

PRIME MINISTER'S OFFICE

South Block
New Delhi - 110 101

No. RTI/1908/2009-PMR

Dated: 10 November - 2009

To:
Shri Venkatesh Nayak
B - 117, Second Floor
Sarvodaya Enclave
New Delhi - 110 017

Subject: Application under the right to information

Sir,

Please refer to your letter dated 28.10.09 on the above noted subject.

2. Fees deposited towards copying charges has been accepted by the office and copies of document referred to in this office's letter of even number dated 20.10.09 therein, and as provided by the Office are enclosed (twenty-eight pages).

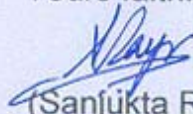
3. In response to point no.4 of your application dated 22.9.09, the Office has further informed as follows:

"As per the Code of Conduct, the Ministers are required to furnish the information to the Prime Minister and the same is kept on record by the Section Officer, Political Section in the Prime Minister's Office."

4. The office receives Postal Orders and Demand Drafts for the purpose of the Right to Information Act, 2005 which may not all be addressed by different applicants in the manner of instruments of payment specified under the RTI Fee and Cost Rules, 2005. All such Postal Orders and Demand Drafts which are fees accompanying applications under the Act are being accepted by the office, including those in favour of Accounts Officer.

Yours faithfully,

Encl: twenty-eight pages



(Sanjukta Ray)

Deputy Secretary and
Central Public Information Officer

☎ : 2307 4072

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GOVERNMENT OF INDIA
(BHARAT SARKAR)
CABINET SECRETARIAT
(MANTRIMANDAL SACHIVALAYA)

CODE OF CONDUCT
FOR
MINISTERS

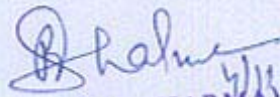
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(RAJESH SHARMA)
Section Officer
Prime Minister's Office
New Delhi

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CODE OF CONDUCT FOR MINISTERS

Sl. No.	<u>C O N T E N T S</u>	Page No.
1.	Code of Conduct for Ministers (as adopted by the Cabinet at its meeting held on 24th January, 1992).	1-3
2.	Letter No. CDR-2068-I dated 24.5.1968 from the Government of Maharashtra to the Secretary, Union Ministry of Home Affairs.	4
3.	D.O. Letter No. 373/3/68-ADV III dated 13.8.1968 from the Under Secretary, Union Ministry of Home Affairs to the Chief Secretary to the Government of Maharashtra.	5
4.	D.O. Letter No. 373/3/68-ADV III dated 23.12.1968 from the Union Ministry of Home Affairs to the Chief Secretary to the Government of Maharashtra, copies endorsed to the Chief Secretaries of all State Governments and Union Territories.	6
5.	D.O. Letter No. 73/215/CM-69 dated 10-6-69 from Shri Y.B. Chavan, Minister of Home Affairs to all other Ministers, Minister of State and Deputy Ministers (issued with the approval of the Prime Minister).	7
6.	D.O. Letter No. 6/13/CP-69 dated 10-10-69 from Shri B. Sivaraman, Cabinet Secretary to all Ministers, Minister of State and Deputy Minister.	8
7.	Note regarding disposal of gifts received by Ministers while abroad or from foreign dignitaries in India (circulated to the Ministers, Ministers of State, Deputy Ministers on 7-11-67 with the approval of the Prime Minister).	9
8.	Note regarding the association of the Ministers of the Union Government with the editorial boards of newspapers and periodicals (circulated to the Ministers, Ministers of State and Deputy Ministers in 1969 with the approval of the Prime Minister).	10
9.	D.O. Letter No. 55/6/1/78-CF dated 22-2-78 from Shri N.K. Mukarji, Cabinet Secretary to all Members of the Council of Ministers (issued with the approval of the Prime Minister).	11
10.	D.O. Letter No. 1/33/1/2008-Cab. dated 12.06.2008 from Cabinet Secretary to all Members of the Union Council of Ministers (issued with the approval of the Prime Minister)	12


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Section Officer
Prime Minister's Office
New Delhi

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GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS

.....
CODE OF CONDUCT FOR MINISTERS
(Both Union and State)
.....

In addition to the observance of the provisions of the Constitution, the Representation of the People Act, 1951, and any other law for the time being in force, a person before taking office as a Minister, shall:

- a) disclose to the Prime Minister, or the Chief Minister, as the case may be details of the assets and liabilities, and of business interests, of himself and of members of his family. The details to be disclosed shall consist of particulars of all immovable property and the total approximate value of (i) shares and debentures, (ii) cash holdings and (iii) jewellery;
- b) sever all connections, short of divesting himself of the ownership, with the conduct and management of any business in which he was interested before his appointment as Minister; and
- c) with regard to a business concern which supplies goods or services to the Government concerned or to undertakings of that Government (excepting in the usual course of trade or business and at standard or market rates) or whose business primarily depends on licenses, permits, quotas, leases, etc., received or to be received from the Government concerned, divest himself of all his interests in the said business and also of the management thereof.


Provided, however, that he may transfer in the case of (b) his interest in the management, and in the case of (c) both ownership and management, to any adult member of his family or adult relative, other than his wife (or husband, as the case may be), who was prior to his appointment as Minister associated with the conduct or management or ownership of the said business. The question of divesting himself his interests would not arise in case of holding of share in public limited companies except where the Prime Minister, or the Chief Minister, as the case may be, considers that the nature or extent of his holding is such that it is likely to embarrass him in the discharge of his official duties.

2. After taking office, and so long as he remains in office, the Minister shall: -

- (a) furnish annually by the 31st March to the Prime Minister, or the Chief Minister, as the case may be, a declaration regarding his assets and liabilities;
- (b) refrain from buying from or selling to, the Government any immovable property except where such property is compulsorily acquired by the Government in usual course;
- (c) refrain from starting, or joining, any business;

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Section Officer
Prime Minister's Office
New Delhi

- (d) ensure that the members of his family do not start, or participate in, business concerns, engaged in supplying goods or services to that Government (excepting in the usual course of trade or business and at standard or market rates) or dependent primarily on grant of licenses, permits, quotas, leases, etc., from that Government; and
- (e) report the matter to the Prime Minister, or the Chief Minister as the case may be, if any member of his family sets up, or joins in the conduct and management of, any other business.

