



GOVERNMENT OF INDIA  
DEPARTMENT OF PUBLICATION  
CIVIL LINES, DELHI – 110 054.

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No750/O&M/2014

Dated: 27 Jan., 2015

**CIRCULAR**

**Subject:-** Submission of Annual Immovable Property Return.

As per the Government of India's instruction and as per CCS (Conduct Rule), 1964 Annual Immovable Property Return will be filed every year as on 31<sup>st</sup> December by all group-A and group-B officers, Group-B (Non-Gazetted) officers and the officials in the pay grade of Rs. 4200/- or above in the prescribed form giving full particulars regarding the immovable property inherited by him or owned or acquired by him on lease or mortgage either in his own name or in the name of any member of his family or in the name of any other person. All the officials are required to submit Annual Immovable Property Return latest by 31<sup>st</sup> January 2015 in the prescribed Proforma enclosed herewith.

In case of violation of these instructions coming to notice of this department, a serious view will be taken against such officials and action will be initiated as per rules.

Encl: as above

(Dinesh Chandra)  
Asstt. Controller (Admn.)

To

1. P.A. to J.S. & C.P.
2. P.A. to A.C.(A)
3. P.A. to F.O.
4. P.A. to A.C. (B)
5. All Section In charges
6. S.O. Kitab Mahal, estate Emporium Building, Baba Kharg Singh Marg, New Delhi
7. Sale Counter, Delhi High Court, New Delhi
8. Hindi section for Hindi version.
9. E-Gazette Section for uploading on this Department's website.
10. Notice Board.
11. Guard File

**ANNUAL IMMOVABLE PROPERTY RETURN**

Statement of immovable property for the year

1. Name of Officer (in full) and service to which the officer belongs \_\_\_\_\_
2. Present Post held \_\_\_\_\_
3. Present Pay \_\_\_\_\_

Name of District, Sub-Division, Taluk and village in which property is situated	Name and details of property		*Present Value	If not in own name state in whose name held and his/her relationship to the Government Servant	How acquired whether by purchases, lease**, mortgage inheritance, gift, or otherwise, with date of acquisition and name with details of person/ persons from whom acquired	Annual income from the property	Remarks
	Housing and other buildings	Lands					

Signature.....

Date.....

Inapplicable clause to be struck out.

- In case where it is not possible to assess the value accurately the approximate value in relation to present conditions may be indicated.
- Includes short-term lease also.
- The wording 'No Change or No addition opr as in previous year' may be avoided and all details filled up.

Note- 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 of any other person.