

URGENT
IPR Matter

F.No. 11/1/2016-vig/3
Government of India
Ministry of Commerce & Industry
Directorate General of Foreign Trade
(Vigilance Section)

New Delhi, Dated: .01.2016
c3

CIRCULAR

Subject: Central Civil Service (Conduct) Rules, 1964- Annual Immovable Property Return for the year 2015 (as on 31.12.2015)- 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. DOP&T vide their O.M. No. 11013/7/2014-Estt. (A-III) dated 26.10.2015 has stated as follows :-

“ In view of the difficulty faced in filing returns under the formats prescribed under the Lokpal and Lokayuktas Act, it has been decided that the Annual Property Returns required to be filed under the CCS (Conduct) Rules, 1964 for the year 2015 which are required to be filed by the 31st January, 2016, may be filed in the forms prescribed under the CCS (Conduct) Rules, 1964. The returns would be required to be filed by all the Government servants belonging to **Group 'A', 'B', 'C' and erstwhile Group 'D'.**”

3. All Group 'A', 'B', 'C' and erstwhile Group 'D' officers/officials in Headquarters of the DGFT and those posted in Zonal/Regional Offices are requested to submit the statement of immovable property for the year 2015 (as on 31.12.2015) in the enclosed proforma so as to reach this office by **31st January, 2016 positively.**

4. **In so far as CSS Officers**, working in this Directorate are concerned, **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.

5. Filing of Annual Immovable Property Return by all concerned officers/officials is mandatory under the CCS (Conduct) Rules, 1964 and therefore, return must be filed even if no acquisition/ disposals are effected during the year 2015. 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.

6. It may also be noted that the onus for timely submission of such property returns lies on the concerned officers/ officials and any default in this regard will be at his/her own risk.

Encl : Copy of Prescribed proforma (1 page)

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(Ashish Mohan)

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To

1. PPS to DG
2. PS to all Addl. DGs
3. All Group 'A', 'B', 'C' and erstwhile Group 'D' Officers/Officials 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', 'B', 'C' and erstwhile Group 'D' Officers/Officials working under their control may please be obtained. **The returns relating to Group 'A' and 'B' may be forwarded to DGFT (HQ.) by the prescribed date along with the list of defaulting officers, if any. The returns relating to Group 'C' and erstwhile Group 'D' will be retained in Zonal Addl. DGFT offices. List of defaulting officials of Group 'C' & Group 'D' may be sent to DGFT (HQ).**
- ✓ 5. EDI Section, DGFT HQ is requested to upload the circular on the website of this Organization.

8	Date of acquisition	9	10	11	12	13
		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)	Value of the property	Particular sanction prescribed authority, if any	Total Annual Income from the property	Remarks.

SIGNATURE & DATE

STATEMENT OF IMMOVABLE PROPERTY FOR THE YEAR 2015 (AS ON 01.01.2016) 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.
1						

Contd./-