3.1 No Minister should -

- (a) personally, or through a member of his family, accept contribution for any purpose, whether political, charitable or otherwise. If any purse or cheque intended for a registered society, or a charitable body, or an institution recognised by a public authority, or a political party is presented to him, he should pass it on as soon as possible to the organisation for which it is intended; and
- (b) associate himself with the raising of funds except for the benefit of (i) a registered society, or a charitable body, or an institution recognised by a public authority and (ii) a political party. He should, however, ensure that such contributions are sent to a specified officer bearer, etc. of the society or body or institution or party concerned and not to him. Nothing herein before shall prevent a Minister from being associated with the operation for disbursement of funds raised as above.

3.2 A Minister, including the Union Ministers, the Chief Ministers and other Ministers of State Governments/Union Territories, should not permit their spouse and dependents to accept employment under a Foreign Government, in India or abroad, or in a foreign organisation (including commercial concerns) without prior approval of the Prime Minister. Where the wife or a dependent of a Minister is already in such employment, the matter should be reported to the Prime Minister for decision whether the employment should or should not continue. As a general rule, there should be total prohibition on employment with a Foreign Mission.

4.1 A Minister should -

- a) not accept valuable gifts except from close relatives, and he or members of his family should not accept any gifts at all from any person with whom he may have official dealings; and
- b) not, either contract or permit a member of his family to contract debts of a nature likely to embarrass or influence him in the discharge of his official duties.

4.2 A Minister may receive gifts when he goes abroad or from foreign dignitaries in India. Such gifts fall into two categories. The first category will include gifts which are of symbolic nature, like a sword of honour, ceremonial robes etc. and which can be retained by the recipients. The second category of gifts would be those which are not of symbolic nature. If its value is less than Rs.5,000/- it can be retained by the Minister. If, however, there is any doubt about the estimated value of the gift, the matter should be referred to the Toshakhana for valuation. If the value of the gift, on assessment is found to be within the prescribed limit of Rs.5,000/- the gift will be returned to the Minister. If it exceeds Rs.5,000/- the recipient will have the option to purchase it from the Toshakhana


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Section Officer
Prime Minister's Office
New Delhi

by paying the difference between the value as assessed by the Toshakhana and Rs.5,000/-. Only gifts of household goods which are retained by the Toshakhana, such as carpets, paintings, furniture etc. exceeding Rs.5,000/- in value, will be kept in Rashtrapati Bhavan, Prime Minister's House or Raj Bhavan as State property. (Note: The value of the gift refers to its approximate market value in the country of origin).

4.3 In case of grant of an award by any organisation to a Minister/a person holding the Minister's status/rank, the following procedure may be followed :-

- a) the credentials of the organisation giving award may be gone into;
- b) if the credentials of the body giving the awards are unimpeachable, the award as such may be accepted but the cash part should not be accepted;
- c) if the awards relate to the work done by the individual prior to his holding the office of Minister, such awards may be accepted but in all such cases specific approval of the Prime Minister or the Chief Minister as the case may be, should be obtained. The Chief Minister and other Ministers shall have to take permission of the Prime Minister and the Union Home Minister; and
- d) those instances, where a Minister is to receive any award by any organisation which has connections with any Foreign Agencies/Organisations, such a Minister/ a person holding the Minister's status/rank, will have to seek prior approval of the Prime Minister of India.

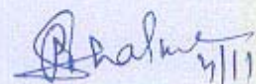
4.4 A Minister should follow the instructions given from time to time by the Prime Minister in matters relating to attending functions arranged by foreign missions in India or abroad, and also for accepting the membership of any foreign trust, institution or organisation other than U.N. Organisations of which India is a Member.

5. A Minister should -

- a) while on official tour, as far as practicable stay in accommodation belonging to himself or maintained by Government, Government undertakings, public bodies or institutions (such as circuit houses, dak bungalows etc.) or in recognised hotels; and
- b) avoid attending, as far as possible, ostentatious or lavish parties given in his honour.

6. The authority for ensuring the observance of the Code of Conduct will be the Prime Minister in the case of Union Ministers, the Prime Minister and the Union Home Minister in the case of Chief Ministers, and the Chief Minister concerned in the case of State Ministers except where it is otherwise specified. The said authority would follow such procedure as it might deem fit, according to the facts and circumstances of each case, for dealing with or determining any alleged or suspected breach of this Code.

Explanation: In this code, a Minister's family shall include his wife (or husband, as the case may be) not legally separated from him (or her), minor children, and any other persons related by blood or marriage to, and wholly dependent on the Minister.



(RAJESH SHARMA)
Section Officer
Prime Minister's Office
New Delhi

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Copy of CONFIDENTIAL letter No. CDP-2068-DI dated the 24th May, 1968 from the Deputy Secretary to the Govt. of Maharashtra, General Administration Department, addressed to the Secretary to the Govt. of India, Ministry of Home Affairs, New Delhi.

Subject :- Code of Conduct for Ministers.

I am directed to refer to the Code of Conduct for Ministers prescribed by the Government of India and to state that this Government has also adopted a Code on the same lines for the Ministers and Deputy Ministers in this State. Rule 3(a) of the Code adopted by this Government which corresponds to Rule 3(a) of the Code of the Government of India provides that, 'No Minister/Deputy Minister should personally or through a member of his family, accept contribution for any purpose, whether political, charitable or otherwise; if any purse or cheque intended for a registered society, or a charitable body or an institution recognised by the public authority, or a political party is presented to him he should pass it on as soon as possible to the organisation for which it is intended. Strictly according to its working the rule seems to contemplate that a Minister or Deputy Minister can accept a purse or cheque only if it is intended for a specific organisation which already exists and that he cannot accept it otherwise though it is intended for a charitable or political purpose. The rule would also mean that unless the donors ear-mark the purse or cheque for a particular organisation, the Minister/Deputy Minister cannot accept it though donors may intend that he should pass it on to any charitable or political organisation which he himself may select.

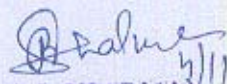
2. There may be occasions when a Fund may have to be started for a charitable purpose e.g., where a collection is made for urgent flood relief or for helping people in a natural calamity, but the Fund/Trust is yet to be constituted. It appears from the wording of the Rule 3(a) of the Code referred to above that in such a case the Minister/Deputy Minister would be precluded from accepting a purse or a cheque intended for such a Fund/Trust. This is bound to cause considerable embarrassment to the Minister/Deputy Minister if despite the fact that the purse or cheque is intended for a genuine charitable purpose he cannot accept it. It may also cause him embarrassment if he is required to refuse a purse or cheque offered by donors who decide to leave it to him to select the organisation to which it should be passed on.

