

No. 12-01/2013-SEA-II
Government of India
Ministry of Communications & IT
Department of Telecommunications

521, Sanchar Bhavan,
20, Ashoka Road, New Delhi-110001.

Dated: 27th November, 2013.

Sub: Submission of Annual Immovable Property Return (IPR) for the year 2013 (as on 01.01.2014).

In accordance with the provision of Clause (ii), Sub-rule (1) of Rule 18 of the CCS (Conduct) Rules 1964, every Government Servant belonging to any service or holding any post in Group 'A' or Group 'B' shall submit Annual Property Return in such form as may be prescribed by the Government. In this regard full particulars of the immovable property inherited/owned/acquired or held are to be furnished in terms of Rules 18 of CCS (Conduct) Rules 1964 as on first January of every year. **Care must be taken to indicate the sanction particulars invariably in respect of all the properties declared in the return.**

Accordingly, all officers of Indian P & T Accounts and Finance Service Group 'A' and Group 'B' working in the DoT HQ / NICF/ Principal CsCA/CsCA/DoP/TEC and on deputation to other Ministries / Departments are requested to submit the above return by 31.01.2014 in the Proforma enclosed. Even if the information is Nil, a 'Nil' return may invariably be submitted. While furnishing the IPRs it may be ensured that usage of phrases such as "same as previous year" or "No change" are to be avoided.

The IPR of Group 'A' officers will be reviewed in DoT HQ. In respect of Group 'B' officers of IP&TAFS working in NICF/Principal CCA/CCA/TEC offices, Annual Immovable Property Return will be maintained by the respective Heads of NICF/Principal CCA/CCA units/TEC. For Group 'B' officers working in DoT(Hq), the IPR will be reviewed in DoT(Hq)

An ink signed copy of the Annual Immovable Property Return (as on 01.01.2014) may be sent to DoT HQ along with a soft copy through E-Mail at "rajesh.malhotra@nic.in" for uploading the same on the official web site of DoT in respect of all Group 'A' officers of IP&TAFS on or before 31.01.2014. The officers who are on deputation in other Ministry/Department/Organisation are also requested to ensure that their IPRs in both the formats to reach DOT (Hq) on or before 31.01.2014.

Encl: As above.


(Rajesh Malhotra)

Asstt. Director General (SEA-II)
Phone No. 011-23036213

Copy forwarded to:

1. PS to Member (Finance), DoT, HQ, New Delhi
2. PSO to Advisor (Finance), DoT HQ, New Delhi
3. All Sr. DDsG/DDsG of Finance Wing in DoT HQ, New Delhi
4. DDG (PAF), DoP, Dak Bhawan, N. Delhi with a request to coordinate in respect of officers posted in DoP.
5. All Heads of Pr. CsCA/CsCA offices for necessary action.
6. DG, NICF, ALT Complex, Ghaziabad.
7. DG, NICF, MG Road, Ghitorni, Delhi-47.
8. All Directors of Finance Wing in DoT HQ, New Delhi/IFA (TEC)
9. All Group 'A' officers of IP&TAFS who are on deputation.
10. Director (IT) DoT HQ New Delhi for uploading this letter on the DoT website.

STATEMENT OF IMMOVABLE PROPERTY RETURN FOR THE YEAR ENDING AS ON 01/01/2014

1. Name of Officer (in full): _____

3. Present post held: _____

2. Service to which the Officer belongs: **IP&T AFS Group A/ B Officers**

4. Present Pay: _____

Name of District, Sub-Division, Taluk & Village or City in which property is situated (full location & postal address)	Name & Details of Property, Housing, Lands and Other Buildings	Cost of construction/Acquirement (and year when purchased) including of land in case of house	Present Value *	If not in own name, state in whose name held & his/her relationship to the Govt. Servant	How acquired, whether by purchase, lease **, mortgage, inheritance, gift or otherwise with date of acquisition & name with details of person(s) from whom acquired.	Annual Income from property	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

Signature.....
 Date.....
 Tel.....

Inapplicable clause to be struck out.

- In case where it is not possible to assess the value accurately, the approximate value in relation to present conditions may be indicated.
- Includes short term leases also.
- The wording 'No change or No addition or as in previous year' may be avoided and all details filled up.

Note-The declaration form is required to be filled in and submitted by every member of Class I and Class II services under relevant provisions of Conduct Rules and the first appointment to the Service and thereafter, at the interval of every twelve months, giving particulars of all immovable property owned, acquired or inherited by him or held by him on lease or mortgage, either in his own name or in the name of any member of his family or in the name of any other person dependent on Government Servant.