

CIRCULAR
(Through Website)

No. AN/I/1040-SAO/1041-AAO/IPRs

Dated: 30.12.2019

To

1. THE CDA, IT & SDC, SECUNDERABAD
2. ALL SUB-OFFICES UNDER CDA, SECUNDERABAD
(SECUNDERABAD/ HYDERABAD/ VIZAG/ EDDUMAILARAM)
3. ALL SECTIONS IN MAIN OFFICE

Sub: Submission of Annual Property Return of Immovable Property under
Rule 18(1) of CCS (Conduct) Rules 1964 – Group 'B' Officers - Reg.

** ** *

In accordance with the provisions of Clause (ii) of Rule 18(1) of the CCS (Conduct) Rules, 1964, every Government Servant holding a Group 'A' & 'B'(Gazetted) Post is required to submit an annual return giving full details regarding the immovable property inherited, owned, acquired, held on lease or mortgage either in his/her own name or in the name of any family member or in the name of any other person (property acquired/disposed off up to 31.12.2019 and showing the position as on (01.01.2020) in bilingual format enclosed to this circular.

Further, it has also been observed in some cases, the IPRs that are furnished by the Officers, with simple remarks like "NO CHANGE", "SAME AS LAST YEAR" etc, which does not provide any basis for scrutiny / linking of future IPRs. As such, full details of the property may be narrated in the columns provided for the same.

IPR Forms duly filled-in all the columns may be forwarded to this office so as to reach positively by **20.01.2019**.

It may please be made clear to all the officers that submission of Annual Immovable Property Return is mandatory and those who are proceeding on leave / temporary duty / training courses may be advised to complete and submit the proforma before due date. Before rendering IPRs please verify whether the officer has signed and any property being acquired/disposed off during the year i.e., up to 31st December, 2019 by the officer, the sanctioning authority No. and date invariably be quoted in their IPRs. However, pending cases not to be included in the IPRs.

The DCDA I/C, AAO (Army) Vizag is requested to circulate this letter to all the sub-offices located in Vizag under this organization and forward the Annual Immovable Property Returns in respect of all the Group 'B' Officials duly including the IPRs of the officers pertaining to sub-offices as stated above.

ACDA has seen.

Sd/-
(S Vatsala)
ACDA (AN)

Encl: Blank IPR Format

Copy to:
The EDP Centre - for uploading in the website please.
(Local)


(L Padmapani)
Sr. ACCOUNTS OFFICER (AN)

फार्म सी - दिनांक 01/01/..... को अधिल संपत्ति की समकित स्थिति दर्शाता हुआ विवरण
FORM C - STATEMENT SHOWING CONSOLIDATED POSITION OF IMMOVABLE PROPERTY

AS ON 01.01.....

1. अधिकारी का पूरा नाम तथा कार्यलय जहाँ सेवारत है :
 वर्तमान वेतन: रु.
 NAME OF THE OFFICER (IN FULL) AND
 PRESENT PAY: RS.
 OFFICE WHERE SERVING :
 रोस्टर सं./ROSTER NO.
 वर्तमान पदनाम/PRESENT POST/HELD :
 लेखा सं./ACCONT NO.

जिला, तालुक तथा गाँव का नाम जहाँ संपत्ति स्थित है Name of Distt., Sub-Div. Taluk and Village in which property is situated	जमीन, संपत्ति, मकान तथा अन्य भवनों का नाम और विवरण/Name and details of lands, property, housing & other buildings.	वर्तमान मूल्य/ Present Value	यदि स्वयं के नाम पर नहीं है तो बताएं कि किसके नाम पर है तथा सरकारी कर्मचारी के साथ उनका क्या संबंध है/If not in own Name, state in whose name and his/her relationship with Govt. Servant.	कैसे अर्जित किया गया - खरीदा, पट्टे पर लिया, बंधक संपत्ति, पूर्वजों से प्राप्त, उपहार में मिला या अन्य किसी प्रकार। अर्जन की तारीख, नाम तथा किससे अर्जित किया How acquired, whether purchased, leased, mortgaged, inherited or gift or otherwise with date of acquisition, name with details of person(s) from whom acquired.	संपत्ति से वार्षिक आय Annual Income from the Property
(1)	(2)	(3)	(4)	(5)	(6)

स्थान/Place.

दिनांक/Dated:

हस्ताक्षर/Signature

नाम/Name