3. I am to enquire whether the Government of India have taken into account a contingency of the type mentioned above and if so, whether it is intended that a Minister should not accept any purse or cheque in such cases whatever may be the circumstances. It appears that so long as a Minister/Deputy Minister does not retain a purse or cheque presented to him for a charitable or political purpose himself but passes it on to an appropriate institution or political party for a purpose for which it is intended there should no objection to his accepting such a purse or cheque.

4. I am to request that the Government of India may kindly be moved to advise the State Government as to what is intended to be done in cases of the type mentioned above.

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(RAJESH SHARMA)
Section Officer
Prime Minister's Office
New Delhi

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- 5 -

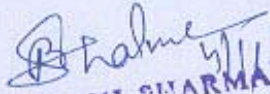
Copy of CONFIDENTIAL letter No. 373/3/68-ADV III dated the 13th August, 1968, from the Under Secretary to the Government of India, Ministry of Home Affairs, addressed to the Chief Secretary to the Government of Maharashtra, General Administration Department, Bombay - 32.

Subject:- Code of Conduct for Ministers.

I am directed to refer to your letter No. CDR-2068-D-I, dated the 24th May, 1968, on the above subject and to say that under the provisions of the Code of Conduct for Ministers, the circumstances under which a Minister can accept purses and cheques are rather limited. The purse or cheque is to be for a registered society, or a charitable body or an institution, recognised by a public authority or a political party. It has to be for a specific purpose and for a specific body and if there is any vagueness about it, such a purse or cheque is not to be accepted. Where a fund has not been constituted or where the donor desires that the Minister should pass on the purse or cheque to any charitable or political organisation which he himself may select, the intention of the Code is that in such circumstances, the donation should not be accepted by the Minister. This is not likely to cause any embarrassment as the Minister can always explain the circumstances under which he cannot accept the same, citing the Code. If anything at all, the public will appreciate such a gesture on the part of the Minister and the refusal, in the circumstances, would enhance the prestige of the Minister rather than embarrass him.

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(RAJESH SHARMA)
Section Officer
Prime Minister's Office
New Delhi

...6

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- 6 -

Copy of SECRET letter No. 3733/68-AVD(III) dated 23rd December, 1968, from the Ministry of Home Affairs to the Chief Secretary to the Government of Maharashtra, General Administration Department Sachivalaya, Bombay - 32.

Subject:- Code of Conduct for Ministers.

I am directed to say that doubts have been raised whether the clarification contained in this Ministry's letter of even number dated the 13th August, 1968 would also be applicable to regularly constituted Funds such as the National Defence Fund or the Prime Minister's National Relief Fund. The matter has been gone into carefully. Rule 3 of the Code of Conduct for Ministers merely emphasises that the society or a charitable body or institution on whose behalf a purse or cheque is received should be a registered body or recognised by a public authority or a political party. Regularly constituted Funds like the National Defence Fund and the Prime Minister's National Relief Fund would naturally fall within this category. The existing practice also supports this view, since there have been occasions when moneys were received by Central/State Ministers for being credited to the National Defence Fund or the Prime Minister's National Relief Fund. By necessary implication similar Funds set up at the State level would also fall in the same category. In the case where Ministers receive purses/cheques for being credited to the National Defence Fund, the Prime Minister's National Relief Fund or other funds of the same nature, there can be no objection to Ministers accepting them, but the amounts received by them may please be passed on to the Fund concerned at the earliest possible date.

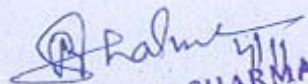
2. In this connection attention is also invited to the State Government's letter No.CDR-2068-D-I, dated the 24th May, 1968.

Copy, with a copy of the two communications referred to above forwarded to :-

The Chief Secretaries of all State Governments and Union Territories with the request that the contents of this letter may kindly be brought to the notice of all Ministers.

>>>>> oOo <<<<<<

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(RAJESH SHARMA)
Section Officer
Prime Minister's Office
New Delhi

Y.B. CHAVAN
HOME MINISTER
INDIA

D.O. No.73/215/CF/69

New Delhi
June 10, 1969

You would recollect that in 1964, we adopted a Code of Conduct for Ministers of the Central Government, and also asked State Governments to adopt it in respect of the Ministers of the State Governments.

While the Code provides guidance on several aspects, it does not include any guidelines concerning employment of sons and daughters or dependents of Ministers under foreign governments in embassies in India or abroad, or under other foreign organisation (including commercial concerns). It has been felt that there is need for adopting some conventions in this regard. Recently, a question was also asked in the Parliament regarding such employment.

Following careful consideration of the problem, the Prime Minister has come to the conclusion that wives and dependants of Ministers should not accept employment under a foreign government in India or abroad, or in a foreign organisation (including commercial concerns) without her prior approval. Where the wife of a dependent of a Minister is already in such employment, the matter should be reported to the Prime Minister for decision whether the employment should or should not continue. The Prime Minister has further agreed that, as a matter of policy, in deciding these cases, the need to avoid risk of leakage of confidential information and the desirability of the holder of a public office not taking an obligation which may be embarrassing, will have to be kept in view. As a general rule, there should be total prohibition on employment with a foreign mission. In other cases, the nature of employment the qualifications of the candidate, the emoluments offered etc. will have to be considered.

I am addressing the Chief Ministers of the State also be consider adopting a similar policy in respect of Ministers in the State Governments.

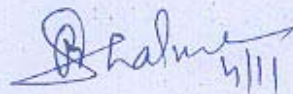
Yours sincerely,

(Y.B. Chavan)

All Ministers,
Ministers of State and
Deputy Ministers.

Copy to Prime Minister

>>>>> oOo <<<<<



(RAJESH SHARMA)
Section Officer ...8
Prime Minister's Office
New Delhi

CABINET SECRETARIAT
NEW DELHI

D.O. No.6/13/CF/69

October 10, 1969

My Dear,

In his letter No. 73/215/CF-69 dated the 10th June, 1969, Home Minister had advised you of the conventions which it had been decided to follow in the matter of employment of sons and daughters or dependents of Ministers, under foreign governments, in embassies in India or abroad, or under other foreign organisations (including commercial concerns). A question has since been raised as to what the definition of the term "dependents" is. This has since been considered in consultation with the Ministry of Home Affairs, and it has been agreed that the term "dependents" may be taken "to include any person related, whether by blood or marriage to the Minister and wholly dependent on him".

