

No. C-29011/44/2013-Vig.  
Government of India  
Ministry of Corporate Affairs

5<sup>th</sup> Floor, A-Wing, Shastri Bhavan,  
Dr. R.P. Road, New Delhi-110001.

Dated: 17<sup>th</sup> Dec. 2013.

Subject: Submission of Annual Immovable Property Return for the year 2013 (as on 1<sup>st</sup> January, 2014).

This is about filing of Annual Immovable Property Return (AIPR) by Group "A" & "B" Officers in terms of Rule 18(1) (ii) of the CCS (Conduct) Rules, 1964, 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 without any exception. **The said return will become due from all such officers as on 1-1-2014.**

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 'Nil' in the return rather leaving it blank and it should be duly signed by the officer with date.

3. All Group A & B Officers in the Ministry/all Officers of Attached/ Subordinate Offices are therefore requested to send the statement in the prescribed proforma of Immovable Property Return( **copy enclosed**) as on 1-1-2014 to the Vigilance Section of this Ministry before 31-01-2014. Head of all Offices are required to obtain the Immovable Property Return in respect of all Group A and B Officers who are working under them and the same with a "Completion Certificate" (**copy enclosed**) should be sent to Vigilance Section of this Ministry.

4. It may be noted that Vigilance clearance shall be denied to an Officer if he/she fails to submit his or her Annual Immovable Property Return of the previous year by 31<sup>st</sup> January of the following year in terms of DOP&T's Office Memorandum No.11012/11/2007-Estt(A) dated 27-9-2011.

5. This issues with the approval of Addl. Secretary & CVO.

*B. P. Pant*

(B.P. Pant)

Deputy Secretary to the Govt. of India

Tel: 23389204

Encls: i) AIPR Proforma (ii) Completion Certificate.

To:

1. All Regional Directors.
2. All Registrars of Companies.
3. All Official Liquidators.
4. Competition Appellate Tribunal, New Delhi.
5. Company Law Board, New Delhi, Kolkata, Chennai, Mumbai.
6. SFIO, New Delhi.
7. Competition Commission of India, New Delhi.

Copy to: All Officers/Sections at the Headquarter with a request to file "AIPR" in the prescribed proforma well before 31-01-2014 and send the same to Vigilance Section.

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

## Statement of Immovable Property Return for the year 2013(as on 01.01.2014)

Service:-----

Name of Officer (in full)----- Designation----- Date of Birth-----

Ministry/Department/Office:----- Grade Pay----- Present pay-----

Name of district sub-division, Taluk and Village in which property is situated.	Name and details of property - housing, lands and other buildings.	Cost of construction/acqu irement including land in case of house and year when purchased.	*Present Value	If not in own name state in whose name held and his/her relationship to the Government servant.	How acquired-whether by purchase, lease**, mortgage, inheritance gift or otherwise, with date- of-acquisition and name with details of persons from whom acquired.	Annual income from the property.	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

Signature:-----

Date:-----

## NOTES:

- 1) \*In case where it is not possible to assess the value accurately the approximately value in relation to present conditions may be indicated.
- 2) \*\*Includes short term lease also.
- 3) The declaration form is required to be filled in and submitted by every member of Class I and Class II (Group A and Group B) services under rule 15(3) of the Central Civil Services (Conduct) Rules, 1955, {now rule 18(1) of the CCS (Conduct) Rules, 1964} on the first appointment to the service and thereafter at the interval of every twelve months, giving particulars of all immovable property owned, acquired or inherited by him or held by him on lease or mortgage, either in his own name or in the name of any members of his family or in the name or any other person dependent on Government servant.
- 4) The wording 'no change' or 'no addition' or 'as in the previous year' should be avoided and full details provided.
- 5) The columns should be filled up neatly in capital letters.

**COMPLETION CERTIFICATE**

Certified that all the Group : "A" & "B" Officers, ( list enclosed) who are working in this Office \_\_\_\_\_ ( indicate clearly) have furnished Annual Immovable Property Return as on 1 1-2014 in the prescribed proforma and the same have been scrutinized and forwarded to Vigilance Section, Ministry of Corporate Affairs, Shastri Bhavan, New Delhi.

Signature with Date \_\_\_\_\_

Head of Office(Name) \_\_\_\_\_

Tele:No. \_\_\_\_\_