



PUBLIC (SPECIAL-B) DEPARTMENT
SECRETARIAT, CHENNAI – 600 009

Letter No.3462/Special.B/2011 - 1, Dated:21.12.2011

From
Thiru Kumar Jayant, I.A.S.,
Secretary to Government

To
All Indian Administrative Service Officers (w.e.)

Sir/Madam,

Sub: Instructions regarding furnishing of Annual
Immovable Property Returns by All India
Services Officers – Forwarded

Ref:- From the Government of India, Ministry of
Personnel, Public Grievances and Pensions,
Department of Personnel and Training, New
Delhi, Letter No.11/74/2011/EO/PR, Dated:
25.11.2011 (received on 07.12.2011).

* * * *

I am directed to state that the Government of India, Ministry of Personnel, Public Grievances and Pensions, Department of Personnel and Training, New Delhi, in their reference cited has stated that in accordance with Rule 16(2) of AIS (Conduct) Rules, 1968, every member of the Service has to submit an annual return in the prescribed proforma giving full particulars of Immovable Property inherited or owned or acquired or held by him on lease or mortgage either in his name or in the name of any member of his family or in the name of any other person in the month of January every year. As such, the Government of India has requested to brought to the notice of all members of Service about the above instructions and to submit their returns latest by 31st January, 2012 for the year 2011.

p.t.o.

3. I am, therefore, to request you to send your property return Form-I (Copy enclosed) in duplicate in two separate sealed covers for the year ended **31-12-2011** duly superscribed as follows on or before **31-01-2012**:

STATEMENT OF IMMOVABLE PROPERTY FOR THE YEAR ENDED 31.12.2011

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Name : _____

Cadre : _____

Designation of the Officer : _____

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4. This may be treated as "MOST IMMEDIATE".

Yours faithfully,

P. Sridharan

for Secretary to Government

Copy to:

- The Home Department, Chennai-9 (w.e.)
- The Environment and Forests Department,
Chennai-9 (w.e.)
- The Personnel and Administrative Reforms Department,
Chennai-9 (w.e.)

COPY OF:

F.No.11/74/2011EO/PR

Government of India
Ministry of Personnel, Public Grievances and Pensions,
Department of Personnel and Training

New Delhi,
Dated 25.11.2011

OFFICE MEMORANDUM

Sub: Submission of Immovable Property Returns
- instructions regarding.

In accordance with Rule 16 (2) of the AIS (Conduct) Rules, 1968, every member of the Service has to submit an annual return in the prescribed proforma giving full particulars of Immovable Property inherited or owned or acquired or held by him on lease or mortgage either in his name or in the name of any member of his family or in the name of any other person in the month of January every year.

2. It is requested that these instructions be brought to the notice of all members of Service in your cadre to ensure that all officers submit their returns **latest by 31st January, 2012 for the year 2011**. All these returns may be forwarded to DOPT by **28th February, 2012**, in one go, alongwith names of defaulting offices. Before forwarding these Returns, it may please be ensured that:

- i) It is in the proforma as prescribed in the rules (specimen enclosed)
- ii) Full details of Immovable Property are given and expressions like "**No change**" or "**same as last year**" **will not be accepted**. If an officer does not own any property he/she should state so in the return rather leaving it blank and it should duly signed by the officer with date.

(B.P. Sharma)
Establishment Officer &
Additional Secretary

To
The Chief Secretaries of all the State Governments/UTs

FORM -I

(See Government of India's instructions (1) and (2) below Rule 16)

STATEMENT OF IMMOVABLE PROPERTY RETURN FOR THE YEAR 2011 AS ON 31.12.2011

1. Name of officer (in full) : _____ 3. Cadre & Batch: _____

2. Service to which the officer belongs: Indian Administrative Service 4. Present Pay: _____

1	2	3	4	5	6	7	8
Name of District, Sub-Division, Taluk and village or City in which property is situated (full location & postal address)	Name and details of Property, Housing lands and other Buildings	Cost of construction / Acquisition (and year 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 Government servant	How acquired, whether by purchase, mortgage, inheritance, gift or otherwise with date of acquisition and name with details of person(s) from whom acquired	Annual Income from property	Remarks.