2. I am to request that the information already supplied with reference to my letter No. 75/215/CF-69 dated the 26th March, 1969, may kindly be revised in the light of the above clarification and changes, if any intimated for the information of the Prime Minister

Yours sincerely,

(B. Sivaraman)

All Ministers, Ministers of State and Deputy Ministers.

Copy also forwarded to Secretary, Ministry of Home Affairs with the request that similar clarification may be sent to the Chief Ministers with reference to Home Minister's D.O. letter No. 73/215/CF-69, dated 10th June, 1969.

(B. Sivaraman)

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(RAJESH SHARMA)
Section Officer
Prime Minister's Office
New Delhi

MINISTRY OF HOME AFFAIRS

Subject: Disposal of gifts received from foreign dignitaries by Ministers and Deputy Ministers.

The Code of Conduct for Ministers contain a general provision to the effect that a Minister should not accept valuable gifts except from close relatives and that he or members of his family should not accept any gifts from any person with whom he may have official dealings. It has not, however, been specified what constitute a valuable gift and how the gifts should be disposed of.

Ministers may receive gifts when they go abroad or from foreign dignitaries in India. Such gifts fall into two categories. The first category will include gifts which are of symbolic nature, like a sword of honour, ceremonial robes etc., and which can be retained by the recipients. The second category of gifts would be those which are not of symbolic nature. When a Minister receives a gift of this nature, he may bring it to the notice of the Prime Minister indicating the estimated value of the gift. If its value is less than Rs. 3000/-, it can be retained by the Minister. If, however, there is any doubt about the estimated value of the gift, the matter can be referred to the Toshakhana for valuation. If the value of the gift, on assessment is found to be within the prescribed limit of Rs. 3000/- the gift will be returned to the Minister. If it exceeds Rs. 3000/-, the recipient will have the option to purchase it from the Toshakhana by paying the difference between the value as assessed by the Toshakhana and Rs. 3000/-. Gifts of household goods, such as carpets, paintings, furniture etc. exceeding Rs. 3000/-, in value will be kept in the Rashtrapati Bhavan, Home Minister's house or Raj Bhavans State property.

Note :- The value of the gift refers to its approximate market value in the country of origin).

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(RAJESH SHARMA)
Section Officer
Prime Minister's Office
New Delhi

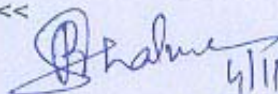
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MINISTRY OF HOME AFFAIRS

Subject: Association of the Ministers of the Union Government with the editorial boards of newspapers and periodicals.

A question has been raised whether the Ministers of the Union Government can lend their names to the editorial boards of the newspapers and periodicals. The Code of Conduct for Ministers does not specifically cover, cases of this kind, as it mainly refer to ownership, conduct, and management of business, etc. However, in June 1950 and 1951 general instructions has been issued to the effect that a Minister should cease to hold office in other organisations e.g., Directorship, honorary or remunerative, or active membership in private companies or public corporations, trade unions, local semi-Government institutions, and so on. Two exceptions are made to this. It was held that there was no objection to a Minister holding ex-officio membership of bodies in the Senate/Syndicate/Court of University, etc. The other exception was that they could continue to function as honorary office bearers of philanthropic organisations. These instructions were clarified from time to time on inquiries made by State Governments. In 1953, the State Governments were informed that the association of a Minister with a newspaper in any capacity was not covered by these two exceptions and that on appointment to the office of Minister he should dissociate himself in every way from the newspapers. The Ministers are, therefore, not expected to be on the editorial boards of the newspapers or periodicals. This does not, however, preclude a Minister from contributing to newspapers and periodical articles explaining the policies of the Government or articles of literary, artistic or scientific character.

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(RAJESH SHARMA)
Section Officer
Prime Minister's Office
New Delhi

...11/-

TOUR IN CONSTITUENCIES

CABINET SECRETARY

D.O. No. 55/6/1/78-CF

NEW DELHI

Dated : 22nd February, 1978.

My dear Mantriji/Rajya Mantriji,

Prime Minister has received a suggestion that if the tour programmes of Central Government Ministers were sent to the concerned Members of Parliament when they visited their constituencies or the State capitals, it would help the latter to bring matters of public importance to their notice and thereby facilitate their early solution. Prime Minister has desired that this suggestion be brought to your notice in order that as far as possible you may kindly give prior intimation of your tour programme to the MPs of the area which you intend to visit.

Yours sincerely,

Sd/-

(N.K. Mukarji)

To

All Members of the Council of Ministers.

Copy forwarded for information to :-

- (i) Secretary, Ministry of Home Affairs.
- (ii) Prime Minister's Office (Shri V.Y. Tonpe) - Special Private Secretary with reference to his endorsement No. 33(49)/72-PM dated 18th February, 1978.

Sd/-

(K. Ramiah)

Under Secretary to the Cabinet.

>>>>> oOo <<<<<<

...12/-


(RAISH SHARMA)
Secretary
Prime Minister's Office
New Delhi

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- 12 -

MOST IMMEDIATE

CABINET SECRETARY

D.O. No. 1/33/1/2008-Cab.

June 12, 2008

Dear Minister,

As you are aware, in accordance with the Code of Conduct for Ministers, the Members of the Union Council of Ministers are, on assumption of office, required to disclose to the Prime Minister, the details of assets and liabilities, and of business interests, of himself/herself and of members of his/her family. The Code further lays down that the Minister shall furnish annually by the 31st March of every year to the Prime Minister, a declaration regarding his/her assets and liabilities.

2. In the above context, I am to clarify that the time limit for furnishing the declaration of assets and liabilities by the Members of the Union Council of Ministers in accordance with the Code of Conduct has been changed to the 30th June of every year. The declaration would contain details for the previous financial year.

With regards,

Yours sincerely,

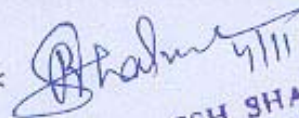
Sd/-

(K.M. Chandrasekhar)

To,

All Members of the Union Council of Ministers.

