

No. C-29011/01/2012-Vig.
Government of India
Ministry of Corporate Affairs

5th Floor, A- Wing, Shastri Bhavan,
Dr. R. P. Road, New Delhi-110 001.

Dated: 1st Jan., 2012

OFFICE MEMORANDUM

Subject: Submission of Immovable Property Return for the year 2011, as on 1st January, 2012.

In terms of Rule 18(1) (ii) of the CCS (Conduct) Rules, 1964 every Government servant holding Gr. 'A' & 'B' post is required to submit an annual return to the Government giving full particulars of his/her immovable property inherited by him/her or held by him/her on lease or mortgage either in his/her own name or in the name of any member of his/her family or in the name of any other person.

2. Full details of Immovable Property are to be given and expressions like "No change" or "same as last year" will not be accepted. If an officer does not own any property he/she should state so in the return rather leaving it blank and it should be duly signed by the officer with date.

3. As per DoPT O.M. No. 11012/11/2007-Est. A dated 27.09.2011, the officers who have not submitted the I.P.R. by the prescribed time would be denied vigilance clearance and will not be considered for empanelment for senior level posts in Government of India.

4. All officers holding Gr. 'A' & 'B' posts are, therefore, requested to submit the statement of immovable property for the year 2011 (01.01.2011 to 31.12.2011) in the enclosed format so as to reach the undersigned by 31.01.2012 positively.

5. All RDS/ROCs/OLs are requested to ensure that all the Gr. 'A' and 'B' officers under their jurisdiction submit their returns latest by 31.01.2012 for the year 2011. All these returns may be forwarded to the Vigilance Section latest by 10.02.2012 in one go, along with name and designation of defaulting officers.



(K. Gurumurthy)

Dy. Secretary to the Govt. of India

All Officers/Sections at the Headquarter

Copy to:-

1. All Regional Directors
2. All Registrars of Companies.
3. All Official Liquidators.
4. CAT, New Delhi.
5. CLB, New Delhi, Kolkata, Chennai, Mumbai.
6. SFIO.
7. CCI.

Copy also to: - D.D. (e-Gov.) with request to upload this circular on the website of this Ministry under "Employees Corner".

MINISTRY OF CORPORATE AFFAIRS
(Vigilance Section)

PROPERTY RETURN FOR THE YEAR 2011
(as on 01.01.2012)

1. Name of the officer
2. Service to which officer belongs
3. Present post held
4. Present pay
5. Office

Property details: -

6. Description of the property
7. Precise location (full address)
8. Area of land in case of landed property
9. Nature of land (state whether residential/ agricultural etc.)
10. Extent of interest
11. If not in own name, state in whose name and relationship with Govt. servant.
12. Date of acquisition
13. How acquired (whether by purchase, lease, mortgage, inheritance, gift or otherwise, name address, connection with Govt. servants and other details of person from whom acquired etc. be given) (See note below)
14. Value of the property (See note below)
15. Particulars of sanction of prescribed authority; if any.
16. Total annual income from the property.
17. Any other details

(Signature)

Date:

Place:

Note:

For the purpose of col. 13, the term ' Lease' should mean lease of immovable property from year to year or for any term exceeding one year or reserving a yearly rent. Where, however, the lease of immovable property is obtained from a person having official dealing with the Government servant, such a lease should be shown in this column irrespective of whether the term of lease is short or long, and periodicity of payment of rent.

In col. 14 should be shown --

- (a) Whether the property has been acquired by purchase, mortgage or lease, the price of premium paid for such acquisition;
- (b) Where it has been acquired by lease, the total annual rent thereof also; and
- (c) Where the acquisition is by inheritance, gift or exchange, the approximate value of the property so acquired;

Full details of property acquired should be given in the Annual Property Return for each year even if there is no change in the details of property acquired and as shown in previous years' Annual Property Return.
