

INSTRUCTION SHEET

01. The Head of Institution shall call for the Declaration of Assets and Liabilities for the year 2025 from the employees of his institution (also of institutions under his purview, if any) who are required to make an **annual declaration of their assets and liabilities** and receive them on or before 30th June 2025 as specified in **Annexure II**.

02. The Head of Institution shall make aware the persons who are required to make a declaration of their assets and liabilities to hand over their Declaration of Assets and Liabilities in a sealed envelope to the relevant Head of Institution as specified in **Annexure II** after marking “**Confidential**”–**Assets and Liabilities Division - CIABOC** on the top left-hand corner of the envelope and the declarant’s name on the face of the envelope.

03. The Declaration, received securely as specified above, shall be retained with the Head of the Institution after entering the date of its receipt in a database or a register maintained for this purpose. The Head of Institution shall also take action to provide any information regarding them to the Commission whenever such information is requested.

04. The **Head of Institution shall then take action** to submit all the Declarations securely to the **Asset and Liabilities Division** of the Commission to Investigate Allegations of Bribery or Corruption on or before 07th July 2025 either by **visiting the Commission** or **sending by courier or registered post**.

05. Documents pertaining to the declaration of assets and liabilities are listed below.

5.1 The **Circular** for the year 2025 stipulating the procedure for the declaration of assets and liabilities.

5.2 Format for the Declaration of Assets and Liabilities (**Annexure I**)

[Annexure I - This form is available on our official website.]

5.3 Recipients of the Declarations (**Annexure II**).

5.4 The situations required to make the Declaration of Assets and Liabilities (**Annexure III**).

The above Circular and the Annexures can also be downloaded in all three languages from the official website of the Commission, **www.ciaboc.gov.lk**.

Further, the **Guideline for Completing the Declaration of Assets and Liabilities** is available for your use on the official website of the Commission.

06. You are informed to send the following details of your institution and institutions under your purview (if any) in the format provided below.

Format 01

Serial No.	Description	Number
01.	Total number of employees in the institution	
02.	No. of employees who are required to make the Declaration annually	
03.	No. of employees submitted the Declaration on or before 30 th June 2025	
04.	No. of employees who haven't submitted the Declaration by 30 th June 2025	

You are further informed to email the information requested in Format 01 and a list of the employees who have and haven't submitted the annual Declaration of Assets and Liabilities held as of 31st March 2025 before 30th June 2025 to [**assets@ciaboc.gov.lk**](mailto:assets@ciaboc.gov.lk) on or before 07th July 2025. Please ensure the information is prepared in MS Excel spreadsheet (without converting to PDF) and provided in English. Further, submit their hard copies to the Commission along with the Declarations at the time you submit the Declarations to the Commission.

Format 02

Serial No.	Recipients of the Declaration	Full Name	Designation	Institution	NIC	TIN	Mobile No.	Email

Further, you are informed to email the details requested in Format 02 to [**assets@ciaboc.gov.lk**](mailto:assets@ciaboc.gov.lk) on or before 30th May 2025. Please ensure it is prepared in MS Excel spreadsheet (without converting to PDF) and provided in English, and send its hardcopy to the Commission with the Declarations of Assets and Liabilities.

07. You are further informed to nominate a suitable Coordinating Officer (a Staff Officer or an officer in a position capable of making decisions) to facilitate the direct contact of your institution and institutions under you (if any), and send his/her details to the Commission according to the format provided below.

Name of the Institution	Name of the nominated officer	Permanent Position	Contact No.		Email Address	Fax
			Mobile	Fixed		

08. Kindly take action to send the above information and a list containing the correct address and telephone number of any other institution under your purview to “Commission to Investigate Allegations of Bribery or Corruption, No. 36, Malalasekara Mawatha, Colombo 07”.