>>>>> oOo <<<<<<



AJESH SHARMA
Section Officer
Prime Minister's Office
New Delhi



Sl. No. 3107
CONFIDENTIAL / MOST IMMEDIATE

108

मंत्रिमंडल सचिव
CABINET SECRETARY
NEW DELHI

K M CHANDRASEKHAR

D.O. No. 1/33/1/2009-Cab.

August 10, 2009

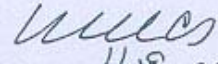
Dear Minister,

In accordance with the Code of Conduct for Ministers, the Members of the Union Council of Ministers are required to disclose to the Prime Minister, the details of the assets and liabilities and of business interests, of himself/herself and of members of his/her family. In partial modification of the existing provisions of the Code in this regard, it has been decided, with the approval of the Prime Minister, to extend the time limit for furnishing the annual declaration of assets and liabilities specified in paragraph 2 of the Code, up to 31st August instead of 30th June of every year. The declaration would contain details for the previous financial year.

2. Further, in terms of the provisions of paragraph 1 of the Code, a person before taking oath as a Minister, is required to disclose his assets and liabilities. Prime Minister has also approved that this provision be modified to the extent that the details of assets and liabilities will now be required to be furnished by a Minister immediately after entering office, and in any case within a period of two months from the date of assumption of office. Such a statement of assets and liabilities could be in respect of the financial year for which the Income tax return has already been filed by the Minister.

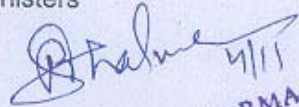
With regards,

Yours sincerely,


11.8.09
(K.M. Chandrasekhar)

To,

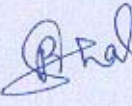
Members of the Council of Ministers
(As per list attached)


7/11
(RAJESH SHARMA)
Section Officer
Prime Minister's Office
New Delhi

Statement of details of assets & liabilities received from the
Members of
Union Council of Ministers, for the year 2008-2009

Cabinet Ministers

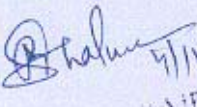
S.No.	Name & Designation	Date of submission
1.	Shri Pranab Mukherjee Finance Minister	4.6.09
2.	Dr. C.P. Joshi, Minister of Rural Development and Panchayati Raj	18.6.09
3.	Shri A.K. Antony, Minister of Defence	22.6.09
4.	Shri Anand Sharma, Minister of Commerce & Industry	23.6.09
5.	Dr. M.S. Gill, Minister of Youth Affairs & Sports	30.6.09
6.	Shri Subodh Kant Sahai, Minister for Food Processing Industries	22.6.09
7.	Shri Mukul Wasnik, Minister of Social Justice & Empowerment	June, 09
8.	Shri Kantilal Bhutia, Minister of Tribal Affairs	30.6.09
9.	Shri Murli Deora, Minister of Petroleum & Natural Gas	26.6.09
	Shri Pawan Kumar Bansal, Minister of Parliamentary Affairs & Water Resources	29.6.09
10.	Shri Sushilkumar Shinde Minister of Power	2.7.09
11.	Shri Virbhadra Singh Minister of Steel	1.7.09
12.	Shri Vayalar Ravi Minister of Overseas Indian Affairs	23.6.09
13.	Kumari Selja, Minister of Housing and Urban Poverty Alleviation & Tourism	15.7.09
14.	Shri Kamal Nath, Minister of Road Transport and Highways	29.7.09
15.	Shri Bijoy Krishna Handique, Minister of Mines and M/o DONER	22.7.09
16.	Shri Sharad Pawar, Minister of Agriculture & Consumer Affairs	29.7.09
17.	Shri Mallikarjun Kharge, Minister of Labour and Employment	30.7.09
18.	Shri P. Chidambaram, Home Minister	3.8.09


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19.	Shri A. Raja, Minister for Communications and Information Technology	31.7.09
20.	Ms. Mamta Banerjee, Minister of Railways	3.8.09
21.	Shri M.K. Alagiri, Minister of Chemicals & Fertilizers	29.7.09
22.	Shri S. Gandhiselvan, Minister of Health and Family Welfare	31.7.09
23.	Shri Vilasrao Deshmukh, Minister of Heavy Industries & Public Enterprises	7.8.09
24.	Smt. Ambika Soni, Minister of Information and Broadcasting	10.8.09
25.	Shri Dayanidhi Maran, Minister of Textiles	12.8.09
26.	Shri Kapil Sibal, Minister of Human Resource Development	28.7.09
27.	Dr. M. Veerappa Moily, Minister of Law & Justice	19.8.09
28.	Shri S.M. Krishna, Minister of External Affairs	19.8.09
29.	Shri Ghulam Nabi Azad, Minister of Health & Family Welfare	31.8.09
30.	Shri Farooq Abdullah, Minister for New and Renewable Energy	14.9.09
31.	Shri S. Jaipal Reddy, Minister of Urban Development	16.9.09
32.	Shri G.K. Vasan, Minister of Shipping	21.10.09

Ministers of State

S.No.	Name & Designation	Date of submission
1.	Shri Jyotiraditya M. Scindia MoS for Commerce & Industry	5.6.09
2.	Prof. K.V. Thomas, MoS for Agriculture, Food & PD	8.6.09
3.	Shri V. Narayanasamy, Minister of State in the M/o Planning and Minister of State in the Ministry of Parliamentary Affairs	24.6.09
4.	Shri Sugata Roy, Minister of State for Urban Development	30.6.09
5.	Shri Mukul Roy, Minister of State for Shipping	29.6.09
6.	Shri S.S. Palanimanickam, Minister of State for Finance	30.6.09

