

No. 10(2)/2013-Vig.
Government of India
Ministry of Micro, Small and Medium Enterprises
Office of the Development Commissioner
(Micro, Small & Medium Enterprises)
Vigilance Section

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7th Floor, A Wing, Nirman Bhavan, New Delhi

Dated 3rd January, 2013

To
The Director,
All Micro, Small & Medium Enterprises-DI/
Regional Testing Centres/Training Institutes.

Subject:- CCS (Conduct) Rules, 1964-Annual Immovable property
Return for the year 2012 (showing position as on 1.1.2013 -
Submission of .

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Sir,

I am to state that under provisions of Rule 18(1) of the CCS (Conduct) Rules, 1964 every Government Servant holding a Group 'A' or 'B' post is required to submit on his first appointment to any post of service and thereafter at such intervals as may be specified by the Government a return showing particulars of 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 own name or in the name of any member of his/her family or in the name of any other person. It is requested that the Annual Immovable Property Return for the year 2012 (showing position as on 1.1.2013) in respect of Class I & II (Group 'A' and 'B') Officers working under your control, may please be sent by 31st January 2013.

2. The forms for filing annual immovable property return and intimation/seeking prior permission for dealing in movable /immovable property are now available on the website of Headquarters Office i.e. www.dcsmse.gov.in/

3. It may please be noted and brought to the notice of all concerned that failure on the part of a Government servant to comply with the requirement of the aforesaid rule can form good and sufficient reason for instituting disciplinary proceeding against him/her. Strict action can be taken against employees who fail to submit the returns in time or furnishing wrong information.

4. The return of Immovable Property Return will be treated as "CONFIDENTIAL" and may please be sent in a sealed envelope separately and not with Annual Confidential Reports for the year 2012-13.

Yours faithfully,



(Anil Tehlan)

Deputy Director (Vig.)

Copy to:

All Gazetted and Non-Gazetted (Group A & B) Officers working at Headquarters Office. It is requested that the Annual Immovable Property Return for the year 2012 (showing position as on 1.1.2013) may please be furnished to the Vigilance Section by 31st Jan. 2013.



(Anil Tehlan)

Deputy Director(Vig.)

Statement of Immovable Property Return for the year 2012 (as on 31-12-2012)

Service: _____

Name of Officer (in full): _____ Designation _____ Date of Birth: _____

Ministry/Department/Office: _____ Present pay: _____

Name of district Sub-division, Taluk and Village in which property is situated	Name and details of property – housing, lands and other buildings	Cost of construction/acquirement including land in case of house and year when purchased	*Present Value	If not in own name in whose name held and his/her relationship to the Government servant	How acquired – whether by purchase, lease**, mortgage, inheritance 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)

NOTES:

- 1) *In case where it is not possible to assess the value accurately the approximately value in relation to present conditions may be indicated.
- 2) **Includes short term lease also.
- 3) The declaration form is required to be filled in and submitted by every member of Class I and Class II (Group A and Group B) services under rule 15(3) of the Central Civil Services (Conduct) Rules, 1955, (now rule 18(1) of the CCS (Conduct) Rules, 1964) on 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 members of his family or in the name of any other person dependent on Government servant.
- 4) The wording 'no change' or 'no addition' or 'as in the previous year' should be avoided and full details provided.
- 5) The columns should be filled up neatly in capital letters.

Signature: _____

Date: _____