

URGENT
IPR Matter

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

New Delhi, Dated: 05.01.2017

CIRCULAR

Subject: Central Civil Service (Conduct) Rules, 1964- Annual Immovable Property Return for the year 2016 (as on 31.12.2016)- 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', & 'B' 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 2016 (as on 31.12.2016) in the enclosed proforma so as to reach this office by **31st January, 2017 positively.**
3. However the **CSS Officers** working in this Directorate should file their Immovable Property Return (IPR) for the year 2016 (as on 31.12.2016) by 31.01.2017, through the Web Based Cadre Management System only. The IPRs received beyond the stipulated date or vide off-line mode shall not be regarded as conforming to the extant guidelines.
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 2016. 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. In terms of DOP&T Circular No. 11/7/2011-EO(PR) dated 04.04.2011 and O.M. No. 11012/11/2007-Estt. (A) dated 27.09.2011 Vigilance Clearance shall be denied to an officer if he fails to submit his annual immovable property return of the previous year by 31st January of the following year, as required under Government of India decisions under Rule 18 of the Central Civil Services (Conduct) Rule, 1964.

6. 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.

Encl : Copy of prescribed proforma (1 page)


(Ashish Mohan)

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To

1. PPS to DG
2. PS to all Addl. DGs
3. All Group 'A', & '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' & 'B' Officers 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.**
5. EDI Section, DGFT HQ is requested to upload the circular on the website of this Organization.

STATEMENT OF IMMOVABLE PROPERTY FOR THE YEAR 2016 AS ON 31.12.2016 UNDER CCS (CONDUCT) RULES 1964

1. Name of the officer _____ Present Post _____
 (In Full Block Letter)

2. Service to which he/She belongs _____ Present Office/Ministry _____

1	2	3	4	5	6	7
Sl. No.	Description of Property	Precise location Name 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.

8 Date 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 of prescribed authority, if any	12 Total Annual Income from the property	13 Remarks.

SIGNATURE & DATE