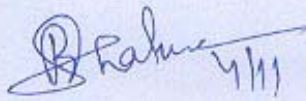

 RAJESH SHARMA
 Section Officer
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7.	Shri E. Ahmed, Minister of State for Railways	30.6.09
8.	Shri Sisir Kumar Adhikari, Minister of State for Rural Development	30.6.09
9.	Shri C.M. Jatua, Minister of State for Information & Broadcasting	30.6.09
10.	Shri Ajay Maken, Minister of State for Home Affairs	30.6.09
11.	Shri Sriprakash Jaiswal, Minister of State (Independent Charge) of the Ministry of Coal and Minister of State (Independent Charge) of the Ministry of Statistics & Programme Implementation	6.7.09
12.	Shri Srikant Kumar Jena, Minister of State for Chemicals & Fertilizers	30.6.09
13.	Dr. Shashi Tharoor, Minister of State for External Affairs	30.6.09
14.	Shri Dinesh Trivedi, Minister of State for Ministry of Health & Family Welfare	28.7.09
15.	Shri Mullappally Ramachandran, Minister of State in the Ministry of Home Affairs	31.7.09
16.	Shri D. Napoleon, Minister of State in the Ministry of Social Justice and Empowerment	30.7.09
17.	Dr. Tushar A. Chaudhary, Minister of State in the Ministry of Tribal Affairs	28.7.09
18.	Shri R.P.N. Singh, Minister of State in the Ministry of Road Transport & Highways	21.7.09
19.	Shri Vincent H. Pala, Minister of State for Water Resources	29.7.09
20.	Shri Jairam Ramesh, Minister of State for Environment & Forests	29.7.09
21.	Shri K.H. Muniyappa, Minister of State for Railways	20.7.09
22.	Shri Bharatsinh Solanki, Minister of State for Power	27.7.09
23.	Shri Pratik Prakashbapu Patil, Minister of State for Youth Affairs & Sports	29.7.09
24.	Shri M.M. Pallam Raju, Minister of State for Defence	29.7.09
25.	Shri Jitin Prasada, Minister of State for Petroleum & Natural Gas	4.8.09
26.	Shri Mahadeo Singh Khandela, Minister of State for Road Transport & Highways	4.8.09
27.	Shri Salman Khurshid, Minister of State for Corporate Affairs & Minority Affairs	8.8.09
28.	Shri Praful Patel, Minister of State for Civil Aviation	11.8.09

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(KRAJESH SHARMA)
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29.	Shri Namu Narain Meena, Minister of State for Finance	6.8.09
30.	Shri Sachin Pilot, Minister of State for Communications & Information Technology	15.8.09
31.	Shri A. Sai Prathap, Minister of State for Steel	19.8.09
32.	Ms. Agatha Sangma, Minister of State for Rural Development	20.8.09
33.	Shri Pradeep Jain 'Aditya', Minister of State for Rural Development	19.8.09
34.	Smt. Panabaka Lakshmi, Minister of State for Textiles	31.8.09
35.	Shri Dinsha Patel, Minister of State of Micro, Small and Medium Enterprises	28.8.09
36.	Dr. S. Jagatharakshakan, Minister of State for Information & Broadcasting	31.8.09
37.	Shri Harish Rawat, Minister of State in the Ministry of Labour & Employment	9.9.09
38.	Smt. D. Purandeswari, Minister of State in the Ministry of Human Resource Development	5.9.09
39.	Smt. Krishna Tirath, Minister of State for Women and Child Development	14.9.09
40.	Shri Sultan Ahmed, Minister of State in the Ministry of Tourism	23.10.09
41.	Shri Arun Yadav, Minister of State in the Ministry of Heavy Industries and Public Enterprises	31.8.09

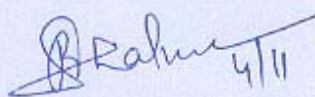
 4/11

P. SHARMA
Section Officer
Minister's Office
New Delhi

**Statement of details of assets & liabilities received from the
Ministers, who were part of the Union Council of Ministers, for
the year 2004-2005, 2005-2006 and 2006-2007**

Cabinet Ministers

S.N.	Name & Designation	2004-2005	2005-2006	2006-2007
1.	Shri Pranab Mukherjee Minister of External Affairs	02.9.05	31.7.06	4.8.07
2.	Shri Arjun Singh Minister of Human Resource Development.	15.11.07	15.11.07	15.11.07
3.	Shri Sharad Pawar Minister of Agriculture and Minister of Consumer Affairs, Food & Public Distribution.		November, 2007	November, 2007
4.	Shri Lalu Prasad Minister of Railways.			16.7.08
5.	Shri A.K. Antony Minister of Defence		3.11.06	8.11.07
6.	Shri Shivraj V. Patil Minister of Home Affairs.	14.9.05	28.7.06	22.9.07
7.	Shri A.R. Antulay Minister of Minority Affairs		9.3.06	7.11.07
8.	Shri Sushil Kumar Shinde Minister of Power	15.2.06		2.11.07
9.	Shri Ram Vilas Paswan Minister of Chemicals & Fertilizers and Minister of Steel.	20.9.05		
10.	Shri S. Jaipal Reddy Minister of Urban Development	31.12.05		
11.	Shri Sis Ram Ola Minister of Mines.	5.10.08	12.12.07	12.12.07
12.	Shri P. Chidambaram Minister of Finance.	1.12.05	19.11.07	19.11.07
13.	Shri Mahabir Prasad Minister of Micro, small and Medium Enterprises.	1.9.05	19.9.06	29.9.07



(RAJESH SHARMA)
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14	Shri P.R. Kyndiah Minister of Tribal Affairs	10.10.05	17.12.07	14.1.08
15	Shri T.R. Baalu Minister of Shipping, Road Transport & Highways.	17.10.05	30.11.07	30.11.07
16	Shri Shankersinh Vaghela Minister of Textiles.	28.9.05		24.12.07
17	Shri Vayalar Ravi Minister of Overseas Indian Affairs; Parliamentary Affairs		10.11.07	10.11.07
18	Shri Kamal Nath Minister of Commerce & Industry.	21.9.05	3.12.07	3.12.07
19	Shri H.R. Bhardwaj Minister of Law & Justice.	14.9.05	8.11.07	
20	Shri Sontosh Mohan Dev Minister of Heavy Industries & Public Enterprises		4.2.08	4.2.08
21	Prof. Saif-ud-din Soz Minister of Water Resources		23.3.06	28.4.07
22	Dr. Raghuvansh Prasad Singh Minister of Rural Development.	26.10.05		26.11.07
23	Shri Priyaranjan Dasmunsi Minister of Information & Broadcasting.	26.10.05		
24	Shri Mani Shankar Aiyar Minister of Panchayati Raj and Development of North Eastern Region	18.4.06	8.4.09	8.4.09
25	Smt. Meira Kumar Minister of Social Justice & Empowerment.	9.9.05		16.11.07
26	Shri Murli Deora Minister of Petroleum & NG		27.2.06	6.10.07
27	Smt Ambika Soni Minister of Tourism & Culture		15.11.07	15.11.07

