

URGENT  
IPR Matter

F.No. 11/5/2002-vig/90  
Government of India  
Ministry of Commerce & Industry  
Directorate General of Foreign Trade  
(Vigilance Section)

New Delhi, Dated: 16.01.2015

CIRCULAR

Subject: Central Civil Service (Conduct) Rules, 1964- Annual Immovable Property Return for the year 2014 (as on 01.01.2015)- submission of.

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In accordance with the provision of Rule 18(1)(ii) of Central Civil Service (Conduct) Rules, 1964 every Government Servant holding Group 'A' or Group 'B' post is required to submit an annual return giving full particulars regarding the immovable property inherited by him/her or owned or acquired by him/ her or held by him/her on lease or mortgage, either in his/her name or in the name of any member of his/her family or in the name of any other person.

2. All Group 'A' and Group 'B' Officers in Headquarters of the DGFT and those posted in Zonal/Regional Offices are requested to submit the statement of immovable property for the year 2014 (as on 01.01.2015) in the enclosed proforma so as to reach this office by **31<sup>st</sup> January, 2015 positively**.
3. List of Officers of US and above level of CSS are advised to submit the return through the online system at **cscms.nic.in** without any further delay. They should also take a print out of the return submitted online and forward the same to this section duly signed.
4. Filing of Annual Immovable Property Return by all concerned Officers is mandatory under the CCS (Conduct) Rules, 1964 and therefore, return must be filed even if no acquisition/ disposals are effected during the year 2014. While furnishing the IPRs it may be ensured that phrases such as "same as the previous year" or "no change" are not used and full particulars of the immovable property inherited/owned/acquired or held are furnished in terms of Rule 18 of CCS (Conduct) Rules, 1964.
5. It may also be noted that the onus for timely submission of such property returns lies on the concerned officers and any default in this regard will be at his/her own risk.

*Ashish Mohan*  
(Ashish Mohan)

Deputy Director General of Foreign Trade  
ashish.m@ nic.in  
Tele: No.23061562 Extn, 228

To

1. PPS to DG
2. PS to all Addl. DGs
3. All Group 'A' and Group 'B' Officers at Headquarters of DGFT with the request to ensure necessary compliance.
4. All Heads of Zonal/ Regional Officers of DGFT. The requisite returns in respect of Group 'A' and Group 'B' Officers working under their control may please be obtained and forwarded to this office by the prescribed date along with the list of defaulting officers, if any.
5. EDI Section, DGFT HQ is requested to upload the circular on the website of this Organization.

**STATEMENT OF IMMOVABLE PROPERTY FOR THE YEAR 2014 (AS ON 01.01.2015) UNDER CCS (CONDUCT) RULES, 1964.**

1. Name of the officer \_\_\_\_\_  
 (In full Block Letter)  
 Present Post \_\_\_\_\_

2. Service to which he/she belongs \_\_\_\_\_ Present Office/Ministry \_\_\_\_\_

1	2	3	4	5	6	7
Sl.No.	Description of Property	Precise location of Division, Taluk and Village in which the property is situated and also its distinctive number, etc)	Area of land (In case of land and buildings)	Nature of land in case of landed property	Extent of Interest	If not in own name, state in whose name held and his/her relationship, if any to the Government Servant.

Contd. ..../-

8 Date of acquisition	9 How acquired (whether by purchase, mortgage, lease, inheritance, gift or otherwise) and name with details of the person/persons from whom acquired (address and connection of the Government servant, if any, with the person/persons concerned)	10 Value of the property	11 Particular of sanction prescribed authority, if any	12 Total Annual Income from the property	13 Remarks.

SIGNATURE & DATE