

MINERAL EXPLORATION CORPORATION LIMITED
(A Government of India Enterprise)
H. R. Department

Seminary Hills,
Nagpur-440 006
Dated: 15-02-2016
18

No. MECL/HR/IR/(4)/Lokpal/2016/990

CIRCULAR

Subject: Declaration of assets and liabilities by the Public Servants under section 44 of Lokpal and Lokayuktas Act 2013 – extension of last date of filing of revised returns for the year 2014 and the returns for the year 2015 by Public Servants

As per instructions issued by the Joint Secretary to the Government of India, Ministry Personnel, Public Grievances and Pensions, Department of Personnel and Training vide its O.M. No. 407/12/2014-AVD-IV (B) - dated 11th October 2015, the time limit for submission of declaration of the assets and liabilities for the year 2014 (as on 01.08.2014) & for the year 2015 (as on 31.03.2015) by all public servants has been further extended from 15th October 2015 to **15th April 2016.**

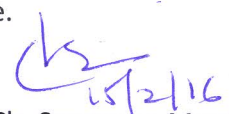
While going through our records, it has been observed that most of the employees have not yet submitted their declarations of assets and liabilities towards earlier office circulars, hence all executives and regular non-executives, are advised to submit the requisite information in the enclosed format. The said format will also be available on MECL website, which may be downloaded under the path (**related link and others**).

Henceforth all employees are advised to submit the Annual Returns every year as on 31st March on or before 31st July of that respective year under the Lokpal and Lokayuktas Act.

The Controlling Officers are requested to take sufficient photo copies of the format for the employees posted under their control.

Please ensure timely submission of completely and correctly filled information in the prescribed format to this office within the stipulated dates as indicated above.

Encl:A/a


(Dr. Ch. Sreerama Murthy)
Dy. General Manager (H.R.)

Distributions:-

1. All HODs
2. GM (B.D &C), New Delhi
3. GM (Engg)/ GM (Geophysics)/ DGM (Instrumentation)
4. All ZMs/ ROMs
5. All Project Managers/ All OICs/ IBDC Kolkata/Company Secretary/ Manager (HR)/Manager-P&A
6. Sr. Manager (IT) (With a request to upload the format on MECL website)
7. APS to CMD
8. APS to D (T)
9. Sr. PA (C) to D (F)
10. A.M. (S.S) to CVO