Bhalu 4/11

Secretary
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28	Shri A. Raja Minister of Communications and Information Technology	23.11.05	8.1.07	8.1.07
29	Dr. Anbumani Ramdoss Minister of Health & Family Welfare.	23.11.05	30.11.07	30.11.07
30	Shri Kapil Sibal Minister of Science & Technology and Minister of Earth Sciences	17.1.08	17.1.08	17.1.08
31	Shri Prem Chand Gupta Minister of Company Affairs	4.2.08	4.2.08	4.2.08

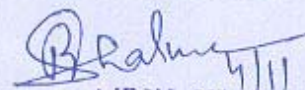
Ministers of State

	Name & Designation	2004-2005	2005-2006	2006-2007
32	Shri Oscar Fernandes Minister of State (Independent Charge) Ministry of Labour and Employment		7.11.07	25.6.07
33	Smt. Renuka Chowdhury Minister of State (Independent Charge) of the Ministry of Women & Child Development.		5.11.07	5.11.07
34	Shri Subodh Kant Sahai Minister of State (Independent Charge) of the Ministry of Food Processing Industries.	28.12.05	14.11.07	28.2.07
35	Shri Vilas Muttemwar Minister of State (Independent Charge) of the Ministry of New and Renewable Energy.	2.6.06	2.6.09 Up to 31.12.05	
36	Kumari Selja Minister of State (Independent Charge) of the Ministry of Urban Employment & Poverty Alleviation.	16.6.08	16.6.08	16.6.08

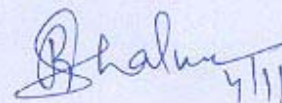
Sharma
4/11

(S. ANSHEE SHARMA)
Section Officer
Prime Minister's Office
New Delhi

37	Shri Praful Patel Minister of State (Independent Charge) of the Ministry of Civil Aviation.	26.9.05		14.11.07
38	Shri G.K. Vasan Minister of State (Independent Charge) of the Ministry of Statistics & Programme Implementation.		12.12.07	12.12.07
39	Shri E. Ahammed MoS in the Ministry of External Affairs	13.9.05	7.11.07	7.11.07
40	Shri B.K. Handique MoS in the Ministry of Chemicals & Fertilizers and Mines	19.9.05	23.11.07	23.11.07
41	Smt. Panabaka Lakshmi MoS in the M/o H& FW.			
42	Dr. Shakeel Ahmad Home.	12.9.05	12.9.05	2.11.07
43	Shri Rao Inderjit Singh MoS in the Ministry of Defence.	15.9.05	30.12.06	21.8.08
44	Shri Kantilal Bhuria MoS in the Ministry of Agriculture and MoS in the Ministry of Consumer Affairs, F&PD	22.11.05	8.1.08	8.1.08
45	Shri Shriprakash Jaiswal MoS in the Ministry of Home Affairs.	September, 2005	13.11.07	13.11.07
46	Shri Md. Ali Ashraf Fatmi MoS in the Ministry of HRD.	25.3.09	25.3.09	25.3.09
47	Shri R. Velu MoS in the Ministry of Railways.	21.9.05		6.11.07

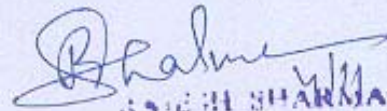

 (RAVISH SHARMA)
 Section Officer
 Minister's Office
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48	Shri S.S. Palanimanickam MoS in the Ministry of Finance.	20.9.05		29.11.07
49	Shri S. Regupathy MoS in the Ministry of Environment and Forests.	30.12.05	30.6.08	30.6.08
50	Smt. Subbulakshmi Jagadeesan MoS in the Ministry of SJE.	7.11.07		
51	Shri E.V.K.S. Elangovan MoS in the Ministry of Textiles.	18.4.06	26.11.07	26.11.07
52	Smt Kanti Singh MoS in the M/o Tourism & MOS in the M/o Culture	12.6.06		
53	Shri Namu Narain Meena MoS in Ministry of Environment & Forests.	20.7.05		12.11.07
54	Shri Pawan Kumar Bansal MoS in the Ministry of Finance & MOS in the M/o Parliamentary Affairs	4.4.06	19.4.06	5.4.07
55	Shri Anand Sharma MoS in the Ministry of External Affairs		10.11.07	10.11.07
56	Shri Ajay Maken MoS in Ministry of Urban Development		23.12.08	23.12.08
57	Shri M.M. Pallam Raju MoS in the Ministry of Defence		29.3.06	21.11.07
58	Shri Ashwani Kumar MoS in D/o of Industrial Policy & Promotion, M/o Commerce & Industry		8.5.06	16.11.07
59	Shri Jairam Ramesh MoS in the Department of Commerce, M/o Commerce & Industry & MOS in the M/o Power			5.11.07



(RAJESH SHARMA)
Section Officer
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60	Shri Chandra Sekhar Sahu MoS in Ministry of Rural Development	6.6.08		
61	Smt D. Purandeswari MoS in the Ministry of HRD		29.12.07	29.12.07
62	Shri M.H. Ambareesh MoS in Information & Broadcasting			2.11.07


 ANIL K. SHARMA
 Section Officer
 Prime Minister's Office
 New Delhi

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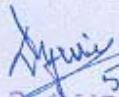
**REVISED DEPARTMENTAL RECORDS RETENTION SCHEDULE OF THE SUBJECTS
SUBSTANTIVE TO PMO**