SIGNATURE
NAME
DESIGNATION
DATE

Note: Please read the notes overleaf before filling up the Form

- : 2 : -

NOTES

1. * In case where it is not possible to assess the value accurately, the approximate value in relation to present conditions may be indicated.
2. ** Includes short-term leases also.
3. The declaration form is required to be filled in and submitted by every member of Class I and II services under relevant provision 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.
4. The wording 'No change or No addition or as in previous year' may be avoided and all details filled up.
5. AIS officers are requested to fill the form in duplicate.



PUBLIC (SPECIAL-B) DEPARTMENT
SECRETARIAT, CHENNAI – 600 009

Letter No.3378/Special.B/2011 - 1, Dated:08.12.2011

From
Thiru Kumar Jayant, I.A.S.,
Secretary to Government

To
All Indian Administrative Service Officers (w.e.)

Sir/Madam,

Sub: Instructions regarding furnishing of Annual
Immovable Property Returns by All India Services
Officers – Forwarded

Ref:- From the Government of India, Ministry of
Personnel, Public Grievances and Pensions,
Department of Personnel and Training, New Delhi,
Letter No.11017/27/2011-AIS-III, Dated:
24.10.2011 (received on 23.11.2011).

* * * *

I am directed to enclose a copy of the Government of India's letter
cited for your information and adherence.

Yours faithfully,

P. Srinivasan

for Secretary to Government

Copy to:

The Home Department, Chennai-9 (w.e.)
The Environment and Forests Department,
Chennai-9 (w.e.)
The Personnel and Administrative Reforms Department,
Chennai-9 (w.e.)

C.No. 3378/2011

No. 11017/27/2011-AIS-III
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel and Training

North Block, New Delhi,
Dated: 21 October, 2011

23 NOV 2011

Public (Tappal) Dept.

To
The Chief Secretary of all States/UTs

Subject: Furnishing of annual immovable property returns by AIS officers in accordance with the instructions regarding.

I am directed to refer to the provisions of Rule 16(2) of the AIS (Conduct) Rules, 1968, which mandates every member of the Service to submit an annual immovable property return in the prescribed proforma.

2. The recent decision to place annual immovable property returns filed by AIS officers in the public domain has necessitated closer monitoring of finer details like reckoning the exact date of filing return by the officers. A practical problem that is often encountered by the Cadre Controlling Authorities while implementing the provisions of Rule 16(2) of the Conduct Rules is that the IPR by AIS officers are submitted to their respective cadre authorities, who in turn forward the same to EO Division, in the capacity as the Cadre Controlling Authority for IAS officers. It is observed that most of the officers do not put the date under their signatures on the IPRs, making it virtually impossible for the EO Division to confirm the exact date of submission of immovable property return by the officers.
3. As per latest instructions, on grant of vigilance clearance to AIS officers timely submission of IPRs has been linked to the issue of grant of vigilance clearance. It is, therefore, imperative that the exact date of submission of immovable property return by the AIS officers is invariably correctly reflected by the officers in their IPRs.
4. The contents of this letter may be brought to the notice of all the members of the All India Services.

Yours faithfully,

Navneet Misra

(Navneet Misra)

Under Secretary to the Government of India

Copy to:

1. All Ministries/Departments of the Government of India
2. The Ministry of Home Affairs (Attn: Joint Secretary. Police), North Block, New Delhi.
3. The Ministry of Environment & Forests (Attn: Joint Secretary), Forests), Paryavaran Bhavan, CGO Complex, Lodhi Road, New Delhi.
4. All Officers/Sections of the Department of Personnel and Training
5. Website of the Ministry (www.persmin.nic.in>OM & orders>service>Conduct Rules).

—sd—

(Navneet Misra)

Under Secretary to the Government of India