

**MOST IMMEDIATE**

**No.100-17/2015-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 21<sup>st</sup> January, 2015

**Office Memorandum**

Subject :- Submission of Annual Property Return for the year ending 31.12.2014(as on 01.01.2015) in respect of ITS / GCS Group 'A' officers, Deptt. of Telecom - reg.

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As per instructions contained in DoP&T's O.M. No.11013/3/2014-Estt.(A) dated 16<sup>th</sup> January, 2015, Government servant are required to file returns as follows :-

- i) The annual Immovable Property Return, as on 31.12.2014, under the existing CCS(Conduct) Rules, 1964 is required to be filed on or before 31.01.2015;
- ii) The first return under the Lokpal Act(as on 01.08.2014) should be filed on or before 30.04.2015; and
- iii) The next annual return under the Lokpal Act, for the year ending 31.03.2015 should be filed on or before 31.07.2015.

2. All the officers of ITS / GCS Group 'A' / TES Group B and Group B officers/officials under the Administrative control of Establishment Wing, DoT(Hq.), are requested to submit statement of Immovable Property Return for the year ending 2014(as on 01.01.2015) in the prescribed proforma enclosed herewith to the undersigned latest by **31.01.2015** as per existing provisions of CCS(Conduct) Rules. 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.

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

Encl. a/a

  
(D.N.Sah)

Under Secretary(SGT)

To

- i) Adviser(O) / Adviser(T); DoT(Hq.)
- ii) All Sr.DDsG, DoT(Hq.);
- iii) Sr.DDG(TEC), New Delhi;
- iii) All DDsG/Directors/ADsG/JTS/TES Gr.B/GCS Gr.A and Gr.B officers/officials under the Administrative control of Establishment Wing, DoT(Hq.);
- iv) ADG(IT),DoT(Hq.) with a request to upload the aforesaid O.M. on relevant website of DoT under intimation to this office.

Copy to Director(TERM), DoT(Hq.). A copy of the aforesaid O.M. may be transmitted to all Heads of TERM Cells with the direction that Immovable Property Return-2013(as on 01.01.2014) in respect of officers of ITS Group 'A' working under their control may be sent to this office, latest by **09.02.2015.**

Copy to :-

- i) CMD, BSNL, New Delhi
  - ii) CMD, MTNL, New Delhi
  - iii) Sr.DDG, TEC
- The Immovable Property Return 2014 may be obtained from all the officers of ITS / GCS Group 'A' officers working / deployed in your organizations in the enclosed proforma, within the stipulated period **and** the same may be uploaded on their website under intimation to this office, immediately.



**Statement of Immovable PROPERTY FOR THE YEAR ENDING 2014 FOR THE YEAR ENDING 01/01/2015**

Name of officer (in full) :-

Staff No.

Present Post Held :-

Service :-

Present Pay :-

Name of District Sub-division, taluk and village in which property is situated.	Name and details of property		Present Value	If not in own name, state in whose name held and his/her relationship to the Government 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
	Housing & other building	Land					
1	2	3	4	5	6	7	8

Signature \_\_\_\_\_

Date.....

Mob/Tel : \_\_\_\_\_

1. Inapplicable clause to be struck out.
2. In case where it is not possible to assess the value accurately the approximate value in relation to present conditions may be indicated.
3. Includes short-term lease also.
4. The wording '**No change or No addition or as in previous years**' 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 1 and Class II(Group A and Group B) services under Rules 18 (1) of the CCS (Conduct) Rules, 1964 in the first appointment to the Service and thereafter as on 1<sup>st</sup> January every year giving particulars of all immovable property owned, acquired or inherited by him on lease or mortgage, either in his/her name or in the name of any member or in the name of any other person.