

F.No.11/5/2002-Vigilance /6
Government of India
Ministry of Commerce & Industry
Directorate General of Foreign Trade
(Vigilance Section)

Most Immediate
IPR Matter

Udyog Bhawan, New Delhi
Dated:- 04th January, 2012

CIRCULAR

Subject:- Central Civil Services (Conduct) Rules, 1964- Annual Immovable Property Return for the year 2011 (as on 01.01.2012)- Submission of.

In accordance with the provisions of Rule 18 (1) (ii) of Central Civil Services (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 2011 (as on 01.01.2012) in the enclosed proforma so as to reach this office by **31st January, 2012 positively.**

3. 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 2011. While furnishing the IPRs it may be ensured that phrases such as "same as 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.

4. 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)

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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 Offices 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 2011 (AS ON 01.01.2012) 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 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	9	10	11	12	13
Date of acquisition	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 of sanction of prescribed authority, if any	Total Annual Income from the property	Remarks.

SIGNATURE & DATE