Central Vigilance Commission

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Satarkta Bhavan, Block – A  
GPO Complex, I.N.A.  
New Delhi-110023  
Dated the 19.2.2003

To

The CVOs of all Public Sector Banks.

**Subject: Annual statement of assets and liabilities submitted by officers of Public Sectors Banks.**

Sir,

Every officer serving in a public sector bank is required to submit a return of his assets and liabilities on his first appointment, either by direct recruitment or by promotion and thereafter annually as on 31<sup>st</sup> March. This return contains full 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, securities, debentures and cash including bank deposits inherited by him or similarly owned or acquired or held by him;
- (c) Other movable properties inherited by him or similarly owned or acquired by him; and
- (d) Debts and other liabilities incurred by him directly or indirectly.

2. This Return is submitted on the prescribed format within a reasonable time not later than the 30<sup>th</sup> June of each year. Separate files relating to these statements and reports and request for permission to acquire, dispose of asset and sanction, etc are required to be maintained on the same lines as Service files of officers. Each bank has laid down the authority structure for submission of these statements by officers and non-submission/delayed submission is categorized as misconduct attracting appropriate disciplinary action under the Service Rules.

3. Bank Officers are also debarred from applying for or accept allotment of shares/securities out of the 'employees'/promoters' quota and have to furnish a declaration in this regard along with the annual assets and liabilities statements. Bank Officers are also not allowed to acquire or dispose of, except under prior intimation in writing to the controlling authority, any immovable property by lease, mortgage, purchase, sale, gift or otherwise in his own name or in the name of any member of his family. Similarly, they are also required to report to the Competent Authority every transaction concerning movable property owned or held by him in his own name or in the name of a member of his family if the value of such property exceeds Rs.25000/-. If any of these transactions is done with a person obligated to

the bank through official dealings with the officers or other than through a regular or reputed dealer, prior sanction of the Competent Authority is required to be obtained by the officer.

4. The above requirement of the annual submission of assets and liabilities statement is an important preventive vigilance initiative and provides an opportunity for the controlling authorities in banks to monitor instances where officers are found in possession of assets disproportionate to their known sources of income or where officers have incurred liabilities which may appear to be onerous to meet within the known sources of income.

5. While banks need to maintain strict secrecy regarding the information furnished by the officers in their statements, which are submitted in sealed cover, these statements are also required to be scrutinized by the Competent Authority to whom these are submitted. It has come to the notice of the Commission that in several cases, the sealed covers are just kept on file even without opening. This negates very purpose for which these are called for. It is therefore, necessary for each bank to review the position and reiterate the instructions regarding scrutiny of these statements to all concerned and evolve an effective monitoring mechanism to ensure that this is done regularly on an on-going basis. Only normal scrutiny of statements may be done and if prima facie found in order, no further action may be called for. However, each statement must bear an evidence of prima facie scrutiny by the Competent Authority before the same is put on the file. Detailed scrutiny of property return, etc should be confined to only those cases which raise ground for suspicion of disproportionate assets/liabilities. It has to be ensured that the process does not degenerate into 'witch hunting'. In fact, whenever in exceptional cases, detailed survey is needed, this should be done only after authorization by sufficiently senior authority to be specifically designated for the purpose and of course, without embarrassment to the official concerned. Such officials should be given prior intimation of this intention regarding detailed scrutiny/seeking clarifications, etc.

6. The CVOs in each bank would monitor the full compliance of the above instructions of the Commission and would furnish a compliance certificate to the Commission as on 30<sup>th</sup> June every year.

Please acknowledge receipt.

Yours faithfully,

Sd/-  
**(Mange Lal)**  
**Deputy Secretary**  
**Telefax: 24651010**