9. Political Section

S.N.	Subjects/Records/Groups	Retention period as vetted/agreed to by NAI
1	2	3
A. Ministry of External Affairs:		
01.	Correspondence between PM and foreign HOSs/ other VIPs	B-Keep
02.	Developments at international level	C-3, important cases - B-Keep
03.	UN and Allied Bodies	'C-3', important cases 'B-Keep'.
04.	President/Vice President's visit abroad	B-Keep
05.	PM's visit abroad	C-10, Programme file relating to follow-up, Booklet, RODs may be marked as B-Keep.
06.	Union Minister's Visit abroad	C-5, Programme file relating to follow-up, booklet, RODs may be marked as B-Keep.
07.	Foreign visits of MPs/ Ministers of State Government/Non-officials	C-5, Programme file relating to follow-up, booklet, RODs may be marked as B-Keep.
08.	Visit of Foreign HOSs/VIPs	-do-
09.	Diplomatic Appointments	C-5, important files - B-Keep
10.	Indian Missions - Opening of new Mission	B-Keep
11.	Indian Missions - Miscellaneous correspondence	C-5
12.	Foreign Missions - Establishment in India	B-Keep
13.	Foreign Missions - Misc. correspondence	C-5
14.	Pravasi Bharatiya Diwas and related issues	C-10, important matters may be marked as B-Keep
15.	Haj related issues	-do-
16.	ICCR matter	-do-
17.	National Day, Birth Day, Condolence Messages, Greetings	C-5
18.	Visa/Passport/miscellaneous	C-5
19.	MEA related Parliament Papers	C-5
B. Ministry of Defence:		
01. Correspondence with various Departments of MOD:		
	Public Grievances/suggestions	C-5
	Grievances of Ex-servicemen	C-5
	Other important issues	C-10
	Policy matter	B-Keep
	Allegations	'C-5', important cases 'B-Keep'.
02.	Use of Air-craft by VVIPs	'C-10', important cases 'B-Keep'
03.	Foreign visits of Service Chiefs & their foreign counterparts' visit to India	C-5
04.	Defence co-operation with other countries	B-Keep
05.	Independence/Republic Day Celebrations & Defence Awards	'C-10', Award citation - 'B-Keep'
06.	AHQ Special Reports (From Ops Room)	C-1

07.	Reports from MOD/DGMO/DIA	C-10, important cases -B-Keep
	Appointments/Service Matters	C-5, important ones - B-Keep
09	Committee/Commissions	C-5, original file + Report/minutes may be marked as B-Keep.
10.	Defence Operation/War etc.	B-Keep
11.	Defence Conferences	C-5, follow up action - B-Keep
C. National Security council:		
	All matters including NSAB & NTFO/NTRO	C-10, important cases- B-Keep
D. Ministry of Home Affairs:		
01.	Law & Order matters & Political Developments in States/UT	C-5, Policy matters/ matters of vital importance - B-Keep
02.	Centre State Relations	a. Very important matters - A-Keep b. Historical Important - B-Keep c. Others - C-5
03.	8 th Schedule [languages (inclusion etc.)]	'C-5', important cases - 'B-Keep'
04.	National Integration/Communal Harmony	C-5, important cases - B-Keep
05.	Awards [Bharat Ratna, Padma, Police Medal, Kabir, Communal Harmony etc.]	C-5, important cases - B-Keep
06.	Freedom Fighters & related matters	C-5, important cases - B-Keep
07.	Privileges & Functions of the President, Vice-President & Governors etc.	B-Keep
08.	Creation of separate States	a. Very important matters - A-Keep b. Historical important - B-Keep c. Others - C-5
09.	Warrant of Precedence	B-Keep
10.	Governor/CMs/DGP-IGP etc., Conferences	'C-10', important cases 'B-Keep'.
11.	Nomination to Rajya/Lok Sabha	'C-5', important cases 'B-Keep'.
12.	Relief & Rehabilitation of Riot affected people	'C-5', important cases 'B-Keep'.
13.	Matters relating to Governors:	
	a) Appointments*	B-Keep
	b) Recommendations for appointments*	C-5
	c) Reports*	C-5/B-Keep
	d) Miscellaneous*	C-3
14.	National Human Rights Commission:	
	a) Appointments	B-Keep
	b) Recommendatory Letters	C-5
	c) Foreign visits	C-10
	d) Others/Miscellaneous	C-5
15.	Commissions/Committees etc.	'C-3', important cases 'B-Keep'
16.	Allegation against Police Personnel	C-5
17.	Matters relating to IB/CPOs (Central Police Organisations)	C-5, important cases - B-Keep
18.	Religious disputes	a. Policy/ Important papers - B-Keep b. Others - C-10
19.	Security:	
	a) PM/Ex-PM	C-10, important cases - B-Keep
	b) VIP	C-5/C-10
	c) Individual	C-5
	d) Border fencing & related issues*	C-5/C-10/B-Keep* (depending upon the importance of the case)
	e) Miscellaneous*	C-3

E. M/o Parliamentary Affairs:			
01.	Matters relating to summoning of Sessions of the two Houses	C-10, important cases - B-Keep	
02.	Foreign visits to Parliamentary Delegation		
03.	Matters relating to Conferences		
04.	a. Complaints against MPs b. Miscellaneous	Important cases - C-10, routine case - C-1	
F. DoPT, Cabinet Secretariat & M/o Law and Justice			
01.	Policy Papers - like Amendment to TOB/AOB Rules; Establishment of Benches of SCI/HCs; Electoral/Judicial Reforms; Constitutional matters; Formation of Council of Ministers etc.	B-Keep	
02.	Papers relating to Cabinet/Cabinet Committees/GOM/COS	B-Keep	
03.	High Level Appointments, including ACC appointments [Proposal +Orders]	C-10, policy papers - B-Keep	
04.	Statements of Asset & Liabilities of Union Ministers	C-10	
05.	Service Matters [PM as Minister-in-Charge]	C-10	
06.	Allegations/Complaints	C-5, important cases - B-Keep.	
07.	Foreign Visits proposals	C-5	
08.	Reports/Returns:		
	a) PESB vacancy position	C-3	
	b) Copies of ACC orders	C-3	
	c) Minutes of PESB Meeting	C-3	
	d) Miscellaneous	C-1	
09.	Letters from VIP/MP/MLA etc.	C-5	
10.	Representation from Officers	C-3	
11.	Proposals for Public Holidays	C-3	
G. M/o Social Justice & Empowerment:			
1.	a) Constitution and Appointments therein	B-Keep	Policy matters - B Keep
	b) Recommendatory Letters	C-3	
	c) Other matters	C-3	
2.	Policy matters relating to Ministry	B-Keep	
3.	VIP/MP/MLA Letters on various issues	C-5, important cases - B-Keep.	
4.	Foreign visit proposals	C-5	
5.	Wakf Boards related matters	a. Important matters - C-10* b. Others - C-5 * - Important cases may be marked as B-Keep.	
6.	Miscellaneous matters	C-3	


 5.11.09
 (D. P. GUPTA)
 Section Officer
 Prime Minister's Office
 New Delhi