

MOST IMMEDIATE

No.100-6/2013-STG-I
Government of India,
Ministry of Communications & IT,
Department of Telecommunications,
Sanchar Bhavan, 20, Ashoka Road, New Delhi-110001.
(STG-I Section)

Dated, the  January, 2014

Office Memorandum


Subject :- Submission of Annual Property Return for the year ending 31.12.2013(as on 01.01.2014) in respect of ITS / GCS Group 'A' officers, working on deputation basis in various department / Ministries / Organizations etc. - reg.

The undersigned is directed to say that all of Group 'A' and Group 'B' officers are required to submit their Annual Property Returns to their concerned Ministries / Departments every year.

2. It is therefore requested that the officers of Indian Telecom Services Group 'A' of Department of Telecom, working on deputation in your organization may be directed to submit his / her Immovable Property Return for the year ending, 31.12.2013(as on 01.01.2014) to the undersigned latest by **10.02.2014**. The full details of the properties may be given instead of writing 'no change' or 'no addition' or 'as in the previous year' in the proforma.

This may be treated as **MOST URGENT**.

Encl. a/a


(D.N.Sah)

Under Secretary to the Govt. of India
Tel. No. 2303 6282

To

The _____

(For action in respect of officer(s) at Sl.No. ____ of list enclosed).

Copy to Director(IT), DoT(Hq.) with a request to upload the aforesaid O.M. on relevant website of DoT under intimation to this office.

STATEMENT OF IMMOVABLE PROPERTY

For the Year ending..

As on _____

STAFF No _____

1. Name of officer(in full) and service to which the officer belongs ..
 2. Present Post Present Pay

Name of district Sub-Division, Taluk and village in which Property is situated	Name and details of property <u>Housing Land</u> & other building	Present Value	If not in own name, state in whose name held and His/her rela- tion ship to the Govt. Servant	How acquired whether by purchase, lease, mortgage gift or otherwise with date of acquisition and name with details of persons from whom acquired	Annual Income from the property	Remarks	
1.	2.	3.	4.	5.	6.	7.	8.

Signature:.....

Name: J

Date:.....

1. Inapplicable clause to be struck out.
2. In case where it is not possible to assess the value accurately, the approximately value in relation to present conditions may be indicated.
3. Includes short terms lease also.

Note : The declaration form is required to be filled in and submitted by every member of Class-I and Class-II services under Rule 18(1)(ii) of the CCS(Conduct) Rules, 1964 in first appointment to the service and thereafter as on the 1st January every year giving particulars of all immovable property owned, acquired or inherited by him on lease or mortgage either in his name or in name of any member or in the name of any other person.

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For the Year ending ..

As on _____

STAFF No _____

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1.	2.	3.	4.	5.	6.	7.	8.

Signature:

Name:

Date:

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